

STAFF DIRECTORY

ADMINISTRATION

Keefe, Gerald Superintendent
Trahern, Jim Principal
McNeely, Sheila Business Manager
Oswald, Kellie Secretary

FACULTY

Behrends, Lois Business / Art Crawford, Michael Fourth / Fifth Grade
Crawford, Sara Third Grade
Dechant, Gina Social Studies
Dechant, Eleanor Second Grade
Gekeler, Rick Vo. Ag., Shop
Harms, Jill Preschool & Kindergarten
Hogan, Tim Science & Math
Isenbart, Penny H.S. Language Arts
Johnson, Martha Mathematics
Kent, Carmen Librarian
Marriott, Heidie First Grade
Oquist, JaLynn Fourth / Fifth Grade
Smith, Brenda Special Education
Trahern, Jim Science & Physical Education
Trahern, Sue Jr. High L. A. & Physical Education
White, Valerie Band

AUXILIARY SERVICES

Chad Bopenhagen Transportation Director
Calvin Bopenhagen Maintenance Coordinator
Melissa Bopenhagen Head Cook
Delores Buttry Assistant Cook

ELEMENTARY ROOM ASSIGNMENTS

MISS HARMS #4 KINDERGARTEN / PRESCHOOL ROOM
MRS. MARRIOTT #1 FIRST GRADE ROOM
MRS. DECHANT #3 SECOND GRADE ROOM
MRS. CRAWFORD #2 THIRD GRADE ROOM
MRS. SCHECTER #8 FOURTH GRADE ROOM
MR. CRAWFORD #9 FIFTH GRADE ROOM

SECONDARY ROOM ASSIGNMENTS

Miss Behrends

Art Class Room 16
Computer / Business Classes Room 11
Miss DeBono Decahnt Room 15
American Gov't
Geography / World & American History
Social Studies 7th
Psychology / Sociology
Mr. Gekeler Shop
Vo. Ag. & Jr High Shop
Social Studies 6th
Mr. Hogan Science Room

Sciences 7, 8, 9 & 10
Mathematics 6
Mrs. Isenbart Room 7
English 9,10,11,12
Guidance Counselor
Mrs. Johnson Room 17
High School Math 9,10,11,& 12
Math 7 & 8
Mrs. Kent Library
Reading 6
Mrs. Brenda Smith Room 18
Special Education
Mr. Trahern Room 16
Anatomy/Physiology
Science 6
P.E. Gyms
Mrs. Trahern Room 10
English 6, 7 & 8
Reading 8
P.E. Gyms
Miss Valerie White Band Room

Interactive V-Net Program V-Net Room
Spanish & College Algebra

Equal Educational Opportunities

Every student of this school district shall have equal educational opportunities regardless of race, color, creed, sex, national origin or handicap.

Further, no student shall on the basis of sex be excluded from participating in, be denied the benefits of, or be subject to discrimination under any educational program or activity conducted by the district.

More specifically, as prescribed by legal requirements, the school districts will treat its students without discrimination on the basis of sex as this pertains to access to and participation in course offerings, athletics, counseling, employment assistance and extracurricular activities.

Student Admissions to / Withdrawals from School

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

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

Entrance Age

Preschool Special Education

Resident students entering Preschool Special Education must have reached the age of three years prior to enrollment. All other students must have reached the age of four by the starting date of the regular school year to attend pre-school, but kindergarten age restrictions will remain as indicated below.

Kindergarten

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

Kindergarten students transferring into the Kit Carson School from another kindergarten program shall be eligible for kindergarten enrollment.

First Grade

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

Transfer students who have successfully completed a one-year kindergarten program in a public or non-public school, and who have met the minimum age requirements for kindergarten admission in the originating district, shall be eligible for first grade enrollment.

First grade students transferring into the Kit Carson School from another first grade public school program shall be eligible for first grade enrollment.

Age Certification

Acceptable documentary evidence of date of birth shall be required of all students entering grades kindergarten and first of the Kit Carson School for the first time.

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

Non-Resident Students

Persons who do not reside in the district may be admitted by specific action of the Board. Contact Superintendent of Schools for additional information.

Attendance Policy (Students)

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

The Superintendent of Schools shall establish a uniform process for:

1. Determining whether absences and tardies are excused or unexcused.
2. Deciding when a student will receive no credit and/or fail a course as a result of excessive absences and/or tardies.

Teachers will counsel their students on the importance of regular attendance.

Teachers are required to record and report student absences for each class that they teach. The classroom teacher shall notify parents of the likelihood of failure due to absences. Parents shall be notified of unexcused and/or excessive absences up to and including the point where a student has received a failing grade for a course.

Students are expected to make up work missed during an absence.

Excused Absences:

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

Teachers will provide assistance and make available make-up work to students following excused absences.

Unexcused Absences (Truancies):

While judgment on the part of the Principal and other school officials is necessary in determining whether an absence is excused or not, truancy can generally be defined as missing any class or school day without the prior knowledge of the student's parent(s).

Attendance Policy (Students)

Students are expected to be in school and in their scheduled classes when school is in session. Students absent from school **MUST** bring a note to the Office signed by their parents stating the reason for their absence upon their return to school, or the parent or guardian may telephone the Office and state the reason for the absence. If a student fails to bring in a note and the parent or guardian has not made a telephone contact, then the parents or guardian will be contacted by the administration.

All absences will be categorized as excused or unexcused with excused absences enabling the student to make up work missed due to the absence and to receive credit for such work. In the case of unexcused absences, the student must make up all work missed during the unexcused absence and one-half credit will be earned for completed work. The Principal shall make a determination on the status of all absences in accordance with the following:

Excused absences

Absence due to illness, doctor's appointment, family emergency, special appointments, school sponsored activities, or obligations which cannot be met at another time.

If a student knows in advance he or she will be absent it is incumbent to contact each teacher's class they will miss in order to obtain the future assignments.

Students tardy to class must receive an admit slip from the Office prior to entering the class.

School Attendance (Remediation)

The Kit Carson School District R-1 will provide an academic remediation program during the summer. Students who have missed more than **12** days of regular school attendance have gaps in their educational experience that cannot be recovered solely by completing home assignments. In order that this gap may be made up, students with more than 12 absences, excused or unexcused, shall complete an educational remediation program. This remediation can be through the District's summer remediation program or through a plan for remediation approved by the building supervisor.

Students shall be required to attend one remediation day for each day missed in excess of **12** days. In no case, however, shall a student be required to attend summer remediation for more than a two week (10 school days) period.

A student who fails to attend the summer remediation program or other approved remediation program will not receive all the training and skills necessary to obtain the full educational benefit from the class or classes from which the student was absent. Therefore, each student who does not satisfactorily participate in a remediation program as set forth in the policy shall have his letter grade for that class reduced by one letter grade for the second semester. The student's grade shall be an incomplete until such time as the student either completes the remediation in accordance with the policy or has failed to do so.

Students missing more than 15 study halls and who fail to complete a remediation program shall have the following penalties assessed. Students grades 6-11 shall not be allowed to enroll in a study hall the following year. Students in grade 12 must complete a remediation program prior to the senior trip or participation in that trip shall not be allowed. In regards to excessive absences in study halls remediation activities will be two hours in length for each day missed over 15 with a 10 day - 2 hour cap.

Student Conduct

Good discipline in the school is extremely important to the whole community, but particularly to the pupils, teachers, Principal, Superintendent, Board of Education and parents. Good discipline is also important to the educational process for it is a vital fact of influencing the kind of education pupils will receive. It is with the above in mind that the following rules for student conduct have been established.

1. The constitutional rights of all individuals shall be protected.
2. All students, upon request, will identify themselves to the proper school authorities while on school property and at school-sponsored events on or off school property. Students at off-campus school sponsored events shall be governed by school district rules and regulations and are subject to the authority of school officials.
3. Students shall attend classes to which they are assigned unless otherwise excused by school authorities.
4. Students shall not violate any of the laws including but not limited to the following:
 - Arson** the intentional setting fire to, burning, or use of explosives to damage or destroy any building or property.
 - Assault** threatening, knowingly or recklessly inflicting bodily injury upon another person.
 - Burglary** breaking, entering or remaining in a building or on school grounds with the intent to commit theft.
 - Possession of a weapon** knowingly carrying a firearm, knife, explosive, or other dangerous device on school property.
 - Robbery** taking anything of value from any person by the use of force, threats or intimidation.
 - Alcoholic beverage, narcotics, and dangerous drugs** possessing, receiving or selling any alcoholic beverage, narcotic and dangerous drug, except when possession is authorized by a valid medical prescription issued to the individual possessing the substance. Use of illicit drugs and the unlawful possession and use of alcohol on school premises as a part of any of its activities is strictly prohibited.
 - Loitering and trespassing** remaining on or occupying school property without permission of appropriate personnel.
 - False Alarms** knowingly cause a false alarm or other emergency to be transmitted to a fire department, ambulance service or any other emergency agency.
5. Smoking, chewing of tobacco or the possession, distribution or use of illegal drugs or alcohol on school property shall not be permitted.

6. Dress and appearance of students must be neat and clean, conforming to health and safety standards. Hair shall be clean and brushed and combed. Clothing that draws undue attention to the wearer or is distracting to other students or to the teacher shall be considered inappropriate (e.g. baggy pants, tank tops, etc.).
7. Conduct and personal items which substantially interfere with the educational process are prohibited.
8. Libel and obscenity are prohibited.
9. Students must obey the lawful instructions of school district personnel.
10. Students in district-owned facilities are subject to search and seizure.
11. Rowdiness shall not be permitted in the halls, in the classrooms or on school buses.
12. No ball playing or snowball throwing will be permitted in the bus area while the buses are loading or unloading at any time.
13. Snowball throwing will not be permitted on the school grounds at any time.
14. Respect must be shown at all times to members of the faculty.
15. No student shall strike or threaten to strike a teacher.
16. Boys shall be taught respect for girls and women.
17. Girls and young women shall conduct themselves in such a manner as to command respect at all times.
18. Running or horseplay in the halls, classrooms or buses is prohibited.
19. Movement in the halls during classes must be orderly and without noise in order not to interrupt the education of others.
20. Students shall not enter the teacher's lounge for any reason unless specifically invited by a teacher. Standing invitations do not exist.
21. Only teachers and administrators shall have the final say as to whether students may or may not leave a classroom.
22. Students shall refrain from hazing, throwing hazardous objects or any other act that might cause physical injury to others.

23. All students will practice the “**hands off**” policy of no physical contact with other students, such as hand holding, kissing, patting, etc.

24. Students who attend a school sponsored dance may not leave the school building prior to the end of the event and return unless they have the permission of a faculty supervisor at the event.

Within the framework of the rules, specific rules established by individual teachers shall have the authority and administrative support to make and enforce educationally productive penalties for the proper management of their classes and the appropriate behavior of their pupils.

Student Internet Policy

The Board feels a well rounded education will include at least an exposure to technological information gathering methods. In doing this type of research students will learn different methods of gathering information on a world wide basis. This could be misused and abused by the student by inadvertently or intentionally gathering improper or inappropriate material such as verbal and visual pornography. Knowing that this could happen the board continues to endorse the training in this area due to the overwhelming benefits to students and their futures. To alert parents to the possible retrieval of inappropriate material the school system will require signed permission from the parent/guardian before a student will be allowed to engage in Internet training at the school.

Students will be advised of their responsibilities and must agree to abide by the rules. Any intentional misuse of the Internet will result in loss of privileges.

Students Discipline

It is the firm belief of the board, administrators and teachers that the large majority of pupils are well-behaved, industrious and eager to learn. The taxpayer’s money and the school’s efforts should not be misspent by permitting the few unruly pupils to waste time, upset classes, and distract others who wish to learn. For a small percent of the pupils who do not respond to a positive approach punishment or restraint, good discipline should be fair, dignified, and administered without anger or malice.

Punishment for student misconduct may include but not be limited to warnings, half-credit for work made up from an unexcused absence, added homework, detention, additional suspension by the Superintendent, or expulsion by the Board of Education depending upon the offense.

The Board feels that good discipline is more than the maintenance of school and classroom order. It has as its ultimate objective the development of socially approved self-control with due respect for democratically constituted authority. Discipline policies and procedure should help achieve this broad objective while at the same time achieve the immediate objective of maintaining the desired degree of order in the School.

Consistency is important in achieving acceptable standards of discipline; therefore, it is the duty of every member of the staff to be responsible for good order during any school related function. To overlook an infraction without taking some action is, in a sense, condoning the action.

The Board feels that teachers should not refer a student to the Superintendent’s Office unless they have exhausted every means available to solve the problem themselves. Teachers shall be urged to confer with the Principal/Superintendent in attempting to deal with such problems that develop before students are sent to the Office. If a student is sent to the Office, the proper referral forms shall accompany him/her. Once a discipline case has reached the Office, the Principal shall decide what punishment is to be.

Release Time for Students

Students may not leave school or the school grounds while school is in session, unless permission is granted by the school

Principal.

Request for early dismissal must come from the parent or guardian, or, in the case of a foster child, the legal guardian or authorized social worker

Suspension / Expulsion / Denial of Admission

Suspension/Expulsion

Suspension and expulsion are regarded as very serious matters and are the final disciplinary means at the disposal of the duly authorized certificated employees. Suspension may be short-term or extended. The primary purpose of a short-term suspension is to give the pupil, his/her parents, and the school time needed for resolving the problem. When it is deemed necessary to take decisive and firm action so that the education and welfare of the larger group will not be impaired, extended-term suspension or expulsion may be involved.

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

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

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

It is the policy of this Board to provide due process of law to students, parents and school personnel through written procedures consistent with law for the suspension or expulsion of students and the denial of admission. Further, the Board of Education hereby directs the Superintendent to periodically review current procedures and, if necessary, develop new procedures consistent with this policy for approval by the Board.

The Superintendent shall arrange to make this policy and the accompanying procedures, along with grounds for which they may be suspended or expelled, distributed once to each student in elementary, middle, junior high and high school and once to each new student in the district. In addition, any significant change in this policy and accompanying procedures shall be distributed to each student and posted in the school.

Delegation of Authority

1. The Board of Education delegates to the Principal of the school district or to a person designated in writing by the Principal the power to suspend a student in his/her school for not more than five school days on the grounds stated in C.R.S. 22-33-106.
2. The Board of Education delegates to the Superintendent of Schools the authority to suspend, in accordance with C.R.S. 22-33-105, a student for an additional 10 school days, plus up to and including an additional 10 days when necessary in order to present the matter to the Board.
3. The Board of Education delegates to the Superintendent of Schools the authority, in accordance with C.R.S. 22-33-105, to deny admission or to expel for any period not extending beyond the end of the school year any student whom the Superintendent, in accordance with the limitations imposed by Title 22, Article 33, of the Colorado Revised Statutes, shall determine does not qualify for admission to or continued attendance at the public school or the district. Such denial of admission or expulsion shall be subject to appeal to the Board.

Procedure for Suspension of 5 Days or Less

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

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

1. **Notice** The Principal, his designee or Superintendent at the time of contemplated action shall give the student or parent/guardian notice of the contemplated action. Such notice may be oral or written. If oral, such notice shall be given in person. If written, delivery may be United States Mail addressed to the last known address of the student or his/her parent/guardian.
2. **Contents of Notice** The notice shall contain the following basic information:

- a. A statement of the charges against the student.
- b. A statement of what the student is accused of doing.
- c. A statement of the basis of the allegation. Specific names may be withheld if necessary to shield a witness.

3. Informal Hearing The student shall be given an opportunity to admit or deny the accusation and to give his/her version of the events. The administrator may go further in allowing the student to present witnesses or may himself call the accuser and hold a more extensive hearing in order to make a proper decision on the contemplated action.

4. Timing The notice and informal hearing should precede removal of the student from school. There need be no delay between the time of notice given and the time of the hearing.

5. If the student's presence in school presents a danger Notice and an informal hearing need not be given prior to removal from school where a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.

6. Notification Following Suspension If a student is suspended, the administrator delegated the authority to suspend shall immediately notify the parent/guardian that the student has been suspended, the grounds for such suspension and the period of such suspension. The notifications shall include the time and place for the parent/guardian to meet with the administrator to review the suspension.

7. Readmittance No student shall be readmitted to school until the meeting with the parent/guardian has taken place or until, in the opinion of the administrator, the parent/guardian has substantially agreed to review the suspension with the administrator. However, if the administrator cannot contact the parent/guardian or if the parent/guardian repeatedly fails to appear for scheduled meetings, the administrator may readmit the student.

8. The student shall be held responsible for completion of all school work missed during the period of suspension.

Procedure for Expulsion or Denial of Admission

In the event that the Board of Education contemplates action denying admission to any student or prospective student or expelling any student, the following procedures shall be followed.

1. Notice Not less than five days prior to the date of contemplated Board action, the Board of Education or an appropriate administrative officer of the district shall cause written notice of such proposed action to be delivered to the student and his/her parent/guardian. Such delivery may be by the United States Mail addressed to the last known address of the student or his/her parent/guardian.

2. Emergency Notice In the event the Board of Education determines that an emergency exists necessitating a shorter period of notice, the period of notice may be shortened to the extent the Board may direct, provided that the student or his/her parent/guardian have actual notice of the hearing prior to the time it is held.

3. Contents of Notice The notice shall contain the following information:

- a. Statement of the basic reasons alleged for the contemplated denial of admission or expulsion.
- b. Statement that a hearing on the question of expulsion or denial of admission will be held if requested by the student or his/her parent/guardian within five days after the date of notice.
- c. Statement of the date, time and place of the hearing in the event one is required.
- d. Statement that the student may be present at the hearing and hear all information against him/her, that he/she will have an opportunity to present such information as is relevant; and that he/she may be accompanied and represented by his/her parent/guardian and an attorney.
- e. Statement that failure to participate in such hearing constitutes a waiver of further rights in the matter.

4. Conduct Hearing The hearing shall be conducted by the President of the Board of Education or the Superintendent. The hearing may be conducted in open session or may be closed except to those individuals deemed advisable by the Board of Education by including in all events the Student, his/her parent/guardian and, if requested, an attorney. Such individuals that may have pertinent information shall be admitted to a closed hearing to the extent necessary to provide such information.

Testimony and information shall be presented under oath. However, technical rules of evidence shall not be applicable, and the Board of Education or Superintendent may consider and give appropriate weight to such information or evidence it deems appropriate. The student or his/her representative may question individuals presenting information.

A sufficient record of the proceedings shall be kept so as to enable a transcript to be prepared in the event either party so requests. Preparation of the transcript shall be at the expense of the party requesting them.

The Board of Education may retire to executive session to review and discuss the evidence. However, the final decision shall be made in public session.

5. If the hearing is conducted by the Superintendent, the student may within five days after the decision of the Superintendent appeal the decision to the Board of Education.

Grounds for Suspension/Expulsion

1. Continued willful disobedience or open and persistent defiance of proper authority.
2. Willful destruction or defacing of school property.
3. Behavior which is detrimental to the welfare, safety or morals of other students or of school personnel.
4. Failure to comply with the immunization requirements as set forth in provisions of C.R.S. Part 9, Article 4, Title 25. 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.

Grounds for Denial of Admission

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 inimical to the welfare of other students.

According to C.R.S. 22-23-106 (3) (a-e), the following shall constitute additional grounds for denial of admission to a public school:

1. Graduation from the twelfth grade of any school or receipt of any document evidencing completion of the equivalent of a secondary education.
2. Failure to meet age requirements.
3. Having been expelled during the same school year.
4. Not being a resident of the district unless otherwise entitled to attend under C.R.S. 22, Article 23 or 32.
5. Failure to comply with the immunization requirements as set forth in provisions of C.R.S. Part 9, Article 4, Title 25. 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.
6. Disease causing the attendance of the child suffering there from to be inimical to the welfare of other students. Students with communicable diseases shall be excluded from school. Before being readmitted to school, students may be required to submit a doctor's statement that the disease is no longer contagious.

Report Cards / Progress Reports

Students Report Cards showing the grade achievement of each student shall be provided to parents, guardian or eligible students at the completion of each quarter (nine weeks) while school is in session. In addition, at the midpoint of each grading period, progress reports shall be issued to the parent or guardian of each student.

This does not preclude sending progress reports in the form of a commendation or utilization of additional appropriate means to enhance the reporting of student progress. Teachers, counselors and administrators are encouraged to contact parents or guardians by telephone, home visits or conferences to discuss student progress.

Supplementary Progress Reports

In the event of a significant drop in a student's classroom work at any time and particularly after mid-point in the grading period, the teacher may send the parents or guardian a Supplementary Progress Report regarding the regression in progress.

Graduation Requirements -- High School

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

1. A minimum of 22 units of credit and 4 years attendance shall be required for high school graduation.

2. Course Requirements:

A pupil shall be eligible for graduation from grade twelve upon completion of the following requirements.

Units

A. Four units of English/Language Arts 4

B. Three units of Social Studies which shall 3
include one unit of U.S./American History
and effective with the class of 2007
a section of American Government

C. Two units of Science, one of which shall be 2
a laboratory course

D. Two units of Mathematics 2

E. One unit of Physical Education 1

F. Electives 10

Total 22

Student Records / Release of Information on Students

Content and Custody of Records

Student education records may contain, but will not necessarily be limited to, the following information: identifying data, academic work completed, level of achievement (grades, standardized test scores), attendance data, scores on standardized intelligence, aptitude, and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.

Students records should contain only factual, responsible, and documented information about the child. They should not contain unsubstantiated opinion or language which tends to "categorize" students.

All requests for inspection and review of education records, and requests for copies of such records as well as the disclosure of personally identifiable information except as provided by law, shall be maintained as part of each individual's record. (Such request/inspection record shall be made available to the parent or eligible student upon request in accordance with the following requirements).

The building Principal is the official custodian of the records of the students.

Access to Records

A parent or guardian shall have access to the student's education files; however, if the student is 18 years old or older, the student may inspect his/her own records.

In all cases where access to student education information is requested, except as provided above, a written request to see the files must be made and must be signed by the parent, guardian, or student. The Principal, upon receipt of the written request, will provide access to review the records and set a date and time for such inspection and review and/or copies thereof. The parent, guardian, or student shall examine the student's file in the presence of the Principal and/or other person(s) designated by him. The record itself shall not be taken from the school building. However, upon request, one copy of the records shall be provided within reasonable time to the parent, student, or guardian.

Promotion, Retention and Acceleration of Students

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

In grades K-5 students who register more than fifteen total absences excused or unexcused shall be required to attend the Districts summer remediation program or other approved remediation in accordance with the District's student attendance policy. Because the Board feels that non-attendance at school deprives students of the total skills necessary to succeed, any K-5 student who fails to attend the remediation program, in addition to any other action permitted by Board policy, may be retained at the discretion of the Superintendent, teacher, or Board of Education. Activities during the remediation period will be designed to strengthen student deficiencies as identified by the District.

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

Generally summer remediation shall be required for those students in grades 6,7, 8 who have registered a failing semester grade in either the first or second semester. Any student failing the first semester may be exempted from the summer remediation program providing that at least a grade of C is earned in the second semester in the class that the student is found deficient. Any student failing the first semester and registering a grade of D in the second semester must attend the summer remediation program or repeat the course the following academic year. Any student failing one or more courses in the second semester must automatically attend the summer remediation program as designed by the Superintendent in consultation with the Board of Education, the District Accountability Advisory Committee and the faculty.

Students may be required to attend up to two weeks summer school and must successfully complete all components of the program. Program contents may include but are not limited to successful completion of all academic work assigned during the remediation period and if necessary additional remediation activities which must be satisfactorily completed prior to the start of the next academic year.

Once deemed eligible student who fail to attend the program or fail to successfully meet the requirements as established will be required to repeat those courses involved during the next academic year.

Grading/Assessment System

The grading system in the Kit Carson School (Grades 2-12) shall be as follows:

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

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

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

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

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

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

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

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

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

Honor Rolls

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

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

A = 4 points

B = 3 points

C = 2 points

D = 1 point

F = 0 points

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

Students with a (1) 4.0 average would be eligible for the "A" Honor Roll

(2) 3.5 - 3.99 average would be eligible for the "B+" Honor Roll

(3) 3.0 - 3.49 average would be eligible for the "B" Honor Roll

Valedictorian and Salutatorian Administrative Guidelines

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

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

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

Student Awards, Honors and Scholarships

Information on scholarships shall be made available to students through the Guidance Counselor.

Before any organization shall award honors or scholarships for any particular purpose, they shall be approved by the administration. The administrators and faculty shall have an organized system of awards and qualifications for awards in the various curricular and extracurricular activities of the school.

An awards presentation shall take place during the last month of school.

Student Activities **Cocurricular and Extracurricular**

Extracurricular activities are the activities which are sponsored by the school but which do not carry academic credit for graduation or grade standing advancement. Extracurricular activities include: athletics, intramurals, clubs and etc.

The Board supports the concept that a wide variety of extracurricular activities should be made available to students. However, participation in such activities is a privilege - not a right. The student activity program shall aid in developing desirable social traits and behavior patterns in an environment favorable to their growth. Special importance shall be attached to student participation through student councils for similar organizations in concern with the interest and welfare for the student. The activity program shall not only provide opportunity for developing leadership ability, but it shall stimulate active participation of all students in appropriate school organizations and community activities.

Students shall be encouraged to become involved in all appropriate school activities and belong to all appropriate school organizations.

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

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

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

It should be made clear that extracurricular activities are secondary to the primary academic portion of the instructional program therefore all efforts will be made not to release students during the school day to participate in extracurricular activities.

The athletic program shall interfere as little as possible with the regular school program.

The district shall operate under the regulations governing interscholastic activities set forth by the Colorado High School Activities Association.

Practices are prohibited December 24 through January 1 and during Sundays during the school year. Preseason, vacation, and between-season practices shall be limited to no more than two two-hour sessions per day with the field or court cleared of all players on or before two hours have elapsed. No player shall be required by implication or otherwise to attend any preseason or post-season practice as a condition of earning a position on any interscholastic squad.

Any student caught in possession of, selling, or using steroids, chemicals including alcohol or illicit drugs, steroids, tobacco in any form, or other mood altering substances may be suspended from athletics for up to one academic year.

All students participating in interscholastic athletics must have a physical turned into the Office and signed by a medical doctor and a parent/guardian.

Interscholastic athletic programs at the high school level shall include:

Baseball Coed
Basketball Girls/Boys
Football Boys
Track Girls/Boys
Volleyball Girls

At the junior high level athletic programs shall include:

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

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

Extracurricular Activities Eligibility Sponsorship Responsibilities

1. Sponsors shall require to attend all organizational meetings and events in which members of the organization are participating. If it becomes necessary to miss a meeting or event, arrangements shall be made with the Principal as early as possible prior to the absence. The sponsor shall be required to provide a substitute for the event. This shall include dances, Homecoming projects and other related organizational activities. Decisions made at meetings without the sponsor's presence shall be void.
2. Sponsors shall be expected to maintain close communication with the officers of the organization and shall take an active role in approving or disapproving the agenda for meetings and activities. Requests for class meetings and other organizational meetings should be approved by the Principal at least one day in advance of the desired meetings. Exceptions may be allowed if the meeting is considered an emergency by the Principal.
3. Money-raising projects shall receive approval by the sponsor and then be submitted to the Superintendent of Schools for approval.
4. Each sponsor shall be responsible for the funds in the organization's account. Only the sponsor shall be allowed to request withdrawals from the account. A receipt must be presented with any request for reimbursement. No money shall be reimbursed without presentation of a valid receipt and/or voucher.
5. All organizational activities such as dances, parties, etc. shall be cleared with the Principal. Initial planning and the master calendar designation of a date must be obtained at least one month prior to the activity.
6. When there is more than one sponsor in an organization, the sponsors may wish to divide the activities during the year by having only one sponsor in charge at one time. Although this shall be acceptable, it shall not eliminate the responsibilities of the remaining sponsors to participate in each activity and be aware of the basic plans.
7. The sponsor shall be responsible for the discipline of his/her group at all times. At no time should the bus driver have to speak to any students concerning discipline.
8. All secondary teachers are expected to be in attendance at both the Homecoming Dance and the Junior-Senior Banquet and Prom. They may be given specific duties in addition to general supervision of the activity.

Student Organizations

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

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

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

Student Accidents / Illness / Medication

If a teacher suspects a student is ill or injured he/she will contact the Principal's office in an attempt to notify the parent or guardian of the student. If the attempt to notify the parent is unsuccessful and if written permission to contact a doctor has been given the Principal shall do so. If the illness or injury appears to be serious the Principal shall transport the student to the nearest medical facility and contact the parent, attention shall be given to emergency medical information card completed by the parents.

Accident Report: any student injured during the school day or during any school activity should cause a report to be filed by the teacher in charge of that activity and/or supervising that event taking place. The report should be filed with the Superintendent of Schools.

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

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

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

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

Student Insurance Programs

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

Immunization of Students

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

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

1. No student may attend school in the district unless the student has presented to the school an up to date certificate of immunization or a completed exemption form. A student shall be exempted only upon submission of:
 - a. certificate from a licensed physician that the physical condition of the child is such that immunization would endanger the child's life or health
 - b. statement signed by one parent/guardian or the emancipated child that he or she adheres to a religious belief whose teaching are opposed to immunizations.
 - c. statement signed by one parent/guardian or the emancipated child that he or she holds a personal belief that is opposed to immunizations.

In the event of an outbreak of disease against which immunization is required, no exemption will be recognized and those students will be excluded from school.

2. All students entering preschool and kindergarten are required to receive three doses of hepatitis B vaccine, in addition to the other required immunizations, prior to admission.
3. All students entering the seventh grade must have an updated immunization record showing a second measles, mumps and rubella immunization and three doses of hepatitis B vaccine.
4. All students entering seventh grade must comply with the hepatitis B vaccine requirements, according to the schedule published by the Health Department, by July 1, 2003.
5. The district will provide upon request an immunization form as required by the Health Department. The school nurse is responsible for seeing that the required information is included on the form.
6. If there is a failure to comply with the immunization requirements, the school nurse will personally notify the parent/guardian or emancipated student. Such notification will be accomplished either by telephone or in person. If this is not possible, contact will be by mail. Students age 18 and over or otherwise emancipated must be contacted directly rather than through their parents.

The parent or emancipated student will be notified of the following:

- a. that up to date immunizations are required under Colorado law
 - b. that within 14 days of notification, the parent must submit either an authorization for administration of the immunization by health officials or a valid exemption or documentation to the school showing that the next required immunization has been given and a written plan for completion of all required immunizations
 - c. that if the required documentation is not submitted within 14 days of notification or if the student begins but does not continue or complete the written plan, the student will be suspended or expelled.
7. A student who fails to comply will be suspended by the principle for up to five days and notice of the suspension sent to the Health Department.
 8. If no certificate of immunization is received during the period of suspension. the superintendent will institute proceedings for expulsion.
 9. Any suspension or expulsion under this policy will terminate automatically upon compliance.
 10. Record of any such suspension or expulsion will be contained in the student's health file, with an appropriate explanation-not in the student's disciplinary file.
 11. Any student expelled for failure to comply with the immunization requirements will not be included in calculating the dropout rate, but will be included in the annual report to the State Board of Education.

Student Health Services and Requirements

The purpose of the school health program shall be to supplement the efforts and guidance of parents to bring about an awareness on the part of students of regular health care. The objectives of the school health program are:

1. To promote good health habits among students.

2. To stimulate a sanitary and healthful environment in school.
3. To assist in detecting and recommending correction for medical, psychological and physical handicaps.

Health Record

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

Annual Screening Programs

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

Dental Health

The school district shall participate in programs to encourage good dental health, including instruction, dental examination clinics and referrals to agencies which can provide aid for those in need.

Communicable Diseases

Students showing symptoms of a communicable disease, and infectious condition, or illness or disability of a serious nature shall be referred to the school nurse. The school nurse shall report to the Principal for appropriate action the names of students with communicable diseases.

Student Interrogations, Searches and Arrests

Searches by Staff

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

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

Interrogations by Police

Under the doctrine of in loco parents, the district has legal custody of students during regular school

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

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

Reporting Child Abuse/Neglect

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

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

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

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

1. Any school employee who has reasonable cause to suspect that any child is subjected to abuse or to conditions that might result in abuse (for example, malnutrition, dangerous conditions, neglect) must immediately report the situation to the Superintendent, or in the absence of the Superintendent directly to the Cheyenne County Department of Social Services. This oral report must be followed at once by a written report by the employee to the Superintendent.

2. The written report should include:

- a. Name, age and address of the child.
- b. Name and address of the child's parents, guardians, and/or persons with whom he / she is living.
- c. The nature of the child's injury or condition; information on conditions leading to abuse -- all with date as appropriate.
- d. Any other injuries or the conditions observed that might be helpful in establishing the cause of the abuse/neglect.

3. The Superintendent shall be responsible for contacting the Cheyenne County Department of Social Services, using such procedures and forms as may be required by that agency.

4. After the report is made to the Cheyenne County Department Social Services, district and school staff members will make themselves available for meetings with the agency's representative to facilitate communication. The school will report any further incidents of abuse to the agency's representative.

5. Once a report of child abuse is given to the Cheyenne County Department of Social Services, the responsibility for investigation and follow-up lies with that agency. It is not the responsibility or authority of any school employee to investigate the case. Therefore, no school employee will engage in the following activities:

- a. Make home visits for investigation purposes.
- b. Take the child for medical treatment (this does not preclude taking action in an emergency situation).
- c. Convey messages between the agency and the parents or guardians.

6. Authorized school district personnel shall make available health or other student records to the Cheyenne County Department of Social Services personnel assigned to investigate instances of alleged child abuse.

7. The Superintendent shall report to the Colorado Department of Education any employee reported by the Cheyenne County Department of Social Services or law enforcement official who is a suspected perpetrator and who was acting in his/her official capacity as an employee of the school district and the county reasonably believes that the incident did occur.

Pregnant / Married Students

The marriage or pregnancy of a student shall not effect the right of students to receive a public education, nor their privileges as students of the district, nor their opportunities to take part in any extracurricular activities or honors offered by the school. However, in such cases, the following shall apply:

1. Students who become married shall report this to the school Principal within one week after the marriage. If the marriage has taken place during the summer or during vacation periods, the Principal must be notified of this within one week after the students return to school.
2. Girls who become pregnant and wish to remain in school will be permitted to do so with the approval of their physician. The physician shall state whether or not attendance and full participation in the regular school program is medically advisable. If continued attendance is not advised by the physician, the Principal is authorized to make special arrangements for the instruction of the student and to provide an educational program designed to meet her special needs.

Detention of Students

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

Supervision of Students

The supervision of students shall be the responsibility of all staff members at all times. The entire staff shall be responsible for knowing the rules and enforcing them evenly and fairly.

Teachers shall not leave a class, athletic squad or other group unsupervised during the school day. Supervision shall be continuous regardless of the circumstances. In the event a teacher must leave the group for emergencies, the Principal shall be notified so that a substitute may be sent to the room.

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

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

Students Automobile Use and Parking

Students shall not be permitted to drive or sit in their vehicles during school hours except by special permission on file in the school office. Students may not ride or sit in other student's cars during school hours except by permission of the administration.

Students are asked to remember that the school is responsible for them. Permission from home to use a private vehicle, or unauthorized use of a vehicle, shall release the school from any responsibility for the student. Any problems that arise from private use of a vehicle will then be the responsibility of the parent/guardian and not the school.

Student vehicles may be parked only in certain sections designated by the administration.

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

Student Donations and Gifts

Solicitations

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

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

Gifts

Students shall be discouraged from the routine presentations of gifts to district employees. When a student feels a spontaneous desire to present a gift to a staff member, the gift shall not be elaborate or unduly expensive. The Board shall consider as always welcome, and in most cases more appropriate than gifts, the writing of letters to staff members expressing gratitude or appreciation.

Student Conduct on School Buses

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

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

A driver shall not administer corporal punishment to a student. Any serious matter shall be referred to the administration.

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

EXEMPTIONS FROM REQUIRED INSTRUCTION

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

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

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