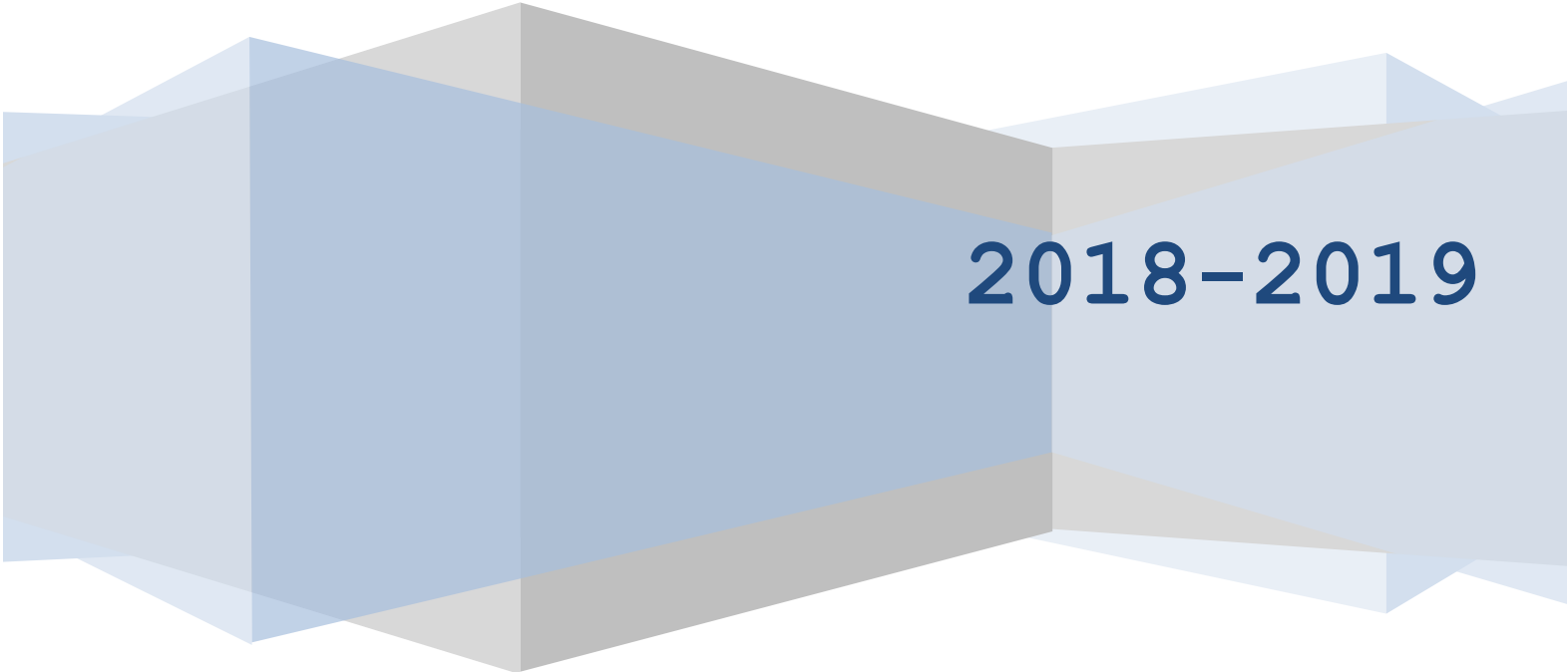


# Calhan High School Parent/Student Handbook



2018-2019

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Calhan School District RJ1 Behavioral Guidelines

**OSS = Out of School Suspension**

**ASD= After School Detention**

	1st	2 <sup>nd</sup>	3rd	4th	5th
Truancy	Monday School 8:00 – Noon	Monday School 8:00 - Noon	3 Days ISS	MTSS Conference with Parents	MTSS Conference with Parents
Tardies Per Semester	No Action	No Action	1 Detention	2 Detention	Monday School/Activity Suspension
Misleading School Personnel	Monday School 8:00 - Noon	1-3 Day Suspension	1-3 Day Suspension	MTSS Conference with Parents	MTSS Conference with Parents
Cheating	Zero for Work 1 ASD	Zero for Work 1 ASD	Loss of Credit after review	MTSS Conference with Parents	MTSS Conference with Parents
Profanity/Vulgarity	1 ASD	2 ASD	Monday School	MTSS Conference with Parents	MTSS Conference with Parents
PDA	1 ASD	2 ASD	Monday School	MTSS Conference with Parents	MTSS Conference with Parents
Controlled Substance Use and Possession	1 Day OSS/Citation for Calhan PD	3 Days OSS/Possession Citation	5 Days OSS	MTSS Conference with Parents	MTSS Conference with Parents
Fighting	3 Days OSS	5 days OSS	May result in expulsion	MTSS Conference with Parents	MTSS Conference with Parents
Improper Dress	Send home or change clothes	Send home or change clothes	Monday School/Activity Suspension	MTSS Conference with Parents	MTSS Conference with Parents
Stealing	1 Day Suspension	2 Days OSS	3 Days OSS/Activity Suspension	MTSS Conference with Parents	MTSS Conference with Parents
Disrespect/Defiant	1-3 Days Suspension	3 Days OSS	3 Days OSS Behavior Contract	MTSS Conference with Parents	MTSS Conference with Parents
Detrimental Behavior	1-3 Days ASD	1-3 Days ASD	Monday School/Activity Suspension	MTSS Conference with Parents	MTSS Conference with Parents
Cell Phone	Teacher confiscates/return at the end of class period to student	Teacher confiscates/turns over to office/student may pick up at the end of the day	Teacher confiscates/turns over to office/Parents must retrieve	MTSS Conference with Parents	MTSS Conference with Parents

**MISSION STATEMENT (AD)**

The Mission of Calhan School District is to create, through a collaborative effort, an accepting, supportive, and safe learning environment that encourages growth in each individual. Our purpose is to promote high standards of educational achievement and social responsibility and to develop lifelong learners with the skills, the knowledge, and the understanding that are necessary to succeed in the twenty-first century.

*“Promoting high standards and social responsibility”*

**ABSENCES (JH)**

If a student is not going to be in school, parents should make every effort to call the school office at 347-2766 prior to 9:00 a.m. If parents

cannot call the school, a note should be sent with the student when he/she returns to school explaining the reason for the absence. A student must present a note (or phone call from parent) within two days of returning to school. If not documented in two days, the student shall be considered truant and the appropriate disciplinary action will be enforced according to the district's behavioral guidelines (JIC). Students may not leave school grounds during closed campus times unless given permission by a parent. Students intending to leave school during closed campus times must secure parental permission prior to leaving. For pre-arranged absence (family trip, doctor or dentist appointment, etc.), students must bring a note from parent(s) in advance which must be approved by the school Principal. Absences beyond 8 per semester may require a hearing to justify credit for the course. **Note:** Parents should attempt to make all appointments on Mondays.

Students must report to the office and obtain an admit slip before returning to class following an absence. The only exception is when the absence is due to a school-sponsored activity. Teachers will not admit students to class without an admit slip.

## ACADEMIC EXPECTATIONS AND PROCEDURES

Calhan High values the essential skills found in a diverse and rigorous high school education. To insure the highest quality education for all, students will compile a portfolio demonstrating his/her accomplishments, skills, and dedication in which the Calhan Community believes. This portfolio (ICAP – Individualized Career Academic Plan) begins during a student's freshman year in a course called "Freshman Seminar" and continues until the student graduates.

Student's academic proficiency will be assessed using state and district assessments and placed in courses appropriate to their ability level. In addition, students will be placed in a Literacy course based on their academic needs to further their ability to decode, comprehend and synthesize information. Students in need of reading intervention will receive direct instruction, targeted to improve their ability to handle text in all content areas based on the appropriate tier level.

Tier 1- the student marginally below grade level in one component of literacy.

Tier 2- the student is below grade level.

Tier 3- the student is significantly below grade level.

These tier levels reflect the Colorado Department of Education's Response to Intervention model, also known as MTSS.

To maximize the learning for all students the following are considered standard operating procedures for all classrooms:

1. Come to class prepared with all materials
2. Academic engagement from bell to bell
3. Complete assigned work
4. Actively participate in classroom activities and projects
5. Articulate based on your ability to demonstrate proficiency in essential skills identified within the specified content area.

## ACADEMIC AND GRADUATION REQUIREMENTS (IKF) (IKF-R)(IKE-R)

In pursuit of its mission to ensure that all students reach their learning potential, the Board of Education has established the following graduation requirements.

### State and District Content Standards

All students must meet or exceed state and district content standards prior to becoming eligible to graduate.

Graduation from high school is a culminating event that results from the foundations built at the elementary and middle levels. Graduation is a collaborative effort among levels in a student's public school career. Each level of school and each staff member or parent/guardian who instructs or counsels a student shares responsibility for the ultimate ability of that student to demonstrate proficiency in the content standards and to meet the expectations for graduation.

### Units of Credit Needed

Credits earned for Graduation must be accomplished while enrolled in high school. A credit is defined as the amount of credit given for the successful completion of a course which meets four days per week for a minimum of 62 minutes daily for at least 36 weeks or the equivalent. Successful completion means that the student obtained a passing grade for the course.

### Promotion or Retention in High School

**Beginning with the class of 2021**, Calhan High School recognizes students as members of a particular class on the basis of academic credits accrued. Credit thresholds for recognition are as follows:

- Students with less than 6.5 credits recognized as a Freshman
- Students with 6.5-12.9 credits recognized as a Sophomore
- Students with 13-20.5 credits recognized as a Junior
- 4<sup>th</sup> Yr. Students with 19.5 or more credits recognized as a Senior

Class recognition will apply for all social and school governmental circumstances.

Transfer students will be accepted at the level appropriately designated by their previous school. Advancement to the next academic level will be determined by the number of credits earned from the time of enrollment. For example: If a transfer student is recognized as a Sophomore in his or her previous school, but has only 5 credits, that student may be enrolled as a Sophomore. To advance to Junior status that student would have to earn a minimum of 6.5 credits for a total of 11.5. **This adjustment will not amend or adjust the district credit requirement for graduation.**

**Diploma Requirements**

There will be three different types of diplomas offered through Calhan High School. Each will carry the same weight as a diploma, but they will each recognize the various pathways students achieve success in high school.

**Honors Diploma**

- 28 Academic Credits plus 1 Community Service Credit required
  - 85% of total credits available (28/32)
- Community Service Credit given for 50 or more documented hours
- Minimum of 2 or more High School Credits in Honors/College level courses are required to be completed at a “B” level or above (required for college credit)
- Successful completion of a Senior Project to be presented to the community during the spring semester of the senior year.
- Must complete this diploma to be in the running for Valedictorian/Salutatorian honors

**CTE Diploma (Career and Technical Education)**

- 26 credits required
  - 93% of total credits available (26/28)
- Successful completion of 2 years of AVP programs with “B’s” or above
  - Can be either a 2 year program or 2 – 1 year programs
- Successful completion of 8 hours of job shadowing within their specific areas
  - Job Shadow must be pre approved
  - Accountability form for Shadow Program to be completed
  - Report on Shadow experience to be included in Senior Project
- Successful completion of a Senior Project to be presented to the community during the spring semester of the senior year.

**High School Diploma**

- 26 credits required
  - 81% of credits available (26/32)

**Minimum Required Credits/Courses**

Credits	Area	Specific Courses
4	Language Arts	
4*	Mathematics	
4*	Science	
3	Social Studies	American History & Government required
1	Physical Education	
.5	Computers	
1	Health	

1	Fine Arts	(Honors Diploma Only)
1	Community Service	(Honors Diploma Only)
8.5	Electives	Starting with class of 2013

\*Required credit beginning with the class of 2018

All students are required to be enrolled in the Literacy/Academic Practice (AP) program unless they have been accepted into the Area Vocational Program (AVP).

**Required Demonstration of Mastery for Graduation (Beginning with the Class of 2018)**

In accordance with state guidelines, to be eligible to graduate, in addition to accruing the required type and number of credits, students must, during their final year of school, successfully demonstrate postsecondary readiness by passing one of the state approved assessments for mastery with the requisite score. Students may choose from the following approved assessments:

- ACT
- Capstone Project
- Advanced Placement Test
- Concurrent enrollment
- MAP
- Industry certificate
- ASVAB
- Skills USA Honors

**Physical Education**

A student may earn his/her Physical Education credit for graduation either by taking appropriate courses, or by earning ¼ credit per year of high school athletic participation. To earn credit through athletic participation the student must begin and end a full season at any competitive level. The student must participate in practices, and compete at the level appropriate for their ability.

**Credit from Other Institutions and Home-based Programs**

All students entering from outside the District must meet the district graduation requirements. The Principal shall determine whether credit toward graduation requirements shall be granted for courses taken outside the District. Students, who are currently enrolled in the District and wish to obtain credit from outside institutions, or through on-line programs, must have prior approval from the Principal.

The District shall accept the transcripts from a home-based educational program. In order to determine whether the courses and grades earned are consistent with district requirements and district academic standards, the District shall require submission of the student’s work or other proof of academic performance for each course for which credit toward graduation is sought. In addition, the District may administer testing to the student to verify the accuracy of the student’s transcripts. The District may reject any transcript that cannot be verified through such testing.

**Class Rankings and Grade Point Averages**

Graduating seniors shall be ranked within the graduating class upon the basis of grade-point averages for the four-year program, excluding the last semester of the senior year.

Grades for regular classes will be given the following values: A=4, B=3, C=2 and D=1.

Honors/College Level courses (not AVP) will have weighted grades as follows: A=5, B=4, C=3, D=2

When transcripts of transfer students show grades such as pass or satisfactory, such grades shall not be counted in determining class rank or grade point average. Students entering from home-based education programs must submit student work or other proof of academic performance for each course for which credit toward class ranking or grade point average is sought.

**Independent Study**

Independent study, work experience and experienced-based programs approved in advance by the Principal may be taken for high school credit. Students must submit a request for approval that includes a summary of the educational objectives to be achieved and monitored by a faculty member.



**Student Course Load**

The course load for freshmen, sophomores, juniors and seniors shall be a minimum of 6 credits per school year. Students who wish to take fewer credits in any given school year must obtain advance permission from the Principal.

Any student that is lacking by more than 1/2 credit from meeting the graduation requirements will not be allowed to participate in graduation exercises.

**Calhan Secondary Literacy Program**

All high school students will participate in the Literacy Program. Course work will be based on reading assessment data, following the Colorado Department of Education’s Response to Intervention tier system. Students will take 1 course per year to meet the literacy requirement. Literacy class is graded on a pass/fail basis. Students who fail will either re-take the course, make-up missing work, or take additional course work to replace the credit missed. Literacy faculty and the high school Principal will determine which credit recovery path is appropriate based on the student’s performance level. Transfer students will be placed, according to assessments, in an appropriate class. Due to the uniqueness of the Literacy Program transfer students will not be required to make up literacy credits, but will be required to participate in the program while enrolled at Calhan High School. Foreign Exchange students will be assigned appropriate course work based on his/her level of proficiency.

**Post Secondary Readiness**

Emphasis is placed on a student’s ability to communicate, collaborate, and think creatively. Student progress toward career and post secondary readiness begins with the Freshman Seminar course.

- While in Freshman Seminar students will create a digital portfolio (ICAP) tracking his/her career interests, levels of proficiency in the areas of reading, writing, and mathematics, goals, participation in clubs, activities, and other school and non-school related functions that demonstrate the skills identified as necessary for Post Secondary Readiness.

**ADMISSION/WITHDRAWAL (JF/JFC)**

The enrollment of a new student begins in the registrar’s office. After completing various District forms, the student will meet with the counselor or Principal to design a schedule that best meets the student’s needs. To formally withdraw from school, a student must secure a withdrawal form from the Principal’s office. This form must be signed by all teachers listed on the form indicating that (1) all books and equipment have been checked in, and (2) all outstanding bills have been paid. A parent or guardian must sign the form. Once completed, the form should be returned to the Principal’s office.

**ALCOHOL AND/OR CONTROLLED SUBSTANCES (JICH)**

Calhan School District R J1 shall promote a healthy environment for students by providing education, support and decision making skills in regard to alcohol, drugs, and other controlled substances and their abuse. In order to accomplish this goal, a cooperative effort must be made among the schools, parents, community and its agencies. It shall be a violation of Board of Education policy and considered to be behavior which is detrimental to the welfare, safety or morals of other students or school personnel for any student to possess, use, sell, distribute or procure, or to be under the influence of alcohol, tobacco, drugs or other controlled substances. The unlawful possession or use of alcohol or controlled substances is wrong and harmful to students. For purposes of this policy, controlled substances include, but are not limited to narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, any other controlled substances as defined in law, or any prescription or nonprescription drugs, medicine, vitamin or other chemical substances not taken in accordance with the Board of Education policy and regulations of administering medicines to students. This policy also includes substances that are represented by, or to the student to be any such controlled substance, or what the student believes to be any such substance. This policy shall apply to any student who is on school property, in attendance at school, in a school vehicle or taking part in any school sponsored or sanctioned activity or whose conduct at any time or place interferes with the operations of the District or the safety or welfare of students or employees. Students violating this policy shall be subject to disciplinary sanctions, which may include and/or expulsion from school and referral for prosecution. Suspension and recommendation for expulsion shall be mandatory for sale or distribution of drugs or other controlled substances, in accordance with state law. Situations, in which a student seeks counseling or information from a professional staff member for the purpose of overcoming substance abuse, shall be handled on an individual basis, depending upon the nature and particulars of the case. When appropriate, parents shall be involved and every effort made to direct the substance abuser to sources of help. The Board of Education, in recognition that drug and alcohol abuse is a community problem, shall cooperate actively with law enforcement, social services or other agencies and organizations, parents, and any other recognized community resources committed to reducing the incidents of illegal use of drugs and alcohol by school aged youths. Whenever possible, in dealing with student problems associated with drug and alcohol

abuse, school personnel shall provide parents and students with information concerning education and rehabilitation programs, which are available. Information provided to students and/or parents about community substance abuse treatment programs or other resources shall be accompanied by a disclaimer to clarify that the School District assumes no financial responsibility for the expense of drug or alcohol assessment or treatment provided by other agencies or groups, unless otherwise required. The Board of Education shall conduct a biennial review of its drug prevention program to determine its effectiveness, to implement any required changes and to insure that the disciplinary sanctions are consistently enforced.

### AREA VOCATIONAL PROGRAM (AVP)

The Area Vocational Program (AVP) at Pikes Peak Community College (PPCC) offers occupational training for high school juniors and seniors. Classes follow a Monday-through-Friday schedule and encompass two hours and forty minutes per day. Participating students will normally take AVP classes in the morning followed, on Tuesday through Friday, by regular high school classes at Calhan in the afternoon, unless classes conflict with the AVP bus schedule Monday through Friday. ALL AVP STUDENTS ARE REQUIRED TO RIDE SCHOOL PROVIDED TRANSPORTATION TO AND FROM AVP.

Students attending AVP courses earn academic credit that is applied toward high school graduation requirements. All courses earn three credits per year. The Calhan School District pays the cost of the program and provides transportation to the PPCC Centennial Campus. If an AVP student receives a "D" or fails a course, no high school or college credit will be given and the student/guardian will be responsible to reimburse the school for the tuition. If a student fails the first semester of AVP, the student will be disenrolled from the program.

To be eligible to attend AVP, students must meet Calhan graduation requirement criteria and have a record of good attendance and good behavior. Space may be limited. To apply for the program, students and parents must complete and sign a PPCC Area Vocational Program Application for Admission and Student Agreement that stipulates expected student performance and conduct. See the school counselor for applications and information.

### ASBESTOS PLAN (EB/EBAB/EC)

An Asbestos Plan is on file at the District Office.

### ATTENDANCE POLICY (JHB/JH-R)

Students' attendance at school is compulsory under the law. Parents of students are legally responsible for compliance with the law. One criterion for a student's success is regular and punctual attendance. Frequent absences from school lead to poor academic work and possible failure in classes. Regular attendance is of utmost importance for school interest, social adjustment, and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absenteeism. Students who have good attendance generally achieve higher grades and enjoy school. The Board of Education believes that students must satisfy two basic requirements to earn full class credit: (1) satisfy all academic requirements, and (2) exhibit good attendance habits as stated in this policy. The following shall be considered excused absences by the Principal:

1. A student who is temporarily ill or injured or whose absence is approved by the Principal/designee on a prearranged basis.
2. A student who is absent for an extended period due to physical, mental or emotional disability.
3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity or activities of an educational nature with prior approval of the Principal/designee
5. A non-school event with significant educational merit.

**NOTE:** The Principal/designee may require suitable proof regarding the above exceptions, including written statements from the medical sources, etc. The final decision for a student's absence to be excused or unexcused shall rest with the Principal.

**Excessive Absenteeism:** Any student who is absent from a class in excess of eight (8) class periods during a semester may be denied credit by the District for that class. All absences count toward the eight whether excused or unexcused. Only when a student has extenuating circumstances (i.e. death in the family, serious illness, injury, etc.) will the Principal consider an exception to the policy. After a student has four (4) absences in a single class, a letter will be sent to the parents informing them of the absence problem and the possible consequences. High school students who have missed more than eight (8) class periods but have been granted continued enrollment may be assigned additional units of study to make up the credits as determined by the Principal.

The school's policy for students who have excessive absences, truancies, or other attendance violations is Monday School. Monday

School is provided as a means to encourage regular attendance, and for students to engage in academic activities that they missed due to their absence. For further information – see the behavioral guidelines chart in this book.

**Failure to Report:** Students who are not present for instruction at the start of the school day (8:00 am notwithstanding college course exceptions) have failed to report on time. One absence (excused or unexcused depending on parental notification) will be recorded for every two failures to report on time. Parents will be notified at the fifth failure to report.

Consequences for Truancy and Tardies – See CSDRJ-1 Behavior Guidelines (pg. 5)

### AWARDS AND HONORS (JKD)

An academic awards assembly will be held in May to honor outstanding students in each of the school's departments. In addition, students may be recognized for being named to the honor roll, citizenship, and academic improvement or other significant achievements. Each, semester, an honor roll will be published recognizing those students who have a GPA of 3.0 or better.

### BOARD OF EDUCATION (BEDH)

The Board of Education meets regularly on the third Tuesday of each month. These meetings are open to the public. If people desire to have their concerns placed on the agenda, they should notify the District Office @ 347-2541 no later than the Thursday preceding the Board meeting, stating name, purpose, and approximate time needed to make the presentation.

### BREAKFAST PROGRAM

Free for all students.

### BUILDINGS, GROUNDS, OR EQUIPMENT (KF)

Any student organization wanting to use the school facilities outside of regular school hours must complete a Facilities Use Form and have it turned in to the Principal's office for his or her signature. A notice of no less than one week is recommended.

### BULLDOG TIME

Bulldog Time is scheduled each morning for 9th-12th grade students. This time is to be used by teachers for detention time for unacceptable classroom behavior, or extra help from a teacher at either the student's or teacher's request. Students are restricted to the cafeteria, high school hall and mall. Students are not allowed to go to the parking lot or off-campus during Bulldog Time.

### BULLYING PREVENTION AND EDUCATION (JICDE)

The Board of Education supports a secure school climate conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable. Bullying is defined as any written or verbal expression, physical act or gesture, or a pattern thereof that is intended to cause distress upon one or more students in the school environment. For purposes of this policy, the school environment includes school buildings, grounds, vehicles, bus stops and all school-sponsored activities and events. A student who engages in any act of bullying is subject to appropriate disciplinary action including suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made.

#### SAFE2TELL

Safe2Tell provides young people a way to report any threatening behaviors or activities endangering themselves or someone they know, in a way that keeps them safe and anonymous. Now, using Safe2Tell, they only have to make a call to make a difference. By calling 1-877-542-7233 or submitting a tip through the website: <http://safe2tell.org/>, young people can help anyone who is in trouble or prevent a tragedy.

### BUS REGULATIONS (JICC)

School bus transportation is a privilege, not a right. This privilege can and will be suspended for violation of rules. The privilege of riding a school bus is contingent upon a student's good behavior and observance of established regulations for student conduct both at bus stops and on board buses. The driver of a school bus shall be responsible for the safety of the students on his/her bus, both during the ride and while students are entering or leaving the vehicle. Therefore, it is the bus driver's duty to notify the transportation director if any student persists in violating the established rules of conduct. After due warning has been given to the student and his/her parents, the

transportation director may withhold from the student the privilege of riding the school bus. The student may also be denied admission to school, suspended or expelled, in accordance with established policies, for flagrant violation of school bus rider conduct regulations or conduct detrimental to the safe operations of the bus. Any student with continuing unacceptable behavior may be placed on a behavior contract. This contract will be developed by the student, parents, school administrator, and bus driver.

**Prior to Loading (on road and at school) (JICC-R)**

1. Be on time at the designated school bus stop. Keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus. Conduct yourself in a safe manner while waiting.
3. Be careful in approaching the bus stop.
4. Do not move towards the bus at the school loading zone until the bus has been brought to a complete stop.
5. When loading at school, do not leave the bus without permission from the bus driver.

**While on the Bus**

1. Follow driver’s directions immediately and consistently.
2. Stay in your seat, facing forward, while the bus is moving.
3. Keep hands, arms, legs and objects to yourself.
4. Keep volume level down and use only appropriate language.

**After Leaving the Bus**

1. Cross the road when necessary after getting off the bus, at least ten (10) feet in front of the bus, after looking at the driver and receiving the signal that it is safe to cross.
2. Help look after the safety and comfort of small children.
3. Be alert to the danger signal from the driver. Wait for safe crossing signal from driver.

The driver will not discharge riders at places other than the regular bus stop, at the home or at school, unless by proper authorization from the parent or school official. If a student is riding a bus other than his/her own, he/she must bring a permission slip from home (or a parent must call the school office). The note should include what bus the student will be taking and where he/she will be getting off the bus. Students will not be allowed to call home to make arrangements to go home with another student after school is dismissed.

**Extracurricular Trips (JICC/UOA)**

The above rules apply to any trip under school sponsorship. Also, remember to follow the sign out procedure as outlined in the Activities Handbook. Students shall respect the wishes of the adult(s) in charge.

**NOTE:** A SCHOOL BUS IS CONSIDERED SCHOOL PROPERTY; THEREFORE, ALL RULES APPLY TO ANY INCIDENT THAT OCCURS ON A SCHOOL BUS THE SAME AS THOSE THAT HAPPEN ON SCHOOL GROUNDS.

**STORM ROUTES (EEAC)**

In order to assure student safety, Calhan School District will implement “Storm Routes” again this year for use on days when dirt roads are impassible but the pavement is safe to drive on. Parents will be alerted on the TV and Radio as well as receiving phone calls, just as for snow days, only the message will be that Calhan School is running storm routes. On these days, we will run buses only on paved roads. Please bring your child to the listed bus stop that is nearest your home. If the designated time is an issue, you are welcome to meet the bus at another listed location. Keep in mind that these times are approximate. While we will do our best to keep to this schedule, please be flexible and make allowances for road conditions. Because of this, please DO NOT leave your child at the bus stop; wait for the bus to arrive to pick up your child. In the afternoons, please be at the stop several minutes ahead of the estimated drop time. The bus cannot safely wait on the road for parents to arrive. We will plan to run the same storm route morning and afternoon unless the conditions change greatly, in which case you will be notified again by our reverse calling system. You can find the list of stops for your child below, or the complete list of storm route stops on our website, calhanschool.org, under the Transportation section. For any further information or clarification, please talk to your child’s driver or call the Transportation Director at 347-2766.

**CHEATING (JICDA)**

Student will be sent to the Principal. Disciplinary action, which may include loss of credit, will be taken in accordance with the published Behavioral Guidelines (pg. 5).

### **CLASS FUNDS/DEPOSITS (DM)**

Money should not be kept in lockers or in classrooms. Any class funds should be deposited in the office by a class/organization officer. The school class/organization treasurer should periodically compare financial figures with those of the activity fund bookkeeper to see that totals balance.

### **CLOSINGS (EBCE)**

School closings or emergency early dismissals because of inclement weather or other conditions will be broadcast over the radio stations KOA (850 AM), KKCS (101.9 FM & 1460 AM), KKFM (98.1 FM), KVOR (1300 AM), Television Stations KOAA 5 & 30, KKTU 11, and KRDO 13 will also be notified as well as it being posted on the school website @ [www.calhanschool.org](http://www.calhanschool.org). Additionally, the reverse calling system to notify parents. No extra-curricular activities (i.e. athletic practices, drama rehearsals) will take place on days that school is not in session due to closing.

### **COLLEGE VISITATIONS**

Seniors are permitted one day of school business absence to visit prospective colleges during school hours if accompanied by parent. All visits must be pre-arranged and approved by the Principal and assignments gathered prior to the absence. This absence will be considered school business. Students should visit the college on an official college visitation day.

### **COLORADO GROWTH MODEL (ILBA/ILBB)**

The Colorado Growth Model provides a common understanding of how individual students and groups of students progress from year to year toward state standards based on where each individual student begins. The model focuses attention on maximizing student progress over time and reveals where, and among which students, the strongest and weakest growth is happening. Student progress is assessed using CSAP results with the 3<sup>rd</sup> grade scores being a benchmark. In the fall, parents will receive individual reports indicating their child's rate of growth (high growth, adequate growth, low growth) for each subject tested the previous year. Please visit [www.SchoolView.org](http://www.SchoolView.org) for more information about how our school performs compared to other schools in Colorado.

### **DANCES**

All Calhan dances are "closed" dances. Once a student leaves a school dance, he/she is not re-admitted for the duration of the evening. Students not enrolled at Calhan will only be admitted if they are guests of Calhan students and have prior approval from the Principal.

### **DETENTION (JK)**

After School detention is held daily from 4:05 p.m. to 4:35 p.m. If students are required to be in detention, they and their parents will need to make arrangements for transportation home after detention. Any student who fails to show up for detention will be assigned additional time. Failure to show up for detention may result in an in additional disciplinary action.

### **DISCIPLINE (JK)**

All School District employees have the authority to address violation(s) of school rules and inappropriate behavior and language on and off campus during the time a student is enrolled in the school; including time when school is not in session.

### **DOORS LOCKED FOR STUDENT SAFETY (ECA-ECAB)**

Calhan School has installed a door camera and a "Buzz In" system to prevent unauthorized entry. This is a proactive means to help maintain safety. When you arrive "buzz in" and wait for the office to confirm your business and open the door. We appreciate your patience and understanding.

### **DISCRIMINATION COMPLAINTS (AC-R)**

Any student or employee, or any individual or group acting in behalf of a student or employee may file a grievance with the District if such parties feel that they have been unlawfully discriminated against on the basis of sex, race, color, national origin, or handicap in admission, or access to, or treatment, or employment in, educational programs or activities which Calhan R J-1 operates. A grievance must be filed (policy AC-R) with the District Compliance Officer as soon after the incident as possible.

**STEP 1** - Prior to the filing of a written grievance, the grievant (s) should request a pre-grievance meeting with the respondent alleged to be directly responsible for the violation and/or persons with immediate supervisory authority related to the grievance. These persons shall make reasonable efforts to meet with any student or employee to discuss discrimination matters that the student or employee may wish to bring to their attention.

**STEP 2** - If as a result of the discussion, the matter is not resolved within five school days, the grievant may set forth the grievance in writing on form JII-E to the Principal. The Principal shall communicate his decision in writing to the grievant within 10 school days of receiving the written grievance.

**STEP 3** - If the grievant deems it desirable to carry the complaint beyond the decision reached in Step 2, he/she may within ten (10) school days appeal the decision of the Principal to the Superintendent who shall evaluate and render a decision within 10 school days after receiving the appeal. The appeal to the Superintendent must be made in writing, reciting the matter submitted to the Principal as specified above, or his/her dissatisfaction with the decision previously rendered. The Superintendent shall communicate his decision in writing to the grievant and the Principal.

**STEP 4** - If the grievance is not resolved to the satisfaction of the grievant, no later than five school days after receipt of the Superintendent's decision, the grievant may request a review by the Board. Upon receiving the complaint, the matter shall be placed on the agenda of the Board of Education for consideration at the next regular meeting. The request for review by the Board of Education must be submitted in writing with all supporting statements, evidence, and decisions.

## DRESS CODE (JICA)

The school community has high expectations regarding student dress. Students are responsible to dress within the expected guideline. Part of the school's responsibility is to prepare students to enter the work place with an idea of employer expectations. Any employer will expect a reasonable dress standard.

Students will not be allowed to wear sagging or baggy pants that are worn below the waist. Should a student arrive in this style of clothing, he/she will be issued appropriate clothing, assisted in amending the clothing to comply with the standard, or asked to go home to change.

Students will not be allowed to wear billfold chains, or any chains that are draped from pants, hanging from the neck or wrists, or other clothing. Chains such as this will be confiscated and will be returned to the student at the Principal's discretion.

Students are encouraged to dress appropriately for all school activities and to maintain a high standard of dress. The following standards will be in effect:

1. Reasonable cleanliness of person and wearing apparel is expected as a matter of health and aesthetics. Ripped and dirty clothes, pants with holes in them, and cut off shorts and pants with ragged hems set a poor tone in the school.
2. To avoid injury and disease, shoes, sandals or boots must be worn in the buildings. This is a state law.
3. Beach wear and athletic wear are inappropriate except in the gym and athletic fields. A decent coverage of the body is expected. Tank tops(**to include t-back tank tops**), tube tops, halter tops, net shirts, shirts/blouses with spaghetti straps, or low cut blouses or shirts are not allowed. Blouses/shirts or dresses must have straps at least 2 ½ inches wide. Also, muscle shirts, swim suits, and bare midriff, etc. are for a more casual time and not for school.
4. Dress will not be worn that causes or is likely to cause disruption of the educational process. Clothes making statements with sexual innuendoes, alluding to, suggesting, or advocating violence, or advertising alcohol, drugs and/or tobacco don't belong in school. Students wearing such attire will be asked to change or turn them inside out.
5. Wearing apparel that interferes with or endangers self or others while he/she is participating in classroom activities will not be worn. The decision as to the safety or unsuitability of the clothing is a matter of the judgment of school personnel.
6. Pupils must not wear hats or dark glasses in the building without permission of an administrator. Hats, sunglasses, glasses or contacts that are not prescribed to correct vision problems are banned during school hours. Hats, scarves, and headbands cannot be worn anytime between 7:30 a.m. and 4:00 p.m. on school days. Students wearing hats during the school day will have the hats confiscated and will have them returned at the teacher's or Principal's discretion. The primary reason for this Board policy is to establish an atmosphere of courtesy during the student's "working day".
7. Any manner of grooming or apparel, including clothing, jewelry, chains, emblems and badges, bandanas, baggy and saggy clothing that by virtue of color, arrangement, trademark or other attribute is associated with or denotes membership in, or affiliation with, any gang will not be allowed.
8. Students are allowed to wear shorts to school. An appropriate length of shorts will be determined by having students fully extend their arms. The length should be no less than where clothing meets a student's extended fingertips. The same guideline shall apply when students wear skirts.
9. Sleepwear, lounging attire, and slippers are not permitted.
10. Any student improperly dressed may be issued clothing from a lending locker, assisted in amending the clothing to comply with the standard, or sent home from school to change clothes. A second offense may result in a disciplinary consequence.



### ELECTRONIC DEVICES AND ACCESSORIES (JICJ)

Unissued electronic devices and accessories, including, but not limited to, tape/CD players, IPODs, MP3 players, radios, laser pointers, cellular phones, pagers, headphones, and etc. are not to be used in class. It is the District's position that all unissued electronic devices are a distraction to the educational process; however, we understand parents may wish their student to have a cell phone. Students may bring cell phones at the risk of theft or damage, but cell phones are not to be used in the classroom. The school reserves the right to confiscate cell phones when they interrupt the school process. Please refer to the behavioral guidelines (pg.5) for specific disciplinary actions

### EMERGENCY PROCEDURE CARDS (JLCE-E)

Emergency cards must be completed by each student's parent/guardian and placed on file in the school office. It is the parent/guardian's responsibility to inform the office of the changes during the year.

### EMERGENCY RESPONSE PLAN (EBCB-E)

Calhan School District RJ1 is committed to ensuring the safety and security of our students, staff and visitors. During an emergency situation, school officials must act quickly to secure schools, safeguard students and staff, and communicate promptly. All emergencies impact schools including local and national events. The following are some examples of emergencies that a school may take in response: Severe weather, Fire, Weapons, Bomb Threat, Chemical/Hazmat/Biological Materials, or Intruder. Periodic Drills are conducted to ensure students, staff and visitors have knowledge of the procedures to follow in each situation. School Actions: **Lockdown** secures the building and safely shelters all students, staff, and visitors inside the school building. **Shelter-in-Place** is a modification of a lockdown which moves students, staff and visitors away from rooms on the perimeter to safe areas within the school. **Evacuation** requires students, staff, and visitors to exit an unsafe school building.

In an emergency situation, the first reaction of parents may be to call or come to the school. While that is a natural response, it may interfere with emergency agencies that are dealing with the situation. We ask that instead of going to the school, you get information from the following sources: 1. Call the Calhan School District Office @ 719-347-2541, 2. Visit the Calhan School Website @ [www.calhanschool.org](http://www.calhanschool.org); 3. Tune to local TV and radio stations for new alerts; 4. Call the El Paso County Sheriff @ 719-390-5555. Parents can help by being prepared before an emergency happens. Here are a few critical things they can do: Give school officials accurate contact information. Talk to your children about what to do, where to meet and how to contact you. Provide names and contact information for people authorized to pick up your children. Notify school officials if you see a dangerous or suspicious situation at school. If your child is on medication, please refer to the School District medication policy for requirements.

### FEES (JQ)

No dues or fees may be assessed as a condition of membership in any non-dual credit course. No charge shall be made and no fees assessed for textbooks, manuals, or other consumable supplies that are an intrinsic part of the required course of study. However, the cost of replacing lost or damaged materials will be borne by the student, the parent, or guardian. A breakage fee may be assessed in elective lab classes. The unused portion will be refunded to the student at the end of the course. Dues may be assessed by clubs or organizations sanctioned by the Board. Cost of materials or equipment of a personal nature for use in physical education classes or voluntary participation in activities such as Destination Imagination, Student Council, or any other such organization shall be borne by the student. Cost of personal items that are or become the property of the student shall be borne by the student i.e. track shoes, mouth guards.

### FERPA (JRA/JRC)

The Family Education Rights and Privacy Act of 1974, commonly known as [FERPA](#), is a federal law that protects the privacy of student education records. Students have specific, protected rights regarding the release of such records and [FERPA](#) requires that institutions adhere strictly to these guidelines. Questions regarding [FERPA](#) can be directed to the school office.

### FIELD TRIPS (JJOA)

Students are representing Calhan School on any extracurricular trip, which also includes field trips. Students who have been suspended from school due to misbehavior forfeit their right to participate and attend field trips.

### FIRE DRILLS/TORNADO DRILLS/LOCK DOWN DRILLS (EBCB)

Fire, tornado and lock down drills are conducted as necessary during the school year. All students and staff should vacate the classrooms

according to instructions on signs posted in classrooms for fire and tornado emergencies. Lock-down procedures require that students stay in the classroom. Students on a pass from the classroom should report to the nearest classroom during a lock down. All alarms should be treated as if they were signaling a real emergency. Tornado drills will be announced over the PA system.

## FOOD AND DRINK

Food and beverages are not to be consumed in classrooms, hallways, or the mall. Food and beverages (including ice cream) are to be consumed only in the lunchroom. Open containers of pop and other beverages are not to be kept in lockers at any time. Transparent water bottles are permitted with water.

## HALL PASSES

Students should be in the halls only at the beginning and close of school and while moving from one class to another unless they have special permission to complete special duties. Students in the halls during class time must have passes. Students moving about without a pass will be subject to disciplinary action.

## HOMEWORK (IKB)

In order to accomplish educational outcomes, homework will be assigned on a reasonable basis. Long-term assignments such as term papers, research projects, etc. shall be made well in advance of due dates. Due dates shall be adhered to by students. Short-term assignments will not be assigned during scheduled vacation dates. Students who do not turn in homework assignments on time may be assigned detention by individual teachers.

In the event of an excused absence, parents/students may request make-up work. The request should be made at the beginning of the day. Because of the time it takes the office staff and teachers to complete the request, the student should make every effort to have the work completed upon returning to school.

When students have been absent (excused) they will have one (1) calendar day to turn in make-up work for each day missed. An "Incomplete" notation will be recorded by teachers for all work not handed in within the allowed time. This policy may not necessarily be applied in cases when the assignment has been given long in advance of the absence and sufficient time has been given to complete assignments. Teachers may use discretion when assignments are of such a brief nature that they can be completed by the students during class time.

## HONOR ROLL (IKD)

The Board of Education believes that students demonstrating academic excellence should be honored for their efforts. Students with a 3.0 grade point average or higher may qualify for one of the school's honor rolls: Gold (4.00 or above), Silver (3.50-3.99), and Bronze (3.00-3.49). A student with a "D" or "F" grade is disqualified from earning honor roll status.

## INCOMPLETE

Incomplete grades will become failing grades two weeks after the completion of the semester. In extenuating circumstances, additional time may be granted with permission from the teacher and Principal.

## INELIGIBILITY (JJJ/JJJ-R)

Teachers will compute grade averages each Thursday and report any students that are ineligible to the office by 3 p.m. on Thursday. Any student who fail one or more classes or who has two D's will not be allowed to participate in any extra-curricular activities scheduled for the following week (Monday-Saturday). Any high school student who fails one or more classes or who has two D's or more for a semester will not be allowed to participate in any extra-curricular activities for the immediately following quarter.

## INTERROGATIONS/SEARCHES (JIH)

**Police interrogation:** The District has legal responsibility for pupils during the school day and during extra-curricular activities. The school shall make every effort to protect pupils' rights with respect to interrogations by law enforcement. When law enforcement officials find it necessary to question pupils during the school day or during extra-curricular activities, the Principal or his/her designee shall be present. An effort shall be made to contact the parents.

**Staff searches:** School boards can authorize administrators or their designees the legal authority to inspect pupils' school lockers. This authority may be exercised as needed in the interest of safeguarding student and school property. Searches of pupils' automobiles or of



the pupil during the school day and during extra-curricular activities shall be conducted in a manner respecting the pupils' right and consistent with the responsibility for the District to provide an atmosphere conducive to forwarding all aspects of the educational process.

### LEAVING SCHOOL PREMISES (JLIB)

The Calhan High School campus is closed during instruction time and open for 11<sup>th</sup> and 12<sup>th</sup> grade students during the lunch period. Under no circumstances is a student to leave school premises, during closed campus times (JHCA), without first checking out at the school office and obtaining a building leave pass. If it is necessary for students to leave school premises, they must present to the main office written permission from a parent. If no written permission is presented to the office, parents must call the Principal's secretary prior to leaving the campus. Any student leaving school without permission will be assessed a truancy upon returning and be subject to the Calhan High School Behavior Guidelines (pg. 5).

### LIBRARY (JQ)

The library is open from 7:45 A.M. to 4:15 P.M. each school day. Students may use the library throughout the day with a pass from classroom teachers. The library is closed to students during the lunch period. Books not in the library may be obtained through inter-library loan. Any student with overdue books will not be allowed to check out additional materials until books are returned and fines paid.

### LOCKERS

Students will be assigned to a specific locker and no changes will be permitted without permission from the Principal. Lockers are to be kept clean and free of trash at all times. Locker decoration is prohibited on the exterior. Interior decoration cannot be permanent. Lockers are property of the School District and may be inspected at any time by the Superintendent, Principal, or authorized faculty member. Inappropriate offensive material is not to be displayed inside or outside of the locker. Students are encouraged to keep locks on their lockers. Valuables (money, jewelry, calculators and/or electronics) should not be stored in an unlocked locker.

### LOST AND FOUND

Lost and found articles are to be left in the school office. Students having lost articles may inquire at the office to see if they have been found.

### MEDICATION PROCEDURES (JLCD)

All medication must be in a prescription bottle properly labeled with the name of the drug, dosage, and student's name. All medication must be in the school office with a dated and signed note from the parent giving the child's name, dosage amounts, specific dosage times, and other instructions if necessary. Students are not to keep medication on their person or in their locker, or ask teachers to keep it for them. Medication will be given by office personnel and/or the school nurse. Parent cooperation is necessary and greatly appreciated. Nonprescription medications must be in the original container and must be clearly identified as to the name and type of medication and dosage instructions. The same procedures apply to non-prescription medications. A prescription and a note from the doctor are required by law for school personnel to dispense medication. A student with asthma, severe allergies or other related life threatening conditions may possess and self administer medication to treat the student's asthma, anaphylaxis or other related life threatening conditions.

### MONDAY SCHOOL (JK)

Monday School may be convened as necessary to meet students' academic needs or disciplinary resolutions. When scheduled, Monday School is in session from 8:00 AM – 12:00 noon on unscheduled Mondays throughout the school year. Monday School can be arranged at the request of students for supplemental academic help. Students wishing to attend Monday School should make arrangements with the principal or dean of students. Students required to attend Monday School will report for instruction from 8:00 AM – 12:00 noon as assigned. Students will be notified of their requirement to attend Monday School when disciplinary referrals are resolved.

### NATIONAL HONOR SOCIETY

The Calhan National Honor Society is a chapter of the national organization and is bound by its rules and regulations and procedures. Sophomores, juniors and seniors who have an overall grade point average of at least 3.4 are eligible for consideration for membership. Selection further depends on an evaluation of a student's demonstrated qualities of character, leadership, and service made by a faculty committee which meets and selects those students who they believe represent the high ideals of the organization. New members will be

recognized at a formal induction ceremony.

### OVERNIGHT TRIPS (IJOA)

Any student who is suspended from school may forfeit his/her opportunity to participate in overnight activities. Furthermore, any student disciplined for behavior on an overnight trip may forfeit overnights for a period of up to one calendar year. Should it become necessary for a student to be sent home during a trip, parents will be responsible for the transportation of the student.

### PARKING AREAS

Faculty and staff parking spaces are marked with white stripes. Students are not allowed to park in the area along the fence facing school. These spaces are reserved for preschool parent parking only. Students may park in all areas of the lot marked with yellow stripes but NOT in the designated faculty area. After school is dismissed, all vehicles are to exit through the south driveway for the safety of students boarding buses. The angle parking area and horseshoe are reserved for the buses, vehicles of school board members, administrative staff, and visitors on official business. No loitering in the parking lot at any time. Motor vehicle operation that is careless or impudent will result in loss of campus driving/parking privilege and a report of unsafe driving made to law enforcement.

All students driving a vehicle must have a parking permit and be properly registered in the high school office. All students must have a valid driver's license to drive or park on school property.

*The parking area is off limits to students during Bulldog time*

### PLAGIARISM (JICDA)

Calhan High expects all students to understand the academic and legal ramifications of plagiarism. The staff and administration define plagiarism as: the use of another person's ideas, written or otherwise, without properly crediting the original source. Plagiarism is a code of conduct violation and is known as "Academic Dishonesty" on the discipline matrix. The punishment for Academic Dishonesty is as follows:

#### 1<sup>st</sup> Offense

Zero for the assignment, Academic Probation, and 1 After School Detention

#### 2<sup>nd</sup> Offense

Zero for the assignment, 1 After School Detention, Review to decide whether credit will be granted for the course.

### POST SECONDARY OPTION/CONCURRENT ENROLLMENT PROGRAM (IHCDA)

A student intending to enroll in a post secondary program must give written notice to the High School Principal two (2) months in advance of his/her enrollment. The notice must include a description of all course work for which he/she plans to enroll and for which he/she requests high school graduation credit. The Principal will determine which of the requested courses will be granted high school graduation credit. Credit will be denied for courses that do not meet or do not exceed graduation requirements in subject content or grade. Credit may also be denied for courses that the school offers for college credit or which duplicates those offered by the school, unless the student has encountered scheduling conflicts or is in need of a different learning environment. If the Principal denies credit toward graduation for any of the requested courses, he/she will notify the student in writing of the reason within ten (10) school days of receipt of the enrollment notice. He/she also will provide the student with a copy of the procedures and forms for appeal to the Board of Education. If the student decides to appeal to the Board of Education, he/she must file the appeal within ten (10) calendar days after receiving notice of denial of credit. The Board of Education must notify the student in writing of its decision within thirty (30) working days of his/her filing the appeal. If the Board of Education upholds the denial of high school credit, it must provide the student with procedures and forms for appeal to the State Board of Education. An appeal to the State Board of Education must be filed within ten (10) working days of the decision of the local Board of Education.

#### Important notes:

1. The School District shall only reimburse the tuition for the first six semester credits taken by a student for high school credit in any one academic term.
2. The program is not available for summer school.

3. The student purchases textbooks as needed.

### PROGRESS REPORTS (IKAB)

Students and parents can access student progress through *Infinite Campus*, the online student data management system, at any time. Parents are encouraged to request a conference with a teacher at any time regarding the progress of their child. Printed grade reports are available upon request.

### PUBLIC DISPLAYS OF AFFECTION (JK)

Out of respect and courtesy to school employees and students, displays of affection will not be allowed during school hours or at school activities. **(Note:** Only holding hands will be tolerated in the school.)

### PUBLICATIONS (JICEA)

Students are encouraged to express their views in school sponsored publications but they must observe the rules for responsible journalism. Sponsors of student publications have the responsibility to review content before publication and to assist the students in improving their skills. Reviewing the content prior to the publication is not censorship, but part of the educational process. Students have the right to distribute literature on school grounds and in school buildings except that the Principal may prohibit distribution for reasons stated in District Policy. Literature to be distributed must be submitted to the Principal in advance and approved by him/her.

### RANDOM SEARCHES BY DETECTION CANINES

Students and patrons are hereby given due process that the Calhan School District has purchased the service of the El Paso County Sheriff's Office for random searches of the school grounds and vehicles on the campus for contraband. Contraband is defined as "all drugs of abuse" (in the broadest terms), alcoholic beverages, firearms, ammunition, prescription drugs and over the counter medications not prescribed to the student. Violations of the policy will be considered inimical to the welfare of students and contrary to Calhan School District's desire to foster an atmosphere conducive to safety and education.

### RECORDS (JRA/JRC) FERPA

The Family Educational Right and Privacy Act of 1974 authorized parents or guardians of students and students 18 years of age or older access to the student's files by submitting a written request and following established procedures:

1. A written request must be presented to the building Principal.
2. The parent or legal guardian shall review the records in the presence of the Principal or the guidance counselor.
3. The parent or legal guardian may not remove any materials from the file.
4. Parents shall be granted a hearing to challenge the content of the record folder if they submit to the building Principal a written request for such a hearing. This hearing shall be held within ten days after receipt of such request and shall follow procedures established by the Board of Education.  
Notice of the right of access shall become a part of each parent handbook or official registration guide.
5. All persons 18 years of age have the same right as their parents.

At the beginning of each school year, the District shall provide written information to parents and eligible students identifying where and how members of the community may obtain information collected by law enforcement agencies related to registered sex offenders. This information will also be posted on the district's web site.

### REPORT CARDS (IKA/ IKA-R)

Parents may view their student's progress any time during the school year. In progress grades will be available online at any time during the semester with grades posted to grade reports/transcripts at the end of the first and second semester. Grades are but one method of reporting the evaluation of a student's progress in subjects. It is assigned for the purpose of informing the student, parents, and the school of student achievement. Letter grades are assigned on the following percentages of demonstrated mastery:

90 -100 = A                      Excellent or outstanding work

80 - 89 = B	Good or above average work
70 - 79 = C	Standard or average performance
60 - 69 = D	Below average, but passing
59 and below = F	Unacceptable - Failing
INC	Incomplete - work in progress must be completed for a grade to be assigned; otherwise, an "F" will be recorded.

## RESEARCH WRITING STYLE

Calhan High School expects all students to understand the basic nature of research writing. The standard method for research writing, and the style expected to be used on all assignments in all classrooms is Modern Language Association style, or MLA. Students enrolled in college courses may be expected to learn and apply other styles such as APA or Chicago style; however, the staff feels confident that once students understand the fundamentals of research writing a new style will be well within the students' grasp.

## SCHEDULE CHANGES

Any schedule change must be approved by the Principal. Students have the first two weeks of the semester to drop or add a course each semester. Any schedule changes require parent permission as well. After the deadline, students who drop a course will have an "F" recorded on their transcript for the dropped course. After that, schedule changes will only be made at the request of school officials.

## SCHOOL MEALS ([EFC](#), [EFEA](#))

### BREAKFAST

All students, Preschool -12<sup>th</sup> grade are invited to eat breakfast at school. Our Award Winning School Breakfast Program provides an excellent opportunity for students to start the day with a healthy morning meal. A good breakfast gives children the energy they need to succeed in school. Participating in the School Breakfast Program has been associated with increased math scores, decreased school absences, tardiness rates and decreased emotional and behavioral problems. Because of the importance of breakfast we are offering free breakfast for all students regardless of free, reduced or paid status. High School breakfast will be served at Bulldog time.

### LUNCH

Calhan School offers nutritional balanced, healthy, student approved meals that meet the strict government guidelines. It is recommended that parents send weekly or monthly amounts to be put in their child's lunch account. If a student should forget lunch money they will be allowed to charge 2 lunches. However, charges must be paid promptly. You can send cash or check with your student to pay at the school kitchen, mail your payment to Calhan School 800 Bulldog Dr, Calhan CO 80808 Attn: Deb Yirku OR you may use our online bill pay system which takes credit and debit cards. Our website is located at calhanschool.org, left hand side under Food Service, click on Food Service to preview the month's menus; or click on Food Service Links, then click on NutriKids for nutritional information or click on My School Bucks to check your student's account balance and when they are eating, set up low balance email reminders, or make an online payment. Parents are invited to eat with their children in the cafeteria. Please register in the front office, first. If your child brings a sack lunch, please help them develop healthy eating habits by sending nutritious food for them to eat.

### NEW! GRAB-N-GO LUNCH

Juniors and seniors who wish to go off campus for lunch, may order ahead from the kitchen and receive our lunch packaged and ready to go as they leave the building. These will be offered at the same price and qualify for free and reduced rates also.

### FREE AND REDUCED LUNCHES

We encourage all parents to fill out the free and reduced application. The information is confidential. This is a program that helps parents and the higher percentage of free and reduced students helps with grant and funding opportunities for the school. This results in better and varied programs for our students. Please take a moment and fill out the application and return it to the office.

**SNACK**

The cafeteria will be open at various times during the day for students to purchase snacks. These snacks range in price from \$0.50 to \$1.25. Snacks cannot be charged to the student’s lunch account.

**PRICES**

BREAKFAST – Free for all students PK-12<sup>th</sup> Grade

LUNCH –

- PK-5<sup>th</sup> Grade -- \$2.50 Daily; \$10.00 Weekly; \$40.00 Monthly
- 6<sup>th</sup>-12<sup>th</sup> Grade -- \$2.75 Daily; \$11.00 Weekly; \$44.00 Monthly
- Adults -- \$3.50

**SELLING AND EXCHANGING GOODS POLICY**

There will be no selling or exchanging of goods of any kind during school time or on school property or school vehicles that are not school sponsored or approved by the administration or the Board of Education.

**SEXUAL HARASSMENT (JBB)**

The School Board recognizes that sexual harassment can interfere with a student’s academic performance and emotional and physical well-being and that preventing and remedying sexual harassment in schools is essential to ensure a nondiscriminatory, safe environment in which students can learn. In addition, sexual harassment is recognized as a form of sex discrimination and thus is a violation of the laws which prohibit sex discrimination. The District is committed to maintaining a learning environment that is free from sexual harassment. It shall be a violation of policy for any staff to harass students or for students to harass other students through conduct or communications of a sexual nature or to retaliate against anyone who reports sexual harassment or participates in a harassment investigation. All indications, informal reports and formal grievances of sexual harassment by students, staff or third parties shall be investigated by the District and appropriate corrective action shall be taken. Corrective action includes taking necessary steps to end the harassment, to make the harassed student whole by restoring lost educational opportunities, to prevent harassment from recurring and to prevent retaliation against anyone who reports sexual harassment or participates in a harassment investigation. Sexual harassment may result in school disciplinary action up to and including expulsion and/or legal action.

**SEMESTER FINAL TESTS**

A test shall be administered in each class during the final week of each semester. Semester tests will be given with the value of the test being determined by the individual teachers.

**SMOKING OR USE OF TOBACCO PRODUCTS AND NICOTINE DELIVERY DEVICES (JICG)**

The use/or possession of tobacco or tobacco products, including herbal chew, and nicotine delivery devices is prohibited by school board policy and town ordinance for minors. Any student violating this rule is subject to disciplinary action by the school. Minor students using or in possession of these items are subject to prosecution by local law enforcement. See behavioral guidelines chart.

**Note:** Incendiary devices (lighters, matches, etc.) will not be allowed at school. Appropriate discipline will be administered.

**SPECIAL COURSE REQUIREMENTS**

College level courses, taken on campus, will result in both college and high school credit. Eligible students must meet criteria to be admitted to on-campus college level courses.

The following grading system will be used in the assessment of student performance:

90-100      A      5.0

80-89	B	4.0
70-79	C	3.0
60-69	D	2.0
59 or Below	F	0.0

### STUDENT ACCESS TO FACILITIES (ECA/ECAB)

All school facilities are closed to students before school, after school, during Bulldog time and during lunch periods unless a faculty member assumes responsibility for supervision.

### STUDENT AIDE PROGRAM

The purpose of the Student Aide Program is to provide students with the experience of assisting the school staff in accomplishing routine and special tasks necessary in the daily operation of the school. The High School Principal must approve all student aides. If a student wishes to be an aide in the elementary or middle school, that aide must get approval from that building Principal in addition to the High School Principal's approval. Students will be assigned to only one student aide position per semester, and the position will encompass the entire school year when possible. Aide positions are pass/fail and aides may be reassigned or removed from the program at any time if their performance becomes unsatisfactory. Students performing aide duties must display their aide identification badges at all times. Students interested in becoming aides, must fill out an application, must read and be familiar with the student aide guidelines, and must sign the student aide agreement form. Applications and guideline information are available in the counseling center. Exceptions to these guidelines must be approved by the Principal.

### STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES (JII/JII-R)

Decisions made by school personnel, who students believe are unfair or in violation of pertinent Board of Education policies or individual school rules, may be appealed to the School Principal or a designated representative, or by following the specific appeal process created for particular complaints.

Grievance procedures shall be available for students to receive prompt and equitable resolution of allegations of discriminatory actions on the basis of race, color, national origin, sex, age, or disability that students are encouraged to report.

For the purposes of this procedure, the following categories of complaints are established:

1. Conduct of an individual.
2. Department procedures.
3. Building procedures.
4. Board of Education policies and regulations.
5. Curricular programs.
6. Civil rights.
7. All others.

Complaints must be initiated within sixty (60) calendar days of the incident in writing, dated, and signed by the complainant. Forms for this purpose are available in the Principals' offices. Completed forms must be filed with the appropriate persons as follows:

1. **Complaints about an individual:** Immediate supervisor or the individual. The building Principal is the supervisor of the teachers and classified employees; the Superintendent is the supervisor of the Principal.
2. **Departmental procedures:** School Principal.
3. **Building procedures:** School Principal.
4. **Board of Education policies and regulations:** Superintendent.
5. **Curricular programs:** School Principal.
6. **Civil rights (Unlawful Discrimination):** See Policies: AC, ACA, JB, JBA, and JBB.
7. **All others:** School Principal.

When a complaint is filed in writing, a conference shall be held with the complainant within five (5) school days. A written response shall be given to the complainant within ten (10) school days following the conference.

If the complaint is not resolved to the satisfaction of the student, a written appeal may be submitted within ten (10) school days in accordance with the appeal procedures.

Appeals must be made in the following order: School Principal, Superintendent, Board.

When an appeal has been filed in writing, a conference shall be held with all parties involved within ten (10) school days. A written response shall be given to the complainant within ten (10) school days following the conference.

If the appeal should reach the level of the Board, a meeting with the Board shall be scheduled within twenty (20) school days after written appeal has been filed. A written response from the Board shall be given to the complainant within ten (10) school days following the conference.

Complainants who are not satisfied with the resolution of the complaint within the District have the option of contacting their local Office for Civil Rights of the U.S. Department of Education.

## STUDENT COUNCIL

Student Council provides for student activities, serves as a training experience for both leaders and followers, promotes the common good, gives the students a share in the management of the school, develops high ideals of personal conduct, seeks to interest students in school affairs and helps solve problems that may arise.

## STUDENT DISMISSAL PRECAUTIONS (JLIB)

Under no circumstances shall teachers dismiss a student from school prior to the end of the school day or into any person's custody without the prior approval of the school office. All visitors must report to the school office to check in and out of the building. School personnel will obtain/copy/check the picture ID of each visitor and will be required for each visit. If the visiting party is not listed on the emergency procedure card, office personnel will contact the parent/guardian to determine if the party is authorized to visit or pick up the student. Visitor sign in/out time will be documented on visitor log.

## STUDENT INSURANCE AND INJURIES (JLCE)

If a student is injured at school, it is his/her responsibility to immediately report the injury to the nearest teacher or supervisor. The school is no longer responsible for insurance coverage of any student. Any insurance coverage is the responsibility of the student and/or family. Parents are requested to contact the office immediately and report any injuries the student received at school.

## STUDENT USE OF THE INTERNET (JS)

The Board of Education believes the internet should be available in school as a learning resource to educate and inform. The District has installed software on the server which helps block or filter obscene information. District technology devices are owned by the District and intended for educational purposes at all times. Students shall have no expectation of privacy when using the internet or electronic communications. The District reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice all usage of electronic communications access and transmission/receipt of materials and information. Students must sign the *Student Use of the Internet and Electronic Communications* agreement annually. Your electronic signature at the end of this handbook is your acknowledgement form means that you understand the guidelines and have granted permission to allow your child access and use technology at school.

## STUDENT USE OF THE INTERNET AND ELECTRONIC COMMUNICATIONS (JS-E)

### TERMS & CONDITIONS:

All technology must be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this agreement will result in revocation of access privileges.

1. **ACCEPTABLE USE:** The use of technology must be consistent with the educational objectives of the Calhan School District. Transmission of any material in violation of any US or state regulation is prohibited. This includes but is not limited to:
  - a. Copyrighted material
  - b. Threatening or obscene material
  - c. Material protected by trade secret



- d. Political lobbying or product advertisement
  - e. Chat channels or social networking unless part of class assignment or project
  - f. Personal entertainment
2. **PRIVILEGE:** The use of technology is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator(s) will deem what is inappropriate use and that decision is final. The system administrator(s) may close an account at any time, as required. The administration, faculty and staff may request the system administrator to deny, revoke, or suspend specific user accounts. Inappropriate use may also result in district disciplinary action, and/or legal action. Students must never provide their password to anyone or use anyone else's password.
  3. **NO WARRANTY:** Calhan School District makes no warranties of any kind, whether expressed or implied, or the service it is providing. Calhan School District will not be responsible for any damages suffered in using the internet and/or technology. This includes loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions. Use of any information obtained via the internet or any other technologies, is at your own risk. Calhan School District specifically denies any responsibility for the accuracy or quality of information obtained through this service.
  4. **SECURITY:** Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the internet, you must notify a system administrator. Do not demonstrate the problem to other users. Do not give out personal information or share passwords and usernames. Attempts to log on to the internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk, or as having a history of problems with other technology may be denied access to district technologies.
  5. **SOCIAL MEDIA:** Students are not permitted to "friend" a Calhan School District staff member on any form of Social Network. Students may not text with staff members unless through an approved Calhan District program. Online electronic conduct that distracts or disrupts the learning environment or other conduct in violation of this or related district policies may form the basis for disciplinary action.
  6. **VANDALISM:** Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the internet, any agencies or other networks that are connected to the internet or district technology equipment. This includes, but is not limited to, the uploading or creation of computer viruses.

**STUDENT AGREEMENT:**

I understand and will abide by the above agreement. I further understand that a violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, I may face school disciplinary actions, I may face appropriate legal action that may be taken, and I may be required to compensate the School District for losses.

**PARENT/GUARDIAN AGREEMENT:**

**IF THE USER IS LESS THAN 18 YEARS OF AGE, A PARENT/GUARDIAN ALSO MUST SIGN THE AGREEMENT:**

As the parent or guardian of this student, I have read the acceptable use agreement. I understand that this access is designed for educational purposes and that the Calhan School District has taken precautions to eliminate controversial material. I also recognize, however, that it is impossible for the Calhan School District to restrict access to all controversial materials and I will not hold the District responsible for materials acquired on the network. Furthermore, I accept full responsibility for supervision if and when my child's use is not in a school setting.

**SUSPENSION/EXPULSION PROCEDURES (JKD/JKE & JKD/JKE-E)**

1. The student shall be informed of the charges brought against him/her upon being detained by the administration.
2. The student may be given opportunity to question witnesses and confront accusers (informal hearing) before being further detained. If a meeting cannot be arranged immediately, the student may be detained until one can be arranged within a reasonable amount of time during the school day.
3. The student shall be informed of sanctions imposed by the school authorities, including duration of the sanction and the reason for the sanction. Grounds for suspension/expulsion are listed in the student handbook. The sanctions shall be stated no later than within 24 hours of collection of all necessary information.
4. The parent shall be immediately contacted by phone and asked to pick up the student from school. If the parent cannot be



reached, the student shall remain in school under supervision but not be returned to the classroom. If the parent cannot be reached prior to the next school day, the person listed on the student's emergency card shall be contacted.

5. A letter outlining the charges, consequences, and procedures, shall be sent to the parent as a follow-up to the telephone contact. The letter shall be sent within 48 hours of the phone contact.
6. Suspended students will be provided an opportunity to make up schoolwork during the period of suspension, so the student is able to reintegrate into the educational program of the district following the period of suspension. Students will receive 100% credit for makeup work, which is completed satisfactorily
7. A copy of appeal procedures shall be made available to the student at the time sanctions are announced and shall be communicated to the parent by telephone.

According to Colorado Revised Statutes 22-33-106 (1) (a-f) and 3 (e) and 22-12-105 (3), the following shall be grounds for suspension or expulsion from a public school:

1. Continued willful disobedience or open and persistent defiance of proper authority.
2. Willful destruction or defacing of school property.
3. Behavior on or off school property which is detrimental to the welfare or safety of other pupils or of school personnel including behavior which creates a threat of physical harm to the child or other children.
4. Declaration as a habitually disruptive student.
  - a. For purposes of this paragraph, "habitually disruptive student" means a child who has caused a material and substantial disruption in the classroom, on school grounds, in a school vehicle or at school activities or sanctioned events three or more times during the course of a school year. Any student who is enrolled in a public school may be subject to being declared a habitually disruptive student.
  - b. The student and the parent, legal guardian, or legal custodian shall have been notified in writing of each suspension counted toward declaring the student as habitually disruptive and the student and parent, legal guardian, or legal custodian shall have been notified in writing and by telephone or other means as the home or the place of employment of the parent or legal guardian of the definition of "habitually disruptive student."
5. Serious violations in a school building or in or on school property for which suspension or expulsion may be mandatory.
  - a. The sale of a drug or controlled substance as defined in C.R.S. 12-22-303.
  - b. The commission of an act which if committed by an adult would be robbery pursuant to Part 3, Article 4, Title 18, C.R.S or assault pursuant to Part 2, Article 3, Title 18, C.R.S. other than the commission of an act that would be third degree assault under C.R.S. 18-3-204 if committed by an adult.
  - c. The carrying bringing, using or possessing a dangerous weapon without the authorization of the school or school district, except that if a student discovers that he or she has carried, brought or is in possession of a dangerous weapon and the student notifies a teacher, administrator or other authorized person in the school district, and as soon as possible delivers the dangerous weapon to that person, expulsion shall not be mandatory.

As used in paragraph c, "dangerous weapon" means:

    - a) A firearm, whether loaded or unloaded.
    - b) Any pellet or BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
    - c) A fixed blade knife with a blade that measures longer than three inches in length or a spring loaded knife or a pocket knife with a blade longer than three and one-half inches.
    - d) Any object, device instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury.
6. Repeated interference with a school's ability to provide educational opportunities to other students.
7. Carrying, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm in a school building or in or on school property.
8. Failure to comply with the provisions of Part 9, Article 4, Title 25, C.R.S (immunization requirements). Any suspension, expulsion or denial of admission for such failure to comply shall not be recorded as a disciplinary action but may be recorded with the student's immunization record with an appropriate explanation.
9. Making a false accusation of criminal activity against a district employee to law enforcement or to the District.

According to C.R.S. 22-33-106 (2), subject to the district's responsibilities under the Exceptional Children's Education Act and applicable federal law (see policy JK\*-2, *Discipline of Students with Disabilities*), the following shall be grounds for expulsion from or denial of admission to a public school or diversion to an appropriate alternate program:

1. Physical or mental disability such that the child cannot reasonably benefit from the programs available.
2. Physical or mental disability or disease causing the attendance of the child suffering there from to be a threat to the welfare of other students.

## SUSPENSION RESTRICTIONS

Students serving suspension are prohibited from participating in and/or attending all school functions including but not limited to classes, class events, and extra-curricular activities for the length of the suspension. Out-of-school suspensions are served off of school property; students do not report for school while suspended. In-school suspensions are served at school; students do report for school and serve the suspension under supervision.

## SUBSTITUTE TEACHERS

Substitute teachers are necessary and valuable in providing students with continuous and consistent opportunities for movement toward their educational goals. Students are reminded that substitutes are required to carry out the instructions of the regular classroom teacher. When it is necessary for a substitute to be in charge of a classroom, student cooperation and courtesy are required. Failure to act appropriately and referral of the problem to the office could result in immediate detention/suspension.

## TELEPHONE

The school phones are intended for school business.

## TESTING (ILBA)

State mandated assessments will be completed in accordance with state guidelines and CDE mandates. District assessments will be incorporated in accordance with the needs of the school.

## TEXTBOOKS (JQ)

Textbooks are loaned to students for their use during the school year. Students should make sure that their name is written on the book label in case the book is misplaced. It is the student's responsibility to see that books are cared for properly. Fines will be assessed at the end of the school year for any damage to books that is not due to ordinary use. New books will not be issued by the District until fines are paid.

## TRIPS (JQA-R)

Transportation will be provided by the school for all activity trips, athletic events, field trips, etc. Students riding to an activity on school supplied transportation must return by the same means of transportation unless other arrangements have been made in advance by the parents with the sponsor. Students on the ineligibility lists will be denied the privilege of going on a school trip unless the trip is a classroom trip for instructional purpose.

## VALEDICTORIAN/SALUTATORIAN (JMA)

Eligibility for valedictory and salutatory honors is restricted to those students who have been enrolled as full time students at Calhan High School for their final two years of instruction. The valedictorian shall be the Honors Diploma student with 1) the highest grade point average, 2) a current and continuing positive disciplinary record with no referrals during their final year of instruction and 3) a history of continuing and significant presence in and contribution to the Calhan High School student community. The Salutatorian shall be the Honors Diploma student with 1) the second highest grade point average, 2) a current and continuing positive disciplinary record with no referrals during the 12<sup>th</sup> grade year and 3) a history of continuing and significant presence in and contribution to the Calhan High School student community. The determination will be based upon class rank as calculated at the conclusion of the first semester of the 12<sup>th</sup> grade year. However, the school reserves the right to revoke valedictory and salutatory honors if the conditions of eligibility are compromised after the initial designation.

## VEHICLE RULES FOR STUDENTS (JLIE)

Students must adhere to the following rules:

1. Exhibition driving is prohibited.
2. Vehicles may not be moved at any time during the school day without permission from the administration, except during the lunch period.
3. Students must park in the designated areas.

4. The speed limit on school grounds is 10 miles per hour.
5. Angle parking is prohibited; all vehicles must be parked in a perpendicular manner.
6. Students are to exit parking lot in the southwest corner.
7. Students are not to loiter in the parking lot either before school, at lunch, or after school.
8. Students **MUST** have their vehicle registered with the office and **MUST** display a parking permit on their vehicle at all times.
9. Motor vehicle operation that is careless or imprudent will result in loss of campus driving/parking privilege and a report of unsafe driving made to law enforcement.
10. Motor vehicles parked on school property may be searched by school employees when there is reasonable suspicion that illegal items are present.

### VIDEO RECORDERS (EEAF, EEAF-R)

The District has installed video recording equipment on school buses to monitor school transportation and will be videotaping on bus routes at random during the school year. Video recorders have been installed in the school building and will be used for the same purposes as bus recorders.

Tapes will be reviewed as needed by the Principal, and evidence of student misconduct will be documented. Students found to be in violation of the District's bus conduct rules will be notified and disciplinary action will be initiated under the Board-adopted Code of Conduct and Discipline.

### VISITORS (KI)

No student visitations are allowed unless pre-approved by the Principal. No student day-long shadowing is allowed. A visitor pass should be kept in the guest's possession at all times. Passes are available from the Principal's secretary.

### WEAPONS (JIC)

Carrying, bringing, using or possessing a dangerous weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity without the authorization of the school or the School District is prohibited. In accordance with federal law, expulsion shall be for no less than one full calendar year for a student who is determined to have brought a firearm to school in violation of this policy. If a student discovers that he or she has carried, brought or is in possession of a dangerous weapon and the student notifies a teacher, administrator or other authorized person in the School District, and as soon as possible delivers the dangerous weapon to that person, expulsion shall not be mandatory and such action shall be considered when determining appropriate disciplinary action, if any.