

COLBY MIDDLE SCHOOL

STUDENT-PARENT HANDBOOK

2009 - 2010



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TOGETHER **E**VERYONE **A**CHIEVES **M**ORE

This handbook is also available on our district website at:
<http://www.colbyeagles.org/>

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Patron Complaint Form

Welcome to Colby Middle School! We are glad to have your child as part of our school and that you have chosen to share them with us. This handbook is designed to provide information that will help you and your child. I would encourage you to look through it with your child and refer to it if you have any questions. Please contact the middle school if you have any further questions at (785) 460-5200. Mr. Ross may be contacted at 460-5201 and Ms. Shively at 460-5230.

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

Colby Middle School Staff

Julie Barnes	Pass Program
Debra Collins	6 th Math
Danita Comfort	Special Education
Jeanne Cox	Art
Kevin Cox.....	Physical Education
Chris Gardner	7 th Social Studies
Paige Gawith.....	7 th &8 th Language
Linda Haas.....	6 th Social Studies
Deanna Hanzlick.....	6 th & 7 th Language
Sherry Kinderknecht	7 th Math
Joyce Mahin.....	Media Specialist
Todd Murdock	8 th Social Studies
Jill Nickols.....	Vocal
Teresa Morgan	E.L.P.
Troy Rall	6 th Science
Mary Schmidt	8 th Science
Andrea Schuette.....	6 th & 7 th Language
Kyle Shively	Counselor
Matt Sims	8 th Math
Alana Tubbs.....	7 th & 8 th Language
Brad Wildeman.....	7 th Science
Stacey Williams	Instrumental

Academics

Daily Class Schedule

Period 1	8:05	-	9:00 a.m.
Period 2	9:04	-	9:59 a.m.
Period 3	10:03	-	10:58 a.m.
Period 4	11:02	-	12:32 p.m.
Period 5	12:36	-	1:31 p.m.
Period 6	1:35	-	2:30 p.m.
Period 7	2:34	-	3:29 p.m.

Academic Responsibility

We feel that in order for students to be successful academically that they must be able to pass the core classes (language arts, science, math, social studies). The curriculum is designed so that the knowledge gained will be used in the successive years. Students who are not able to obtain a passing grade or meet the proficiency requirement on state testing will be provided opportunities to either repeat the class or some form of remediation. Students not meeting proficient or above on the state testing will be enrolled in either a math or a reading academy.

Eligibility/Weekly Updates/ PowerSchool

Weekly updates showing late work and low grades are sent out on Mondays. Parents are encouraged to call the office and make arrangements to visit with teachers concerning these problems. Teachers will also notify parents if there are drastic changes in grades within each grading period. Families that have access to Internet can check student's grades at any time using PowerSchool. Teachers will update their grades by Monday of each week. Parents are encouraged to e-mail teachers if they need more information.

Honor Roll

We are very proud of our students and their academic accomplishments. Students will be honored for these achievements if they meet the following standards. An awards assembly will be held after the completion of each of the first three nine weeks to recognize the students receiving awards. Students who are on the academic club for all four nine weeks will receive a school letter. The top male and female student at each grade level will be recognized at this time.

CMS Academic Club

Students must have all "A's" and/or one "B" in their classes. No grade below a "B" will be considered.

Orange and Black Club

Students must have an (3.0) average in ALL classes. No grade below a "C" will be considered.

Grading Scale

94	-	100	=	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

Homework/Incomplete Assignments

Parents are an important part of assuring that student's complete assignments and we ask for your cooperation. We feel that it is crucial for students to complete assignments so those teachers can truly assess a student's understanding. Incomplete assignments are one of the main reasons for students being unable to receive credit for a class. Staff members who have students not completing work will provide assistance to parents and students to help them complete this work. This will be done by having students stay after school for extra help, sending notices home, and phone calls to parents.

Parent-Teacher Conferences

CMS is very fortunate to have the parental involvement that we do, and conferences are an important part of the school-family relationship. During the first and third quarter periods, the school schedules conferences for all parents and teachers. Notices will be mailed with assigned times. Parents may call and reschedule their appointment if a conflict arises. Students are encouraged to attend conferences with parents. Parents are encouraged to call and request a meeting with any teacher at any time during the school year. Transition meetings will be scheduled for all 8th grade students at the end of the year.

Release of Students Records

No personally identifiable information contained in personal school records shall be furnished to any person other than those listed in board policy and then only under the following conditions: when there is written instruction from parents or when information is requested in compliance with judicial order.

Peer Grading of Assignments

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

Human Sexuality and AIDS Education Classes

Students in the 6th grade will be taught USD 315's Human Sexuality Class. Any parent can request that a student not take the course after previewing the curriculum. All students will be required to bring a signed parental request form before taking the class. Students not taking human sexuality will be given meaningful assignments to replace the human sexuality information. *We will ask parents that have elected to instruct their own children, to sign a form stating they received the materials and have reviewed them.*

Retention Policy

USD 315 school policy allows retention of a child at any grade level. If a pupil is to be retained, the tentative decision should be around the end of the third nine-weeks. This decision should be made after the teacher and the principal, and the teacher and the parents have discussed the situation. Report card grades and other records should indicate a need for retention. If chronic absenteeism is a factor in the student's inability to cope with the academic program, the parents should be advised as early as this becomes evident.

Student Supply List

Students will need supplies for the classes listed below. Students will also need to check with individual teachers about other supplies. **ALL middle school students should bring two boxes of Kleenexes to your 2nd hour teacher.** These will be divided among all of the teachers.

- **ALL STUDENTS Grades 6, 7, & 8 PE (Mr. Cox)**
Gym shorts and/or sweats, gym shirt, gym socks, and gym shoes. Students need a lock for gym lockers for P.E. and sports
- **Grade 6 – ALL STUDENTS**
3-ring binder (2”) w/dividers, loose-leaf paper, pencils, erasers, blue/black ink pens, red ink pens, colored pencils, 3-hole punched 2 pocket folder and a 3-ring pencil pouch.
- **Grade 6 Math (Ms. Collins)**
Hand held 4-function solar calculator with memory (not a scientific model), 12-inch clear plastic ruler with metrics, 4-inch clear plastic protractor.
- **Grade 6 Language Arts (Mrs. Schuette)**
3-ring binder, package of 8 colored pencils, package of 8 markers, folders, pencils, erasers, and loose leaf paper. To be kept in the room: antibacterial wipes, one-two dry erase markers, 2 boxes of Kleenex.
- **Grade 6 Science (Mr. Rall)**
3-ring binder (2”)
- **Grade 6 Social Studies (Mrs. Haas)**
Dry erase marker & wet-erase marker
- **Grade 7 Social Studies (Mr. Gardner)**
One 3-ring binder (Trapper Keeper), a set of 3-ring notebook dividers, pens, pencils, colored pencils
- **Grade 7 Language Arts (Mrs. Tubbs)**
3-ring spiral notebook (3-subject), 3-ring binder w/notebook paper (wide or college ruled), red & black ink pens, pencils, 8-color set of thin Crayola markers (classic colors).
- **Grade 7 Math (Mrs. Kinderknecht)**
3-ring binder (1”), tab dividers for binder, scientific calculator.
- **Grade 7 Language Arts (Mrs. Hanzlick)**
One plastic three-brad folder with two pockets, a three-ring binder (1 ½” or 2”) with dividers; loose-leaf notebook paper, red pen or pencil; set of colored pencils or fine point markers; and a zippered pencil pouch. (Each of these items will be used just for this class.)
- **Grade 7 Science (Mr. Wildeman)**
3-ring binder (2”), 3-hole notebook paper, one red pen, pens or pencils.

- **Grade 8 Math (Mr. Sims)**
One scientific calculator, one small protractor and ruler set. One spiral three-subject notebook.
- **Grade 8 Social Studies (Mr. Murdock)**
Colored pencils, Highlighter, two (2) notebooks, 3-ring notebook
- **Grade 8 Language Arts (Mrs. Gawith)**
3-ring binder (1.5") w/dividers, notebook paper, one set of 10 classic color fine tip markers, set of 3" x 3" sticky notes, package of note cards.
- **Grade 8 Science (Mrs. Schmidt)**
3-ring binder (2") w/dividers and labels, loose-leaf paper, NO spiral notebooks, calculator
- **Intro to Ag (Mr. Rundel)**
Safety glasses, 3-ring binder, notebook, pencil and pens, paper, metal, coveralls or protective clothing for welding, highlighters, pliers.
- **Special Services Classes (Mrs. Comfort)**
3-ring notebook, a folder with pockets, a calculator (not a scientific model), pencils, a 3-ring pencil pouch.
- **Supervised Study Lab (Mrs. Barnes)**
1 pkg. wide-lined loose-leaf paper , 1 pkg. of #2 pencils, 1 box Kleenex.

Activities

Assemblies

Programs for our students are provided at various times during the year. The purpose of these is to provide a different learning opportunity for all students. All students are to be courteous and respectful towards the people presenting programs. Because we share the auditorium with the elementary school, students are asked to be quiet and courteous in the halls.

Athletic/Activities Participation

Coaches and the athletic director are responsible to get information out to students about when sport seasons start.

To participate in an activity, students should be at the practices from the very beginning. Students will not be allowed to start a sport after missing the beginning practice(s) unless extraordinary circumstances have taken place or the student is in compliance with K.S.H.A.A. regulations.

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

Athletics

Requirements for Participation:

1. Students will follow eligibility rules set forth by Kansas State High School Activities Association and those specific rules adopted by the Board of Education.
2. Students must have a physical examination form, signed by a practicing physician certifying that the student has passed an adequate physical examination and is physically fit to practice or participate in inter-school athletics. A parent or legal guardian stating that the student has permission to participate shall also sign this statement. This form must be recorded in the office prior to any practice or competition.
3. An emergency medical authorization form must be completed by the parent or guardian of each participant. This form must be returned to the activities director prior to any athletic practice or participation. This EMA form gives permission to have the participant treated at a doctor's office or hospital in the event there is need for emergency medical treatment.
4. Students will pay necessary athletic fees.

Middle School Participation Policy:

Middle School athletic participation policy means each suited-player participated meaningfully in the athletic event. It is intended that coaches use common sense in determining meaningful student participation. The following guidelines will aid coaches in fulfilling the Middle School athletic philosophy:

1. Each coach will strive for meaningful participation for all athletes who attend squad practices, work hard while there, follow prescribed training rules, exhibit a positive attitude, and maintain their scholastic eligibility.
2. An additional quarter or B-team game will be played when possible.
3. In all sports, coaches will notify parents of participants who have missed practice, unless parents inform the school ahead of time.
4. Coaches will notify parents in the event of any discipline problems.

Absenteeism for Those Involved With Activities

Students are to be present the day of an activity or practice. A school day is defined as attending **all classes** in which the student is enrolled. If a student is ill and unable to attend school all day, he/she is not to participate in either practice or an event. The purpose of this is to prevent the student from staying home and "resting up" for the event. Some exceptions include: doctor appointments, school activities, school-sponsored work release, attending a funeral or other emergencies. Exceptions to the absenteeism policy may be granted to students in plays, musicals, or other assemblies. Students may be allowed to participate in a program that night if physically able.

Age Eligibility Rule

In order to participate with their class in sports, students must not be:
Fourteen (14) years of age before September 1st for 7th grade students.
Fifteen (15) years of age before September 1st for 8th grade students.

Practice and Practice Scheduling:

Athletic practice sessions shall terminate in time to have all participants on their way home three hours after the beginning of the session, including shower and dressing time. All practices (including evenings and Saturdays) must be approved by the building principal or activities director. The scheduling of Saturday practices is discouraged. Two-hour practice sessions are recommended as maximum for varsity sports and one-and-one-half hour sessions for middle school squads. Beginning practice dates for all sports are governed by the KSHSAA. The following are guidelines for practice at the Middle School.

1. Practices can start no earlier than 7 a.m.
2. The middle school will not have any Sunday practices.
3. Middle school sports that start after Christmas can practice ten times between December 1 and Christmas break.
4. On days canceled due to weather there will be no activities or activity practice.
5. Saturday practices will not occur without the express approval of the building principal.

Cheerleaders

Seventh and eighth grade cheerleaders are selected in the spring to serve the following term. Cheerleaders must follow the academic and conduct code as set forth the rules for that activity.

Eligibility

Colby Middle School eligibility rules must fall within the guidelines of the Kansas State High School Activities Association. These guidelines require that all students be passing five subjects at the end of each semester to be eligible to compete in activities the following semester. In addition to the KSHSAA rules, students in Colby Middle School will be governed by the following eligibility requirements: No students can be failing one or more subjects and be eligible to participate. This will be checked weekly. Students must also be in good standing to participate i.e. (attendance, disciplinary action, no late assignments).

Field Trips (school sponsored)

Teachers are responsible for making arrangements for all field trips. Students are expected to behave the same as they would at school. All school rules remain the same. We do require some form of permission for students to attend these trips.

Field Trips (not sponsored by the school)

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

Kids In Charge (KIC)

KIC is a new approach to middle school student council: a voluntary membership, no elections, and no limit to the number of students who may participate. This gives more students a feeling of ownership in CMS as it embodies the middle school philosophy, allowing all students the opportunity to participate. This group fosters respectful relations between adults and peers. It also connects the school with the community. The group is made up of student volunteers who have a genuine interest in contributing time, energy, and ideas to CMS. Students in the group will have the opportunity to assist in school projects and activities, assist teachers, make bulletin boards, sponsor finance projects, create posters, tutor peers, escort new students, supervise snack bar, help with concessions at games, decorate lockers for birthdays, and lockers and halls for school spirit, as well as contribute to community service. The sponsors and staff will always be looking for new and different activities for this group. In addition to being of service to school and community, parties and field trips will be held just for working members.

School Activities

We encourage students and families to attend the many activities that the school sponsors. Students are expected to act and dress according to the rules for any regular school day. Students causing problems will be asked to leave the activity and will not be allowed to return.

School Colors/Emblem

We are the Colby Middle School Eagles. Our symbol is the eagle and our school colors are orange and black. Students are encouraged to wear their school colors on days of sports events.

Attendance

Absence

When students are ill or unable to attend, parents or guardians are asked to call the office as soon as possible in the morning. If a call is not made by 9:00 a.m., the school will attempt to contact the parent to verify absence. The school should be notified **daily** if a student is absent on consecutive days. When an absence is planned in advance, the student should bring a note from the parent or guardian at least 24 hours in advance. The student will be given a form to be signed by all teachers. Assignments for make-up work can be made at this time. **Students missing school because of school activities must have assignments ready for the next class period.** Students have two days for every one-day missed to make up work for other **excused** absences. It is the student's responsibility to ask for missed assignments. Any student traveling out of town to a school to be a spectator for an event needs to also obtain a Permit to be Absent Form and have it signed by their teachers prior to leaving.

Attendance Policy

Rationale for the policy

1. The ultimate responsibility for attendance rests with the parents and students.
2. Regular attendance and punctuality and success in school are directly related and that is why attendance is crucial for success.

Steps for Attendance Procedure Operation

1. Daily Absence Reporting and Make-Up Privileges
 - a. The parent or legal guardian of the student should notify the attendance office before 9:30 a.m. for each day of the student's absence at 460-5200. These calls will determine whether this absence is excused or unexcused based upon school policy. While an excused absence counts as one of 10 absences allowable for each class (see #4) students will be allowed to make up work.
 - b. Students whose parents have not contacted the school on the day of their absence will need to provide a written excuse from a parent or legal guardian when they return to school.
 - c. The student will be considered truant if the parent or legal guardian fails to notify the school at the time of the absence. Truancy is defined as an avoidable absence without the knowledge and consent of the student's parents, legal guardians, or the school administration.
 - d. Students who have excused absences from school will have the number of school days they were absent to complete make-up work, except by special arrangement with the teacher.
 - e. Assignments or tests, which were announced prior to the student's absence, may be due the day the student returns. Students who know in advance that they will be absent (for family vacation or school activity for example) may be required to complete assigned work before the absence. All make-up work not completed within the allotted time will be recorded as a zero. Instances of serious or long-term illness will be considered on an individual basis. Students who are truant or suspended may not have make-up privileges.
 - f. Make-up for final exams requires administrative approval.
 - g. Parents should always obtain a note from the attending physician when the student needs medical attention. The absence will be considered excused and will count as one of the ten allowable days. However, the doctor's note will be taken into consideration should the students absences reach eleven.
2. Check Out Procedure during the School Day
 - a. Students who have to leave the building during the school day **MUST** have their parent's or guardian's permission and they **MUST** report to the school principal's office and sign

- out before leaving the building. Failure to sign out in the office before leaving will be considered truancy.
- b. Parents may not excuse students who leave during the school day after the absence has occurred. All excuses must be cleared through the office PRIOR to the student leaving campus.
 - c. Students who become ill or have an accident during school hours should report to the nurse's office. The school nurse will contact parents. No student who checks out during the school day for illness will be eligible to participate in any extra curricular activity that day.
3. Tardies
- a. Each student has the responsibility to arrive at school and to each class on time.
 - b. Students who arrive at school after 8:05 a.m. MUST check in through the office. Students who arrive in class 15 or more minutes after the class begins will be counted absent for the entire period.
 - c. Tardy Students
As a warning, students tardy for first hour are excused by the principal the first time. Subsequent tardy attendance will be considered unexcused. Students must make up the time missed, with a minimum detention of 30 minutes.
 - d. Tardiness will be handled by the classroom teacher who can require a student to serve a detention in their classroom.
 - e. Excessive tardiness to class will be referred to the administration for disciplinary action and parent notification.
4. Any student who is absent for more than ten (10) times during a semester will not earn credit for their classes.
5. Student attendance will be checked periodically by a building administrator and parents or guardians will be notified of the student's attendance should they be in danger of not receiving credit.
6. When a student has exceeded the absences limit.
- a. Parents will be notified by the administration that the student will not earn credit in that class.
 - b. If the student or his/her parents feel that the absences were unavoidable, they may file a written request to present their information to the Appeal Committee, in which case the student will remain in the class pending the decision of the Committee.
7. Appeals will be considered only on the basis of medical records, emergencies, or unusual circumstances. Not receiving credit due to truancy is not a valid basis for appeal. An appeal must be filed no later than 10 days after the semester ends.
8. Truancy may result in:
- a. No make-up privileges.
 - b. Administrative action (which may include detentions, suspensions, removal from class or recommendation for expulsion for the semester.)
 - c. Parent notification or conference, either by letter, phone, or in person.
 - d. Contacting the appropriate agencies (county attorney or S.R.S.)

Steps For Attendance Policy

Reasonable attempts will be made by the school through phone calls or the mail to inform the parent/guardian of student absenteeism. The school will maintain records of all students' absences, and attendance will be recorded daily. When a student has accumulated five (5) absences, the school will contact the parent/guardian by letter/and or telephone, giving the dates of the absences, and will advise on the attendance policy.

After seven (7) absences, the school will send a letter home to let the parent/guardian know that the student's attendance is affecting his/her chances for success in the classroom.

When a student has accumulated their tenth (10th) absence the administration will schedule a meeting with the parent/guardian and SAT team. The purpose of this meeting will be to determine:

1. Legal organizations (SRS, county attorney) to be informed according to Kansas Truancy laws;
2. Academic status of the student; and,
3. Interventions to be implemented for the remaining school year.

The parent/guardian will be asked to bring documentation that will have an effect on the decisions made by the team.

Chronic cases of absence or other unexcused absences will be handled in accordance with the truancy laws of Kansas, K.S.A. 72-1113 which declares: "Whenever a child is required by law to attend school and such child is inexcusably absent there from on either three (3) consecutive days, or five (5) or more days in any semester, or seven (7) or more days in a school year, such child is truant. A child is inexcusably absent from school without a valid excuse acceptable to the school employee designated by the board of education to have responsibility for the school attendance of such child."

Truancy shall be defined as in Senate Bill 26, Kansas Legislature, 1973, as either three (3) consecutive days or five (5) or more days of inexcusable absence in any semester, or seven (7) or more days in a school year.

To ensure fairness, the Attendance Board will make decisions according to the information provided to the school by the parent/guardian and attendance records from the office. All decisions will be straightforward, consistent and confidential.

General Guidelines for excused and unexcused absences:

Excused Absences:

- Illness of student (parent/guardian may be asked to provide a note from a physician)
- USD sponsored sports/school activities
- Family emergencies, including but not limited to: hospitalization of immediate family members, court dates, unavoidable doctor and dental appointments for immediate family members, and funerals
- Family trips that are of educational value to the students (Students may be required to submit a report to the principal.)

Unexcused absences:

- Any absence that is not reported to the office by a parent before, or at the time of the absence either by phone call or written notice.
- Vacations
- Weddings other than that of immediate family
- Reunions
- Sports activities that are not sponsored by USD 315

Chronic cases of absence or other unexcused absences will be handled in accordance with the truancy laws of Kansas K.S.A. 72-1113 which declares: “Whenever a child is required by law to attend school and is enrolled in school, and the child is inexcusably absent therefrom on either three (3) consecutive school days, or five (5) school days in any semester, or seven (7) school days in any school year, whichever of the foregoing occurs first, the child shall be considered to be not attending school as required by law. A child in inexcusably absent from school if the child is absent therefrom all or a significant part of a school day without a valid excuse acceptable to the school employee designated by the board of education to have responsibility for the school attendance of such child.”

Irregular Dismissals/ School Closing/ K-12 Alert

The following stations will broadcast school closing information: KXXX Radio, 790 AM; KR DQ Radio, 100.3 FM; KGCR Radio 107.7; KFNF Radio 101.1, KKCI Radio 102.5 FM; KLOE Radio 730 AM; KWGB Radio 97.9 FM; KTCC Radio 91.9 FM; KAKE-TV Channel 6; KSNK-TV Channel 8; and KWCH-TV Channel 11.

Announcements will be made on the stations listed above as soon as the following decisions have been made:

- a. School will be dismissed early because of severe weather
- b. Children will be taken to “town addresses”
- c. Buses will travel on hard surface routes only

The K-12 Alert system will also send out emergency messages pertaining to early dismissal. This service will automatically send an e-mail, text message, or voice mail to all patrons who have signed up. Contact the administration building (460-5000) to obtain this service.

If there is not an announcement, assume that school will be in session.

The school will send a note home if the regular dismissal time is to be changed or it will be noted on the monthly calendar.

Parents needing children to be dismissed at an irregular time must come to the office and identify themselves. Children will then be called to the office to meet them.

Enrollment

Students enrolling in Colby Middle School for the first time will need to provide a birth certificate, immunization documents and will need to complete a transfer of records form. The school will not enroll students before a two-day waiting period so that the previous school can be contacted to assure proper placement.

Health Assessment

According to KSA 72-5214. All students 8 years and under entering school for the first time in Kansas MUST PRESENT OFFICIAL HEALTH ASSESSMENT RECORDS showing evidence that the child has had a physical examination within the last year prior to enrolling in Kansas.

Immunization

According to K.A.R. 28-1-20 the following immunizations will be required for school entrance.

1. Diphtheria
2. Hepatitis B
3. Measles (Rubella)
4. Mumps
5. Pertussis (Whooping Cough)
6. Poliomyelitis
7. Rubella (German Measles)
8. Tetanus
9. Varicella (Chickenpox), unless proof of prior varicella disease is provided. This proof shall be verified by one of the following:
 - a) The signed statement of a physician indicating the child's or adolescent's date of illness.
 - b) The signed statement of a parent indicating the child or adolescent's date of this illness.

Kansas Statutes Related to School Immunizations

K.S.A.72-5209 Health tests and inoculations; certification of completion required, alternatives, duties of school boards.

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

(2) A written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such tests or inoculations.

(c) On or before May 15th of each school year, the school board of every school affected by this act shall notify the parents or guardians of all known pupils who are enrolled or who will be enrolling in the school of the provisions of this act and of any policy regarding the implementation of the provisions of this act adopted by the school board.

(d) If a pupil transfers from one school to another, the school from which the pupil transfers shall forward with the pupil's transcript the certification or statement showing evidence of compliance with the requirements of this act to the school to which the pupils transfers.

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

K.S.A. 75-5210 Same; duties of public health departments and officers; fees, exception to payment.

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

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

K.S.A. 72-5211 Same; duties of secretary; forms and certificates; regulations.

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

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

K.S.A. 72-5211a Exclusion of pupils from school attendance; adoption of policy; notice; hearing; compulsory attendance law not applicable.

(a) The school board of every school affected by this act may exclude from school attendance, or by policy adopted by any such school board, authorize any certificated employee or committee of certificated employees to exclude from school attendance, any pupil who has not complied with the requirements of K.S.A. 72-5209. A pupil shall be subject to exclusion from school attendance under this section until such time as the pupil shall have complied with the requirements of K.S.A. 72-5209. The policy shall include provisions for written notice to be given to the parent or guardian of the involved pupil. The notice shall:

- (1) Indicate the reason for the exclusion from school attendance,
 - (2) State that the pupil shall continue to be excluded until the pupil has complied with the requirements of K.S.A. 72-5209, and
 - (3) Inform the parent or guardian that a hearing hereon shall be afforded to the parent or guardian upon request therefore.
- (b) The provisions of K.S.A. 72-1111 does not apply to any pupil while subject to exclusion from school attendance under the provisions of this section.

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

Exclusion from School for Non-immunized Students

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

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

Textbook Rental

The textbook rental plan includes access to and use of reading, math, language arts, spelling, social studies, and science books needed at each grade level. All consumable workbooks and weekly magazines are included in this fee. The rental fee will be payable at registration and will be determined as follows:

- First nine weeks-full amounts
- Second nine weeks-3/4 amounts
- Third nine weeks-1/2 amounts
- Fourth nine weeks-1/4 amounts

Parents who feel that they are unable to pay this rental fee must make application for the waiver of these fees. All children are responsible for the books that have been assigned to them. The student must pay for any loss or damage to the books.

Health

Communicable or Contagious Diseases

According to Kansas State Law (K.S.A. 65-122) no person afflicted with an infectious or contagious disease dangerous to the public health shall be admitted into any public, parochial or private school or licensed child care facility.

Below are some guidelines for re-entry into school after exclusion:

1. Bacterial conjunctivitis (pink eye): May return 24 hours after treatment has been initiated.
2. Chicken Pox (varicella): May return after all lesions are scabbed over.
3. Diphtheria: May return after 14 days or when two nose or throat cultures are negative.
4. E. Coli 0157:H7: May return after diarrhea has resolved.
5. Hand, foot and mouth syndrome: May return to school if not running a fever (less than 100 degrees).
6. Hepatitis A: May return to school one week after the onset of illness. Food handlers are restricted for two weeks after the onset of symptoms.
7. Lice: Students infested with lice shall be excluded from school until treatment with an anti-parasitic drug is initiated and no live lice are found. Kansas regulations no longer require children to be nit free before returning to school
8. Measles (Rubella): May return at least four days after onset of rash. If measles occurs in a school, persons who cannot provide documentation of measles immunity, and who are not vaccinated within 72 hours of exposure, should be excluded until at least two weeks after the onset of rash in the last case of measles.
9. Haemophilus Meningitis: May return 48 hours after starting treatment. Immunization is the best control of Haemophilus Meningitis.
10. Meningococcal Meningitis: May return 24 hours after initiation of effective treatment.
11. Mumps: May return nine days after the onset of swelling in the neck. In an outbreak situation, non-immunized students should be excluded until the Dept. of Health determines that mumps are no longer a threat.
12. Pertussis (whooping cough): May return after they have received five days of appropriate antibiotic treatment.
13. Poliomyelitis: Not accurately known; cases are most infectious during the first few days before and after onset of symptoms.
14. Ringworm: May attend school if receiving treatment, but should not participate in athletic activities involving skin-to-skin contact until skin lesions are completely healed.
15. Rubella (German Measles): May return to school seven days after rash appears.
16. Salmonellosis: May return to school when symptoms (diarrhea, fever and abdominal pain) subside.
17. Scabies: May return to school after proper treatment has begun.
18. Shigellosis: May return to school after diarrhea and fever subsides. Infected food handlers may not return to work until two negative stool cultures are obtained at least 24 hours apart and no sooner than 48 hours following discontinuation of antibiotics.
19. Shingles: Routine exclusion from school is not indicated unless lesions cannot be covered. Lesions need to be covered until crusted over completely.
20. Impetigo: May return to school after receiving medical treatment. Open wounds should be covered.
21. Streptococcal Infection (Group A): May return 24 hours after starting treatment and must be afebrile.
22. Tuberculosis: Isolation of active cases is required until sputum is negative by microscopic examination or until the patient has been on appropriate medication for 2-3 weeks

If a student is excluded from school for any of the above, he will need to check in with the school nurse before returning to the classroom. The above information has been taken from: Kansas Classroom Handbook of Communicable Diseases. Sept. 2004

Hearing, Vision & Dental Screenings

Hearing screening is done in the fall of the year in grades K, 1, 2, 3, 5, 7, 9, & 11. Vision screening is done in grades K, 1, 3, 5, 7, 9, & 11. New students get both vision and hearing screening done soon after enrolling. Any parent may request a vision or hearing screening at any time during the school year. If there is a problem noted at the time of vision, hearing or dental screening, parents/guardians will be notified. If there is no problem, no notification will be sent.

Dental Screening: For K-5

Each year a sign up sheet will be available at enrollment for parents asking if a dental screen is desired for their child. Only those children will be screened at school unless school personnel request a dental screening for that child.

If there is a problem noted at the time of screening, parents/guardians will be notified. If there is no problem, no notification will be sent.

Medication Policy

All medication must be checked in with the school nurse. Students may not carry medications with them. The only exception to this would be emergency medications (example: Inhalers for asthma, or epinephrine for severe allergic reaction) **but only** after checking them in with the school nurse. This requires an order by the person authorized to prescribe the medication. The school board has given authorization to the administration and school nurse to approve on an individual basis whether to allow a student to carry emergency medication. A medication form is in the **Other** section of the handbook and will need to be completed and given to the school nurse.

If your child does need medication during school time, impress upon him or her that they are to report to the office at the proper time, as other duties do not allow the nurse to look for the child when it is medication time.

- Non-Prescription medications may be administered by the school nurse or delegated personnel. The medication must be requested by the parent or legal guardian and the "REQUEST FOR MEDICATION TO BE ADMINISTERED DURING SCHOOL ATTENDANCE" form must be completed.
- Prescription medication requires the person authorized to prescribe the medication sign the Medication Request Form as well as the parent or legal guardian.
- All medication must be in the original container labeled correctly by the pharmacy or physician with the name of the medication, dosage and how the medication is to be taken at school.
- The parent may request the pharmacist supply one medication bottle for school use and one for home use.

Health/School Nurse

A school nurse is on call at the Colby Grade School, 210 North Grant. Her phone number is 460-5111.

In addition to performing health nurse duties, the nurse will be available by appointment for consultation with parents, students, and teachers.

Student health records are located in the health office. Health information is kept confidential according to Health Insurance Portability and Accountability (HIPPA) guidelines.

School health policies include:

In order to provide a healthy environment in your child's classroom, we have provided the following guidelines to help you to determine if you should keep your child home due to illness. If your child has any symptoms listed below upon awakening, or in the time span indicated, please allow him/her to stay home until the problem is resolved. These symptoms include:

1. A fever of 100 or above (99 if taken under the arm, 101 if taken rectally). Please check your child's temperature if he/she shows signs of not feeling well before school. A child must be free of elevated temperature for 24 hours before returning to school.
2. Vomiting or other signs of illness within the past 24 hours.
3. Loose or diarrhea stools within the past 24 hours. (More than one loose stool in this time span.)
4. Frequent coughing of an unusual nature. Deep "seal like" coughs usually indicate an infection in the lungs.
5. Head lice and/or nits must be removed before the child is permitted to return to the classroom.
6. Any unusual rashes or outbreaks on the skin.
7. Breathing difficulties.

For minor injuries, first aid is administered by the nurse, teacher, principal, school secretary, aide, or in some instances by the child himself, but never one child by another child. When a child becomes ill at school, he or she should be taken home as quickly as possible.

No child will be taken home or sent home until parents or another responsible person is contacted at home or work.

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

If a child comes to school with a disability that will prevent him or her from participating fully in the daily activities, including outdoor recess, a note should be brought from the parents.

Students must first obtain a pass from a teacher and then report to the middle school office and sign out before going to the nurse. They must return to the middle school office and sign in before going back to class or home. Students are not permitted to leave school without being dismissed by the nurse. **Students leaving school for any reason must sign out at the office.** In certain explained circumstances, when medication is necessary in order that a student remain in school, the school may cooperate with parents in the administration of medication. The medical person authorized to prescribe medication must send a written order to the office whom may

administer or supervise the administration of medication. Parents must submit a written request to the building administrator requesting the school's cooperation in the administration of medication and releasing the school district and personnel from liability. All medication must be left at the CMS office.

Student Insurance

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

Policy and Procedures

Accidents

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

Announcements

Messages that are to be given to students or announced over the intercom need to be delivered or called into the office by 1:45 p.m. The office staff will try to deliver messages to students after this time but can't make any assurances.

Appointments

When a student is to leave school for an appointment, it is necessary for parents to notify the school before first hour if possible so the student can get a pass to leave class. Students will only be dismissed to parents at the office. Please come to the office to pick up your child. (When students are walking to an appointment, please notify the office or they will not be released at the office.) Please notify the office if students are to be picked up by anyone other than his/her parents.

Asbestos

Asbestos is an issue we have been dealing with for many years. The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA) was enacted recently by Congress. AHERA was enacted to determine the extent of and develop solutions for any problems schools may have with asbestos.

We have recently had our facilities inspected by an asbestos inspector certified by the State of Kansas. The inspector located, sampled, and rated the condition and hazard potential of all material in our facilities suspected of containing asbestos. We have begun implementing the asbestos management plan. A copy of the Asbestos Management Plan is available for your inspection in our administrative office during regular office hours.

Bus Information

Bus Permits

A child who does not regularly ride a bus or wishes to ride a different bus must have a note or phone call from the parent before a bus permit will be issued. The request is granted provided there is room on the bus. The school office issues bus permits.

Bus/Transportation Department

It is the purpose and intent of the Colby School bus system to furnish transportation to school, and deliver home each public school day, all students desiring this service who are eligible for student transportation in USD 315. We shall try to get the students to their proper destination when possible, and when we feel it is safe and practical to do so. Of course, our main concern is for the safety and well being of the students transported. This we feel is our first obligation under all conditions. There are times, due to either adverse weather or road conditions, or both, that it is possible, not safe or advisable to try to operate busses on some of the roads in the district. Without going into too much detail, it is

also apparent that adverse conditions could exist in some locations in the district while normal operations might be possible in other places. This could be due to heavy rain or snow in one territory and not in another, or ice, snow, etc., affecting road conditions or other factors in bus operations.

Conditions can also, and many times do, change from morning to evening or vice versa. Therefore, decisions as to the adversity of sending busses must at times be made twice daily. Hasty or last minute decisions as to school bus operations will be avoided whenever possible, but a sudden blizzard or storm could cause a change in operations very quickly. Since sometimes radio and TV announcements may differ from our intended instructions, we feel we should have a standard procedure to follow so everyone will know our intentions as nearly as possible. It will be considered the students' or parents' responsibility to listen for these announcements when these conditions exist.

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

Announcements over radio and TV stations: KXXX Radio, 790 AM; KRDQ Radio, 100.3 FM; KGCR Radio 107.7; KFNF Radio 101.1, KKCI Radio 102.5 FM; KLOE Radio 730 AM; KWGB Radio 97.9 FM; KTCC Radio 91.9 FM; KAKE-TV Channel 6; KSNK-TV Channel 8; and KWCH-TV Channel 11.

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

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

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

The following policy will be in effect if an emergency makes it necessary to keep the busses in town on the evening trips.

All students who qualify for bussing within the city limits of Colby will be delivered to their regular bus stops. It will be the parents' responsibility to see to the safety of their children at these stops.

All students who live outside the city limits of Colby will be delivered to the address as noted on their Bus Pupil's Data Card within the city limits of Colby (storm address). Busses will not run the rural routes the following morning. Students will be picked up at their city addresses. Exception: If busses are kept in town on a Friday p.m., the busses will run on the following Monday a.m. if conditions permit regular rural routes.

All students from the same family must have one delivery address. They will be delivered to this address in their own regular bus; they will not be taken to any other place other than the storm address on their Bus Data Card.

If parents wish to pick their children up at school, this information should be included on the Bus Data Card so they may be kept at school until called for.

Your children's safety is our first concern. If you have any questions, please call the Director of Transportation at 460-5020 or the Superintendent at 460-5000.

Cafeteria (lunch period)

All students will be asked to eat in the cafeteria. Students who do not wish to eat lunch or who have finished lunch may remain in the glassed-in corridor or the courtyard area between the corridor and middle school office. Locker rooms, classrooms, and all other areas are off limits to students during the break. We always welcome relatives wishing to eat with students. We do encourage parents to come to the school and eat with their child, **since we do not allow students to eat off campus.**

Campus Limits

Students are asked to remain in front of the building, in the gym, or in the glassed-in-corridor until 8:00 a.m. Students that need to meet with teachers before 8:00 a.m. should come to the office and obtain a pass. Students are to leave the building at 3:30 p.m. unless they have arrangements with a staff member. Students may leave campus during the school day only with prior approval and by checking in and out at the office. Any student leaving the building without signing out will be counted as an unexcused absence or tardy. Students need to sign in and out if going to the nurse.

Fees

Fees are for book rental, lunch tickets, woods projects, and for any damages to books or school property. Book rental is to be paid when the student enrolls. Students moving during the school year will be given a refund prorated on the amount of time enrolled.

Hours

The academic school day begins at 8:05 a.m. and ends at 3:29 p.m.. Students may arrive at school early; however, they are to remain in the glassed-in-corridor until 8:00 a.m. Students should not be in the classroom area prior to 8:00 a.m. without the specific request of an instructor. Students not out for any activity or sport must be out of the building by 3:45 p.m.

Lockers

Two students of the same age and sex share lockers. Students should not leave anything of value in them. Students may bring their own locks if they wish but a copy of the key or the combination needs to be left in the office. If it is necessary to bring something valuable to school, the student shall leave it in the office during the day. Separate lockers and locks are assigned to students in physical education programs. Please report lost or missing items immediately.

Lost and Found

Items found or reports of missing items may be turned into the middle school office. Please label gym shoes, shorts, jackets, etc. with a permanent marker. Articles not claimed at the end of each school year are donated to a charitable organization. Please respect others property, if any items are found in the hallways or classroom turn them into the office immediately. Items belonging to other students that are found in the possession of another student would be considered as stolen.

Parent Concerns and Complaints

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

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

Planners

During class periods students may have to go on a legitimate errand such as to the office, the nurse's office, or to the counselor. Be sure to have your planner signed by the teacher and sign out in the room. If you are going to see another staff member, they will record the time you leave to return to your class.

Posters

Posters and other information may be posted on the hallway bulletin boards only after receiving approval from a sponsor and the principal. Information must be spelled correctly and in good taste.

Safety

Child Abuse

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

School Emergency Procedures

Colby Public Schools have emergency plans in place to deal with a variety of emergencies. Our first concern is for the safety and well being of the students and staff. The following is a brief outline of the plans that are in place. If you would like more information, please contact the appropriate building.

In case of an emergency, the Administration Office will be the information center. The Administration Building is located at 600 W. Third Street, (phone 785-460-5000).

Fire

All schools have a fire drill procedure that is practiced on a monthly basis. The students will be evacuated from the building and moved to an area of safety. The fire department will be notified.

Tornado

All schools have a tornado procedure that is practiced on a regular basis. Students will remain in a safe location until the storm has passed and the all-clear signal is given. We ask parents not to take their children from the school during a tornado warning.

Power Failure

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

Gas Line Leak

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

Intruder/Physical Threat to Students and Staff

Law enforcement will be notified. Staff will be notified to lock down their rooms and stay with students. The administration will work with law enforcement until the threat of harm is over.

Bomb Threat

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

School Bus Emergency

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

Hazardous Materials or Toxic Fumes

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

Fire Drills

Fire drills are held at least once each month during the school year. Directions for leaving the building are posted in each classroom and are reviewed by the teacher. No one is to return to his classroom until the all-clear signal is given. Kansas Statute PL 21-4110 states false fire alarms are a Class B Misdemeanor, punishable by a maximum of a \$1000 fine and/or 6 months imprisonment in the county jail.

Tornado Drills

When the tornado alarm sounds, students will report to the cafeteria and move as close to the outer walls as possible. They will remain until the all-clear signal is given, then return to their regular classroom.

Student Survey

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

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

Student Teachers

Student teachers from nearby colleges may work in some of our classrooms. The student teacher will observe for several days and then gradually begin to assume some the responsibilities of the class.

During the end of the period the student teacher will be in charge of nearly all of the activities in the room. The regular classroom teacher will always maintain full responsibilities for the class.

Telephone

Students may use the telephone located by the office **before** and **after** school. No long distance calls are to be charged to the school. A phone is located in the glassed-in-corridor for use after games and practices. Children should only make calls that are emergencies or to inform parents that they are staying after school. Messages will be given to students only between classes and after school unless there is an emergency.

Tobacco Policy

With the exception of the areas noted below, the use of tobacco in any form is prohibited in any school building owned or leased by USD 315. Tobacco product use will be allowed by adults at Dennen Field except in the stands. No tobacco use is allowed in school vehicles in which students may ride now or in the future. *Exceptions are: Adults who are not students may smoke at 1) bus barns, 2) maintenance/grounds shop, and 3) designated smoking areas which will be assigned and noted outside the gyms at the grade, middle, and high school. (These designated smoking areas are for use during school authorized games and activities only.)*

Visitors

Requests for visitors must be made through the office. All student visitors must be cleared through the office the day prior to the visitation. (It is not a good idea to bring friends or out-of-town guests to school.) All visitors need to enter the building through the office area, sign in and obtain a visitors badge to wear during their stay in the middle school.

Rights and Responsibilities

Computer/Technology Usage/Internet

Colby Middle School students are able to use more technology every year. The school is striving to assure that this technology is being used in an appropriate manner. Students & parents need to realize that the following rules are in place to deal with technology usage.

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

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

Internet

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

1. All use of the Internet must be in support of education and research and be consistent with the purposes and policies of USD 315.
2. Use of the network to access obscene or pornographic material is prohibited.
3. Use of the network to transmit material likely to be offensive or objectionable to recipients is prohibited. If there are questions pertaining to material it must be approved in advance, in writing, through the administration.
4. Any use of the network to facilitate illegal activity is prohibited.
5. Any use of the network for commercial or for-profit purposes is prohibited.
6. Non-school related communication is prohibited.
7. Any use of the network for product advertisement or political lobbying is prohibited.
8. Network accounts are to be used only by the authorized owner of the account for authorized purposes.
9. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users or misrepresent themselves or other users on the network.
10. Users shall respect the copyright of all accessible information.
11. Malicious use of the network to develop programs that harass other users, or infiltrate a computer or computing system, and/or damage the software components of a computer or computing system is prohibited.
12. No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
13. Hate mail, harassment, discriminatory remarks, and other antisocial behaviors are prohibited.
14. Subscriptions to listservs must be pre-approved by the administration.
15. Game playing of any kind is prohibited.
16. All files downloaded at own risk. Any use of downloaded applications on district computers must be pre-approved by the administration. The district will assume no responsibility for downloaded materials used on non-district computer systems.

17. User accounts will not be assigned until required Internet instruction has been completed.
18. Any Internet publishing must be for educational purposes and consistent with the practices and policies of USD 315. USD 315 reserves the right to edit the content of published materials.

Annual Notification Family Educational Rights and Privacy Act (FERPA)

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

1. The right to review and inspect all of your educational records except those which are specifically exempt. Records will be available for your review within 45 days of the day the district receives your request for access.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons, with certain limited exceptions. Disclosure of information from your educational records to others persons will occur only if:
 - a. we have your prior written consent for disclosure;
 - b. the information is considered “directory information” and you have not objected to the release of such information; or
 - c. disclosure without your prior consent is permitted by law.
 - The district may disclose, without your consent, personally identifiable information to school officials with a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); the school board (in executive session); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or duties.
 - The district will disclose a student’s education records to officials of another school district in which the student seeks or intends to enroll without your consent and without further notice that the records have been requested or forwarded.
3. The right to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
4. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that Unified School District No. 315 has failed to comply with FERPA’s requirements. The address of this office is 400 Maryland Avenue

SW, Room 4074, Washington, DC 20202-4605.

5. The right to obtain a copy of Unified School District No. 315 policies for complying with FERPA. A copy may be obtained from the Administration Office at 600 West Third Street, Colby, Kansas.

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

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with Unified School District No. 315, attention Superintendent, 600 West Third Street, Colby, KS 67701 on or before September 30, 2009. If a refusal is not filed, Unified School District No. 315 assumes you have no objection to the release of the directory information designated.

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

Sexual Harassment And Sexual Violence Statement

I. General Statement

Sexual harassment is a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. Sexual harassment is any unwanted attention of a sexual nature. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose.

USD 315 is committed to maintaining a learning environment that is free from sexual harassment and sexual violence, where all employees and students can work and study together comfortably and productively. The Schools prohibits any form of sexual harassment or sexual violence.

The school will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the School District.

II. Definition of Sexual Harassment and Sexual Violence

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or of obtaining an education; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
3. The conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's work employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

Examples of prohibited behavior that is sexual in nature and is unsolicited and unwelcome include:

1. Written Contact—sexually suggestive or obscene letters, notes, invitations, drawings. This also includes computer terminal messages of a sexual nature.
2. Verbal Contact—sexually suggestive or obscene comments, threats, jokes (including jokes about racial and gender-specific traits), any sexual propositions, comments about an employee's body or sexual characteristics that are used in a negative or embarrassing way.
3. Physical Contact—any intentional pats, squeezes, touching, pinching, repeatedly brushing up against another's body, assault, blocking movement, or coercing sexual intercourse.
4. Visual Contact—suggestive looks, leering, or staring at another's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters or magazines.
5. Sexual Blackmail—Sexual behavior to control another employee's work environment is also prohibited—this includes salary, promotions, evaluations and/or better job assignments or grades.

Every effort will be made to eliminate sexual harassment by non-employees including parents, suppliers, and other visitors to the school.

Discrimination

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

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

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

The committee shall hear the grievance and make recommendations to the board of education.

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

Student Conduct

Development of good discipline is one of the most important goals of education. Discipline is the development of self-control, character and proper consideration for other people.

Understanding the purposes of discipline in school facilitates the formation of positive attitudes and assists the student in doing his/her part to make him/herself a better person and the school a better place. So that Colby Middle School can maintain the best learning environment possible, the administration and faculty have expectations of the students. These expectations are:

1. Appropriate school behavior that assures the right of students to learn and the right of every teacher to teach. Appropriate out-of-class behavior demonstrates respect for the personal and property rights of other students, faculty and staff.
2. Arrival at school and to class on time.
3. Daily school and class attendance.
4. Appropriate use and care of the buildings and facilities of the school.
5. Cooperation with the school staff as they attempt to meet the varied educational needs of all students.
6. Adherence to acceptable standards of courtesy, decency and morality and compliance with provisions of civil law.

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

Academic Dishonesty

Academic dishonesty is not acceptable. Cheating, defined as copying another student's work and claiming it is your own and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy.

A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well other disciplinary measures up to and including suspension or Expulsion.

Bullying or Intimidation

Colby Middle School has adopted a policy prohibiting bullying on school property. Programs have been implemented that address bullying behavior. This includes prevention, conflict resolution, and safety. Students are asked to report to an adult when they feel that bullying is occurring. The discipline outline defines the consequences for this type of behavior.

Bus Conduct

- 1) The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and cheerfully.
- 2) The driver may assign a seat to each student; each student must be provided a seat. Students in less desirable seats may move to a second assigned seat for added comfort after the passenger load is lightened if permission is first obtained from the driver and if the bus is not in motion.
- 3) Pupils must be on time; the bus cannot wait for those who are tardy. Pupils must walk on the far-left side of road facing traffic when going to the bus stop.

- 4) Pupils must never stand in the roadway while waiting for the bus. All pupils must wait for the bus off of the traveled portion of the road. Students should wait in an orderly manner and never push a fellow student.
- 5) Unnecessary conversation with the driver is prohibited. Students should not talk or try to distract the driver's attention. The student's safety is in the driver's hands.
- 6) Outside of ordinary conversation, classroom conduct is to be observed.
- 7) Pupils must not throw waste paper or other rubbish on the floor of the bus. The bus should be kept clean and sanitary at all times.
- 8) Pupils must not at any time extend arms or head out of the bus windows.
- 9) Pupils must not try to get on or off the bus or move about within the bus while it is in motion.
- 10) When leaving the bus, pupils must observe directions of the driver. Students will cross the road in front of the bus after making sure highway is clear.
- 11) Any damage to the bus is to be reported to the driver immediately.
- 12) No live specimens (animals) or glass containers allowed on the bus.
- 13) No eating or drinking allowed on the bus.
- 14) Use of seat belts is required in suburban and mini-bus.

Any infraction of the above rules will be determined in severity and course of action to be taken will be determined by the Director of Transportation and/or building principal.

Completing Late Assignments/Detentions

Time to be made up must be finished the day it is assigned unless prior arrangements are made with the teacher. Students are responsible to contact their parents and inform them that they need to stay. If the student does ride a bus, they shall be given the option of making up the time the following day so arrangements to get home may be made. If the time is not made up, it doubles for the next evening. Those students choosing not to make up time can be assigned to I.S.S. to make up this time.

Discipline Policy Outline

CMS/CHS Guidelines For Action In Consideration of Certain Types of Misbehavior

These are guidelines and the building level principal will make final determinations.

Truancy (hooky, ditching) includes skipping classes even though student remains in building.

First Offense: Detention, double the time that the student missed

Second Offense: One-day suspension, conference with parents and authorities may be contacted

Third Offense: Up to three days suspension following a parent conference

Fourth Offense: Up to five days suspension with a recommendation to the Board of Education

State law prohibits possession or use of tobacco on school grounds. Police may be called.

First Offense: One-day suspension, parent conference

Second Offense: Three-day suspension following a parent conference

Third Offense: Five-day suspension following a parent conference

Fourth Offense: Referral to the board of education

Fighting

First Offense: Contact parents and three to five days' suspension

Second Offense: Five-day suspension following a parent conference

Third Offense: Referral to the board of education for possible suspension or expulsion

Bringing nuisance items to school.

First Offense: Confiscation of item and item returned to parents

Second Offense: Confiscation of item and item not returned--Conference with parents

Defacing public property is illegal.

Any Offense: Student pays for cost of repair or replacement, detention, parent conference, possible referral to the board of education.

Stealing

Return or reimbursement to victim, conference with parents. Possible suspension or expulsion depending on circumstances. Local law officials will be contacted.

Uncooperative behavior and indifferent attitude toward school.

Warning of teachers and referral to principal, if serious. Parents may be contacted. Possible detention or suspension.

Misbehavior while on sponsored bus trips.

Notification of parents and possible loss of riding privilege. Referral to Board of Education and possible loss of riding bus to extra curricular activities for remainder of school year.

Boy/girl relationships (excessive show of affection) in automobiles, buildings, or on grounds.

First Offense: Parents contacted and informed of the problem

Second Offense: Suspension from one to three days.

Cheating on tests and examinations.

Conference with all parties involved and no credit given.

Being under the influence of alcohol at a school function, practice, etc.

First Offense: Three-day suspension and notification to law enforcement. Activities policy will be enacted.

Second Offense: Suspension from five days to long-term possible expulsion.

Use or possession of drugs (state law).

Five day short or long term suspension and possible expulsion. Referral to Board of Education. Law enforcement will be notified.

Habitual tardiness.

First offense: Referral to the principal

Multiple offenses: Student will make up thirty minutes for each offense, possible suspension

Vulgar language, threats, or gestures to teacher or in classroom.

First Offense: Three days suspension, parent notification and possible referral to board of education for suspension for remainder of semester.

Second Offense: Five days suspension, parent notification and possible referral to Board of Education for suspension for remainder of semester.

Sexual Harassment, Vulgar language or gesture, student to student. (Page 32)

First Offense: One-day suspension and parent notification.

Second Offense: Three-day suspension and parent notification.

Third Offense: Five-day suspension and referral to Board of Education for suspension for remainder of semester.

Leaving the building or grounds without authorization or skipping.

First Offense: Notify parents. Also 2-hour detention for each hour missed.

Second Offense: Notify parents. 1-day suspension and parents will return with student.

Third Offense: Three days suspension. Parents will return with student.

Fourth Offense: Five days suspension and referral to Board of Education.

Reckless driving (police matter).

First Offense: Parents notified with warning.

Second Offense: Parents notified. Five-day suspension from driving/riding privilege.

Detention time.

Third Offense: Long term loss of driving and riding privileges.

Gang signs, symbols or gang related activities.

First Offense: One-day suspension

Second Offense: Three-day suspension

Third Offense: Five-day referral to Board of Education.

Bullying or intimidation.

First Offense: Warning and parental contact

Second Offense: Parents contacted and detention assigned.

Third Offense: Student given suspension 1-3 days

Fourth Offense: Suspension for 3-5 days

Vandalism:

First Offense: Parent contact and repair or replacement of property

Second Offense: Parent contact, suspension, police notified.

Suspension can be In-School Suspension or Out-Of School Suspension.

Dress Code

We are proud of our students at CMS and want them to dress to reflect this pride. Clothes, belts or other items, which display emblems or advertising of cigarettes, beer, drugs or other items are not allowed at school, and aren't acceptable. Any items that are inappropriate or distract from the educational process will be dealt with on an individual basis. *Body piercing with jewelry other than earrings are not acceptable.*

Biker's shorts, midriff tops and/or tank tops, or backless shirts are not acceptable dress for school, or at USD 315 games or activities.

Shorts are permissible for girls and boys. All shorts must be at least mid thigh in length or longer, including jeans shorts if hemmed or rolled. Girls may wear culottes, skorts or split skirts. Low cut/ saggy pants or shorts are unacceptable. No wheeled shoes or Heelys.

Expectations for School Sponsored Activities

All school-sponsored functions, including those held at sites other than the school, shall be drug and alcohol free. Possession, distribution or sale of drugs, drug paraphernalia, inhalants, alcohol, tobacco or any materials (facsimiles) that give the appearance of alcohol, tobacco, or other controlled substances or other illegal substances is not permitted.

Students and their guests, regardless of age, are to arrive free of these substances. Those who disregard these expectations will be excluded from the event and will be subject to disciplinary actions that may include one or more of the following:

- Parent notification;
- Police involvement;
- Suspension or expulsion; and/or;
- Exclusion from future extracurricular activities.

Illegal Contraband/Canine Searches

Students are not allowed to use, store, or carry alcohol, tobacco or other drugs or drug-related equipment to school. Legal authorities shall be contacted if drugs are found.

Electronic Items/Cell Phones

Cell phones, PDA's, ipods, MP3 players or video games can distract and disrupt the educational setting. Students may use cell phones before and after school, but not at any other time during the school day. Cell phones that are used during the school day will be confiscated and only returned to the parent. Other electronic devices may only be used with permission of the classroom teacher, before and after school, and during the lunch hour in the glassed-in corridor.

Public Display of Affection

Public display of affection during school hours or at school functions is not permitted in the school building or on the school grounds.

Safe Schools

CMS strives to provide a school setting where students can learn in a safe environment. Parents are asked to share any concerns with the principal, or call the Kansas School Safety hot line. This number is 1-887-626-8203 and the information will then be shared with the local law enforcement and school officials.

Suspensions & Expulsions:

Regulations for Suspension and Expulsion:

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

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

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

The police will be notified if a suspension occurs, police will then have ten days to determine if they revoke the students drivers license.

Special Education Suspension and Expulsion Procedures:

Colby Public Schools USD 315 follows the guidelines of KSA 72-8901/8906.

Acts of Unacceptable Behavior:

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

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

Short-term suspension shall constitute one (1) to five (5) school days. Maximum time for a long-term suspension shall not exceed 90 school days. Maximum time for an expulsion shall not exceed 186 school days.

In the case of either a suspension or expulsion, if the number of school days applied extends beyond the current school year, the remaining number of days may be applied to the succeeding school year.

All suspensions will initially be short-term (not to exceed 5 school days), with written notice of the short-term suspension and the reason(s) for the suspension furnished to the student involved, to the student's parent or guardian and to the superintendent within 48 hours after the suspension has been imposed. Any notice of proposal to suspend for an extended term or to expel shall state the time, date and place that the student will be afforded a hearing. Such a date of notice shall not be later than the last day of the short-term suspension. Said notice of the intended hearing shall be accompanied by a copy of K.S.A. 72-8901 et seq. as amended and a copy of the policy and regulations of the Board of Education.

Any hearing held in compliance with K.S.A. 72-8901 et. seq. as amended will be conducted in accordance with the due process outlined in Kansas Statute. Absences resulting from out-of-school suspensions are unexcused. Suspended students will not receive credit for any work missed because of out-of-school suspension.

In-School Suspension (ISS):

In-school suspension will be used when deemed appropriate by the administration. In-school suspension means that students guilty of undesirable behavior will be confined to a suspension room for a period of 1 to 5 school days when deemed advisable by the Principal or Assistant Principal.

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

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

Illegal Substances/Facsimiles

Using, possessing, selling, furnishing, or having been under the influence of any controlled substance, alcoholic beverage, intoxicant of any kind, tobacco or smoking paraphernalia.

The improper use/abuse, possession, selling, furnishing of any prescription or nonprescription drug or any materials (facsimiles) that give the appearance of alcohol, tobacco, or other controlled substances.

Weapons Policy

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function or event. Violation of this policy will result in disciplinary action which will include suspension or expulsion (not to exceed 186 days) and the involvement of legal action.

Possession of a firearm shall result in expulsion from school for a period of one year (186 school days), except that the superintendent or his designee may recommend that this expulsion requirement be modified on a case-by-case basis under the provisions of JDC (probation).

As used in this policy, the term "destructive device" means any explosive, incendiary or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or other device similar to any of these devices.

Weapon or firearm (including a starter gun) means any object, material or substance which in the manner it is used, designed to be used, or intended to be used, is capable of producing bodily injury or death. Examples of weapons include, but are not limited to:

- Firearms (loaded or unloaded), including BB guns and pellet guns;
- Knives having a blade of three and one-half inches or more;
- Any knives which can be opened by means of a switch, button or spring
- Mechanism or which is displayed in any manner which tends to threaten,
- Intimidate, frighten or harass another person;
- Brass knuckles or other objects displayed on the fist;
- Nun chucks or any other martial arts weapon;
- Slingshots; bludgeons,
- Any instrument intended to strike another person.
- Chains (Wallet Chains)

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

- Rocks
- Bottles
- Cans
- Chains
- Shoes
- Belts
- Belt buckles
- Ropes

- Ball bat (aluminum or wooden)
- Mace or similar noxious chemical used in a threatening or improper manner

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

- Water pistols
- Cap guns
- Any "look-alike" weapon

Student Services

Guidance

The counselor is available to meet with students and parents about school, personal, and other concerns. Calling the office, or contacting the counselor at 460-5230 may set up an appointment. After notifying the instructor of his/her next class, students may stop in at the counselor's office between classes to make an appointment. Students can also stop in at the counseling office before school or after school to make an appointment. Whenever possible, arrangements will be made for the counselor to see a student during an elective period. Only in an emergency will a student be allowed to go to a counselor during an academic class.

Library

We encourage all students to take advantage of the technology and materials that we currently have in the library. The library is open to students' use between 8:00 a.m. and 4:00 p.m. on school days. The student must pay for lost material. All material must be returned or paid for before grades are distributed.

Lunch

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

The district participates in the Child Nutrition Program. Two popular programs, National School Lunch and School Breakfast, help qualifying parents/guardians by providing free and reduced-priced meals for students. Applications are mailed to each household prior to enrollment, and are also available from the building principals and the Food Service director. Federal requirements dictate that a new application be completed every school year (see application for details).

The USD 315 Board of Education annually establishes meal prices in July:

Child Nutrition Program

	\$ per meal	Full price monthly/20 meals	\$ per meal	Reduced price monthly/20 meals	Free monthly/20 meals
Breakfast (K-12)	\$1.00	\$20	\$.30	\$6	no charge
Lunch (K-2)	\$2.00	\$40	\$.40	\$8	no charge
Lunch (3-12)	\$2.20	\$44	\$.40	\$8	no charge
Lunch (adult)	\$3.55	na	na	na	na

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

Students who need/desire to be excused from eating certain food(s) must have the district's form signed by a qualified medical professional on file. The form, *Medical Statement for Student's Requiring Special Meals*, may be obtained from the School Nurse or the Food Service director.

Payment policy: Meals are paid in advance, on the first day of the month. Payment may be made in cash, by personal check or credit card (Visa/MasterCard). If mailing a check please write the student(s) name on your check payable to USD 315 or Colby Public Schools.

- Should your student's lunch balance become more than \$15 past due, you will receive a letter stating the past-due balance. The responsibility for collecting past-due balances resides with the building principal.

- If a response is not received within one week from the date of that letter, the student will be placed on a “cash-only” lunch plan. On this date, the student will need to bring a sack lunch or cash to purchase a lunch for that day.
- Should the student arrive at school with no sack lunch/no money, either a peanut butter and jelly or cheese sandwich with a carton of milk will be provided at no cost. This courtesy will be extended to the student for one week.

Students are welcome to bring a sack lunch and eat in the cafeteria. As stated in the state-mandated Wellness Policy, soda (pop) is not allowed in the school cafeterias. Please be advised that students are not allowed to bring fast food items into the buildings.

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

Special Education Notification

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

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

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

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

Other

Colby Unified School District No. 315

Request for Medication to be Administered During School Attendance

Name of Student _____ School _____ Grade _____

1. Medication _____ Dose _____ Time _____

2. Medication _____ Dose _____ Time _____

3. Medication _____ Dose _____ Time _____

Reason(s) for Medication _____ Date Med. Started _____

Continue previous meds: YES NO Stop previous meds: _____

No. of days to be administered at school _____ Duration of school year: YES NO

Our policy states that no medication can be carried by the student, even inhalers. Please be aware of this.

Date: _____

Signature of MD, DO, DDS, OD, PA, or ARNP

Printed Name _____

Address _____

Phone No. _____

Comments:

I hereby give my permission for the above named student to take the above prescription(s) at school as ordered. I understand that it is my responsibility to furnish this medication. I further understand that any school employee who administers any drug to my student, in accordance with written instructions from the physician or dentist, shall not be liable for damages as a result of an adverse drug reaction suffered by the student because of administering such drug.

I hereby authorize USD 315 staff and _____ and his/her staff to share health _____ INDICATE NAME OF YOUR DOCTOR and medical record information about my child. I understand this information will be strictly confidential and will not be released to any other party without prior written consent.

Date: _____

Signature of Parent or Guardian

Note: The medication brought to school must be in the original container, labeled correctly by the pharmacy or physician, stating the name of the medication, dosage, and number of days to be administered at school.

Return completed form to: Amy Hutfles R.N.
School Nurse

210 North Grant, Colby, KS 67701
Address

(785) 460-5150
Phone Number

(785) 460-5150
Fax Number

USD 315 – Colby Public Schools Patron Complaint Form

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

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

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

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

I suggest the following action on behalf of the administration and/or board of education:

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

Complainant Signature: _____ Date: _____

Building Administrator: _____ Date: _____

Superintendent: _____ Date: _____