

**Colony High School
Home of the Knights**

9550 E Bogard Rd
Palmer, AK 99645
Phone: (907) 861-5500 Fax: 861-5509
<http://www.matsuk12.us/chs>

Brendon McMahon, Principal
Michael Looney, Asst. Principal
Tom Lincoln, Asst. Principal
Kristy Johnston, Activities Director



**Colony High School
Student Handbook
2018-2019**

Colony High School Mission Statement:

The mission of Colony High School is to inspire academic achievement and personal growth in all our students so that they will successfully participate as active and responsible citizens in our ever-changing world. We commit to excellence by collaborating with students, parents, and the community to provide a safe environment, consistent policies, a culture of caring, and a feeling of pride in our school in order for all students to meet or exceed state and national standards. Our commitment includes support and use of all available resources, professional development, collegiality, inter-disciplinary collaboration, and site-specific data to drive decisions relevant to learning, instruction and student success.

Dear CHS Student:

Welcome to Colony High School where the focus is on student learning. Colony offers a safe academic atmosphere that encourages you to become a life-long learner. We invite you and your parents, along with our staff to be part of a community built on mutual trust, strength of character, and overall excellence.

A guiding principle of CHS is to treat people with decency, deference, and dignity. Whatever your role in this community, always keep in mind the characteristics of a productive member and citizen:

- Respectful
- Caring
- Trustworthy
- Fair
- Responsible

R.E.S.P.E.C.T

**Remember, Every, Single, Person, Expects,
Courteous, Treatment**

We encourage you as a CHS student to take full advantage of classroom and activity learning opportunities. Choices impact not just who you already are but, the person you will become. Wise decisions help create

positive situations throughout your high school years.

It is the responsibility of each student to read, understand, and abide by the rules and regulations stated in this handbook. The well-being of a community is dependent upon its members exercising their rights and responsibilities within the expectations established by that community. We look forward to an exciting and productive school year.

Mr. Brendon McMahon
Principal

Mr. Mike Looney
Asst. Principal

Mr. Tom Lincoln
Asst. Principal

THE PERSONAL RESPONSIBILITY OF COLONY HIGH SCHOOL STUDENTS

Colony High School students are expected to accept a high degree of personal responsibility in the following four areas:

1. Civic Responsibility

Colony High School operates on the premise that its students have both a personal and a shared responsibility in the welfare of our school. Students are expected to be good citizens and will be held accountable for their actions.

2. Drug Free and Weapon Free Campus-Zero Tolerance

Colony's campus must never be contaminated with illegal substances (drugs, alcohol, tobacco) or dangerous weapons, which include knives of any and all sizes. This is a safety issue which takes all of us to enforce. Look-alike weapons are also strictly prohibited and can carry the same severe sanctions as an actual weapon.

3. Respect for Other People's Rights

Your personal rights must always be balanced with the rights of others. Therefore, your actions and words should never insult, intimidate, humiliate, or harass another person. Good manners are expected.

4. The Teaching-Learning Process

Students deserve the best instruction Colony High School can provide. To ensure quality teaching and learning, students must develop trust and demonstrate cooperation with their teachers. The students' minimum responsibility is to acquire basic skills and a positive work ethic for entry-level employment and/or continuing education. It is also important to note that nobody has the right to interfere with the learning of others.

IMPORTANT DATES

August 16, 2018	First Day of School
December 24, 2018-January 7, 2019	Holiday Break
March 11-15, 2019	Spring Break
March 30, 2019	CHS Prom 7:00p-11:00 PM (TBA)
May 3, 2019	Last Day for Seniors
May 9, 2019	Graduation – 7:00 p.m. Menard Ctr.
May 23, 2019	Last Day of School

1st SEMESTER GRADING PERIODS

August 16, 2018	First day of classes for Fall Semester
August 30, 2018	Last day to ADD/DROP a class
September 11, 2018	Deadline for withdrawing for a class without an NC on transcript
September 15, 2018	Progress Reports distributed to students during 4 th period
October 17, 2018	End of 1 st Quarter
October 19, 2018	1 st Qtr Report cards distributed to students.
November 1&2, 2018	Parent Conferences (Report Cards Distributed to Parents)
November 21, 2018	2 nd Qtr Progress reports distributed to students
December 18-20, 2018	First Semester Finals
December 20, 2018	End of 1 st Semester
January 3, 2019	1st Sem. Report Cards Mailed Home

2ND SEMESTER GRADING PERIODS

January 7, 2019	First day of classes for 2 nd semester
January 11, 2019	Last day to ADD/DROP a class
February 5, 2019	Deadline for withdrawing for a class without an NC on transcript
February 7, 2019	Progress Reports distributed to students during 4 th period
February 18-19, 2019	Parent Conferences (Progress reports available to Parents)
March 8, 2019	End of 3 rd Quarter
March 20, 2019	3 rd Qtr Report Cards distributed to students.
April 19, 2019	Progress Reports distributed to students during 4 th period
May 1-3, 2019	Senior Finals
May 21-23, 2019	2 nd Semester Finals
May 23, 2019	End of 2 nd Semester/Last Day of school
June 5, 2019	2nd Sem. Report Cards Mailed Home

Mailed Reports Cards: Quarter and semester report cards are mailed; however, the progress reports are hand delivered to students. If you would prefer to pick up your student's progress report, please contact your student's counselor the day prior to distribution.

PARENTAL CONTACT: The dates in bold represent specific times parents can expect feedback from us. On these dates you will either be mailed a report card or can expect your student to bring a progress report home. Our monthly newsletters, parent e-mail updates, website (www.chs.matsuk12.us), handouts at registration, open house, and the auto dialer are all avenues we use to inform you. Parents can also sign up for I-Parent by emailing the Counseling Secretary. I-Parent provides updated attendance, discipline, and academic records to parents via the Internet. If you have more specific needs, please contact us to make arrangements.

CHS Bell Schedule 2018-2019

Monday (Per. 1-7)	Tuesday 1-2-4-5-6	Wednesday 2-3-4-6-7	Thursday 1-3-4-5-7	Friday (Per. 1-7)
1-7:45-8:32	1-7:45-8:53	2-7:45-8:53	1-7:45-8:53	1-7:45-8:32
2-8:38-9:24	Advisory (20 min.)	Advisory (20 min.)	Advisory (20 min.)	2-8:38-9:24
3-9:30-10:16	2-9:19-10:26	3-9:19-10:26	3-9:19-10:26	3-9:30-10:16
4 A Lunch 10:16-10:46	A Lunch- 10:26-10:56	A Lunch- 10:26-10:56	A Lunch- 10:26-10:56	4 A Lunch 10:16-10:46
4 A Class 10:22-11:09	4A Class- 10:32-11:19	4A Class- 10:32-11:19	4A Class- 10:32-11:19	4 A Class 10:22-11:09
4 B Class 10:52-11:39	4B Class 11:02-11:49	4B Class 11:02-11:49	4B Class 11:02-11:49	4 B Class 10:52-11:39
4 B Lunch 11:09-11:39	4 B Lunch 11:19-11:49	4 B Lunch 11:19-11:49	4 B Lunch 11:19-11:49	4 B Lunch 11:09-11:39
5-11:45-12:31	5-11:55-1:02	6-11:55-1:02	5-11:55-1:02	5-11:45-12:31
6-12:37-1:23	6-1:08-2:15	7-1:08-2:15	7-1:08-2:15	6-12:37-1:23
7-1:29-2:15				7-1:29-2:15

ADMINISTRATIVE STAFF

Brendon McMahon	Principal	861-5507
Michael Looney	Assistant Principal	861-5504
Tom Lincoln	Assistant Principal	861-5553
Bonnie Friesen	Administrative Secretary	861-5510
Jennifer Bostick	Registrar	861-5505
Tricia Reaves	Discipline Secretary	861-5517
Sonya Crockett	Counseling Secretary	861-5420
Minah Donaldson	Attendance Secretary	861-5500

ACTIVITIES STAFF

Kristy Johnston	Activities Director	861-5515
Julie Link	Activities Secretary	861-5514

GUIDANCE CENTER

Tomasina Edgar	9 th -12 th A-D	861-5405
Becky Piatt	9 th -12 th E-K	861-5437
Harold Henderson	9 th -12 th L-R	861-5438
Jamie Neel	9 th -12 th S-Z	861-5569

TRANSPORTATION NUMBERS

First Student	357-6327
Special Education Buses	357-6327
Transportation Department	373-2287

IMPORTANT SCHOOL POLICIES

ACADEMIC HONESTY: COLONY HIGH SCHOOL HONOR CODE

It is expected that all academic work reflect a student's individual efforts. Our faculty agrees that however hard they may push you to achieve good grades; no grade is worth compromising personal integrity. The purpose of education is to encourage people to use their own resources while promoting the values of honesty and integrity.

Violating the honor code includes:

1. Using another person's work or ideas as your own without citing the original author (plagiarism). This also includes electronic information.
2. Copying information from another student's test, paper, or notebook or furnishing another student with information to do so.
3. Conspiring to cheat: such as having, seeing, or being briefed about a test prior to its administration; using unsanctioned aides such as notes or calculators.
4. Conspicuous testing behavior such as talking, passing notes, or signing to another during testing or an assignment where such aides are prohibited.
5. Withholding personal knowledge of dishonesty from school officials. You have a responsibility to report violations just as a citizen is obliged to report a crime.

ACADEMIC GRADING SCALE

The grading scale at CHS is as follows:

A (90-100%)	Outstanding Achievement	4.0 grade points
B (80-89%)	Above Average Achievement	3.0 grade points
C (70-79%)	Average Achievement	2.0 grade points
D (60-69%)	Below Average Achievement	1.0 grade points
F (0-59%)	Little or No Achievement	0 grade points
I* (see below)	Incomplete	0 grade points
NC (see below)	No Credit	0 grade points
NCP (see below)	No Credit Passing	0 grade points

- An **(I)** must be made up within two weeks of the date when report cards are issued except in the case of a student who misses final exams 2nd semester. In that case, the student has 5 days the following semester in which to make up final exams. If coursework is not completed within the two-week time period, the grade will become an **NC** or **F**.
- An **NCP** is used in extenuating circumstances with the approval of MSBSD Administration, when a student who is passing a class drops the class through no fault of their own (i.e. medical circumstances) after 4 weeks have elapsed but prior to completion. An **NCP** does not count in determining class rank, honors lists, or grade point average (GPA).
- An **NC** may be used in two circumstances. The first is if a student drops a class or is removed from a class and has a failing grade in a class after 4 weeks have passed since the start of the semester. The second instance is when a student does not make up an incomplete within 2 weeks of the end of the semester. An **NC** mark is used as a semester grade and stays on the permanent transcript. The **NC** mark also counts

as a 0 in calculating the student's GPA.

BOUNDARY EXCEPTION

Many students attend CHS on a boundary waiver. These waivers are applied for on a yearly basis and the principal approves or disapproves them at their discretion in March/April of each spring.

ACCIDENT INSURANCE

All students are encouraged to purchase accident insurance, either through an insurance carrier available at school or through regular family coverage. The School District does not carry accident insurance to cover students. Any accident on school property (including buses) must be reported to the school immediately. Failure to do so could jeopardize insurance coverage. Insurance enrollment forms for student insurance programs are available during registration or may be obtained in the main office.

ALL SCHOOL ASSEMBLY

Colony High School holds all school assemblies in the gymnasium about once a month throughout the course of the school year. These events are part of the instructional day and attendance is required unless arrangements have been made via a phone call or written permission from the parent/guardian to the attendance secretary prior to the assembly.

ATTENDANCE PROCEDURE

Call before you miss school 861-5577 (24 hours/day)

Just as an employer would ask for prior notice, we require that parents call or log onto I-Parent before their student misses school. Please do not send notes after the absence; simply call us before school is missed. You will still receive absence letters if your student exceeds 5 and 9 days absent in a semester as per Board Policy.

A student who arrives more than 5 minutes late to a class will be marked absent, as well as, having their late arrival counted as a **Tardy** for disciplinary purposes.

Attention parents: You may now record future absences in your I-Parent account. Log into I-Parent, click the attendance tab and select the appropriate code from the drop down menu.

If a student is going to miss more than 5 days at one time a **Pre-Arranged Absence Form must be filled out and approved by an administrator five days before the absences.**

DEPARTURES PRIOR TO THE END OF THE SEMESTER

Students who choose to leave school before the conclusion of either first or second semester must complete a pre-excused absence form, have it signed off by all their teachers, and submit it to the counseling office for administrative review. Students will be unable to receive a grade to date or take final exams prior to the scheduled exam date. In order for leave to be excused there must be extenuating circumstances that are beyond the control of both the student and his/her parents (medical-doctor's note, etc). No vacations will be approved. Students departing early must complete all assignments prior to departure in order to receive credit. The final exam and any other assignments unavailable at the time of departure must be made up within 5 days of the beginning of the following semester. Students will receive an "I" (Incomplete) on the report card until five days after the start of the semester. At that point all assignments/tests/exams that are

incomplete will become zeroes and the resulting grade will be posted. **The responsibility for making up exams and other assignments is the sole responsibility of the student.** Students may choose to accept a grade to date with the understanding that all assignments missed during his/her absence, including the final, will be included as "0" s when calculating the final grade. Second semester final exams are subject to change based on possible snow days. Please keep this in mind when making vacation plans for the end of the school year as leaving prior to end of the semester can adversely affect your child's grade and course credit.

CLOSED CAMPUS/TRUANCY (OFF CAMPUS)

Colony High School is a closed campus. Once students enter school premises, students may not leave the school building unless picked up by a parent/guardian and signed out in the front office or a parent calls the office to verify a student's emergency leave request and the student signs out in the front office. **Students exiting the building without proper prior school authorization will be in violation of the closed campus policy.** Violating the District's closed campus policy will result in a 2 day in school suspension for the first offense. For the 2nd and all subsequent offenses, students will be assigned two days in school suspension or up to 3 day off out of school suspension for **Willful Disobedience.**

Colony Middle School and the CMS parking lot are off-limits to high school students.

TARDY POLICY

Colony High School uses the ***Start on Time*** policy in regard to tardies. Any student who is tardy to a class is directed to the front office where they will receive a pass that gets them back to class. Tardies accumulate throughout the semester and consequences are listed below for each tardy received.

1st – 8th Tardy no consequence, student is given a pass to enter the class

9th Tardy student meets with administrator for phone conference with parent.

Tardy 10-14 parent(s) are notified, and student is assigned one after school detention for each

Tardy 15-24 parent(s) are notified, and student is assigned one Work Detail for each

TRUANCY (ON CAMPUS) POLICY

A student is considered truant when he/she is outside of his/her assigned area without specific teacher permission or prior parental and administrative approval. Students who feel ill should immediately report to the school nurse in order to be excused. When a student is truant he/she should expect the following:

1 st and 2 nd Offense	Parental contact, assignment to after school-work detail.
3 rd Offense	Parental contact, assignment to In School Suspension x 1 day
4 th and Subsequent offenses	Parental contact, assignment to In School Suspension x 1 to x 3 days

ATTITUDE AND RESPECT

Addressing staff members and others in confrontational ways including, but not limited to, profane or obscene language or gestures will not be tolerated. If a student feels he/she has been treated inappropriately, this does not give license for any sort of retaliation including rudeness. Students should bring claims of inappropriate teacher actions to the administration. **Consequences for acts of disrespect can range from conferencing to suspension, depending on the seriousness of the situation and the cooperation of the parties.**

BUS PRIVILEGES

While riding the bus, students are to be extremely orderly and follow the driver's directives exactly. Students who violate the rules or misbehave on buses may lose bus-riding privileges. Citations brought to the attention of school administrators will be treated as office referrals and will hold the same consequences as outlined in the Colony High School Handbook and High School District Handbook. Referrals may result in a loss of bus riding privileges for a period of time ranging from one week to the remainder of the school year.

BUS TRIPS (FIELD TRIPS) DURING SCHOOL DAY

Students who participate in field trips such as senior fun day, career fair, and other field trips are prohibited from driving themselves to and from these school sponsored trips. Busing is provided for these trips and CHS requires that students utilize school sponsored transportation or remain at CHS for the day.

BUS PASSES

Bus passes may be obtained from the front office. Passes will only be given to students who have a written note or a phone call (after verification) from parent or guardian. Please pick up passes before school, tutorial, and during lunches. Asking for a bus pass after school could result in your missing the bus.

DIRECT AND WILLFUL INSUBORDINATION

Direct and willful insubordination is the failure to follow a staff member's reasonable request. Suspension--perhaps long term suspension--is the assured consequence for insubordination and such behavior will be treated with the highest seriousness. **Not following a staff member's reasonable request is a severe breach of policy at Colony High School.**

DRUG POLICY

To deliver, use, possess, sell, give, or be under the influence of drugs and/or alcohol or to possess drug paraphernalia will result in suspension, expulsion, and possible legal action. Illegal substances include alcohol, drugs, drug paraphernalia, intoxicants, or substances purported to be illegal drugs or drug look-alikes. Such substances will be confiscated and persons in possession of such will be detained by local school officials until parents/guardians and proper civil authorities have been notified.

EVACUATION DRILLS

Fire drills are held once per month. Students must leave the building quietly, remain with their classroom teacher, obey direction and stay outside until signaled to return.

<p>Tampering with the fire alarm system or fire safety equipment is against the law, as is making false hazard reports such as false fire alarm or an anonymous bomb threat. Violators are subject to suspension, expulsion, restitution, and/or legal action.</p>

EVACUATION

In case of other evacuation needs, students are to follow the classroom teacher's instructions.

FIGHTING/ASSAULT

Physical assault of any kind is strictly prohibited. The only way to ensure that your conduct will not be considered mutual assault is if it can be clearly corroborated that you made every reasonable effort to remove yourself physically from the situation. Arguing that someone hit you first does not give you reason to retaliate. Unless it is evident that your behavior was consistent with self-defense after trying to remove yourself, both parties in a fight will be suspended. Fighting or assault will result in a **minimum** 3-day out-of-school suspension for the first offense. Any additional incidences of fighting, at any time during a student's career at CHS, will result in longer suspensions as detailed in the discipline grid.

HAZING RESTRICTION

Physical or verbal hazing and initiations that include physical or verbal hazing are prohibited by School Board policy. Violations of this policy will result in disciplinary sanction up to suspension from school.

CYBERBULLING

All forms of bullying and cyberbullying by school district students are strictly prohibited.

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by use of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including, but not limited to, blogs, Facebook posts, MySpace posts, Twitter posts) which have the effect of:

1. Physically, emotionally, or mentally harming a student or staff member, or;
2. Placing a student or staff member in reasonable fear of physical, emotional, or mental harm;
3. Placing a student or staff member in reasonable fear of damage to or loss of personal property;
4. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities; or
5. Creating an intimidating or hostile environment that substantially disrupts the orderly operation of the school.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school. Bullying/cyberbullying that occurs outside the school setting may nevertheless be covered under this policy if the bullying/cyberbullying creates a foreseeable risk of substantial disruption within the school setting.

HARASSMENT/BULLYING

"A person is being bullied when he or she is exposed, repeatedly, and over

time, to negative actions on the part of one or more other persons.” Olweus, D. (1993) *Bullying at School: What We Know and What We Can Do*, Cambridge, MA: Blackwell Publishers, Inc.

Harassment and bullying takes many forms, occurs on a variety of grounds and may be directed against an individual or group of individuals. For the purpose of Colony High School policy, the following definition will apply. Harassment/bullying is conduct and behavior which the receiver perceives to be:

- offensive or hostile, causing discomfort, distress or exclusion
- unwanted and unreasonable, constituting an infringement of the rights of the student
- Note: Harassment does not simply depend on the intention of the offender, but rather the impact of that behavior on others. What one individual may be able to accept can nevertheless cause distress to another person. What are important, therefore, are the perceptions and feelings of the persons involved

GRADUATION REQUIREMENTS

The Class of 2017 and beyond will be required to have 24.5 credits in order to graduate. **Participation in the graduation ceremony is a privilege that can be denied if a student is not in good standing behaviorally.** Students who take correspondence courses needed for graduation will need to provide a transcript of completed coursework before they can participate in the graduation ceremony. A phone verification of completed coursework will not suffice. There are no exceptions to this policy.

LOCKERS

The school does not assume responsibility for damage or theft of a student's belongings. Valuables of any kind should not be left in a school locker, and combination numbers should be kept private. **Lockers are subject to search by school officials as per school board policy.** School officials have a reasonable right to expect that no contraband or illegal substances are being stored in lockers, and they reserve the right to search them in order to maintain and protect the health and safety of Colony High School and our students. Any contraband found in a student's locker will be considered a possession of the student issued that locker. **When locker combinations are not working, students are expected to contact a custodian or administrator, NOT kick or otherwise force them. All items must be cleaned out of lockers at the end of school year; any items left may be donated.**

LYING TO A SCHOOL OFFICIAL

When questioned by a school official, students are to reply respectfully and honestly. **Lying to a school official can result in a suspension of up to two days.** Writing or giving false or misleading information to school personnel is prohibited and can be construed as lying.

OFF CAMPUS

Off campus students are expected to be at school no more than 10 minutes prior to their first class or out of the school immediately following their last class. Students remaining at school must be in a supervised area. Students staying after school must be in the front area of the building unless they are with a teacher or sponsor.

OFFENSIVE LANGUAGE

The use of profane or obscene language is unacceptable and will not be tolerated. Violation of this offensive language policy may result in an office referral, suspension from school, and possible loss of credit. Swearing directed towards a staff member **will** result in a minimum of a three (3) suspension.

OFF-LIMIT AREAS

All outside areas other than the main entry area are off-limits to students during the instructional day. Students found in off-limit areas will be subject to disciplinary action. Students are to use the front doors only, unless accompanied by a teacher. Students need to exit the building upon dismissal from school unless they are involved with a school sponsored activity and under the supervision of a Colony High School coach or sponsor.

OTHER PROHIBITED BEHAVIOR

The School Board allows administrators to suspend or to recommend expelling a student who engages in any of the following activities while in school buildings, on school grounds, in school vehicles, or during any home or away school-sponsored activities:

1. Violation of criminal law
2. Extortion (forcing another to act through the threats of force or other coercion)
3. Involvement in behavior detrimental to the welfare and safety of students or school personnel
4. Falsification of information to a school employee

PUBLIC DISPLAY OF AFFECTION

Public displays of affection are limited to hand holding. Be respectful of each other and those who may be offended by further exhibitions.

PHONES, HEADPHONES, AND OTHER ELECTRONIC DEVICES

The most stolen items on high school campuses are phones and other electronic devices. Students choosing to bring music players, phones, electronic games, movie players or other electronic entertainment devices to school do so at their own risk and with the understanding that investigation of loss or theft of these items will be a low administrative priority.

For safety and parent communication purposes, phones are permitted on campus. BP 5131.2 specifically prohibits the use of these devices in class. Students must **keep them turned off** and in a safe place during instructional time. Phones and other electronic devices **may not be used during class time or passing time** and may be confiscated by a staff member and submitted to the administration with a discipline referral. Confiscated phones and other electronic devices will be returned only to the parent upon a 2nd offense and subsequent offenses and disciplinary consequences will be imposed.

Students are reminded to remove hats & turn off electronics when entering the double doors (upon arrival) and not put hats on (or turn on electronics) until you reach the double doors as you exit.

For safety reasons, all cell phones and electronics must be put away during passing times and between classes. Phones and other electronic devices may be used before 7:45 AM and after 2:15 PM in the commons; they may

also be used during the student's lunch period and again, in the commons only. Today's technology has created academic integrity issues with regard to cheating. Parents and students are reminded to review the CHS Honor Code. Student refusal to comply with a staff directive to turn over their phone or electronic device will be construed as willful disobedience with corresponding consequences. Repeated electronic device offenses will result in escalating disciplinary consequences that include Out-of-School Suspension. **Offenses include devices SEEN or HEARD in class or unauthorized area.**

Cell phones and camera use is strictly prohibited in restrooms and locker rooms at CHS.

POLICY CHANGES

During the year, it may become necessary to change or add to these policy guidelines. When this happens, you will be notified by announcements and the Daily Bulletin. If situations occur which are not covered in the above information, the school administration will make decisions based on past practice and the merits of the individual situation. The primary purpose of these rules and regulations is to foster an atmosphere conducive to learning and student responsibility.

QUESTIONABLE MATERIALS

All classroom reading and supplemental materials are carefully selected to enhance the learning experience and are intended to serve a legitimate educational purpose. If you have questions about classroom materials, please contact the teacher or the administration.

SCHOOL DANCES

Students must obtain a guest pass for dances that allow visitors. The office will verify that the visitor is in good standing in his/her current school and that the guest is of school age. Students must be in 9th grade or higher to attend school dances. The age limit for a guest at a school dance is 19 or under. Behavior expectations during school dances are no different than at any other time during the school day. For the safety of all, there will be no "moshing", "freaking", rough housing, front to back, overtly provocative or sexually explicit dancing allowed. Participants involved in any activities which could endanger or injure others will be removed from the dance and will be subject to disciplinary sanctions. Students who owe fees and fines will not be permitted to attend CHS dances including the CHS Prom until the fees and fines are cleared and paid in full.

PARKING PERMITS

All students who drive their own or their family's vehicle to school must register the vehicle and obtain a CHS parking permit. As a condition of obtaining a parking permit, the student is required to consent to potential search of the automobile by school authorities with reasonable suspicion that the vehicle may contain drugs, alcohol, weapons, or evidence of any activity which is illegal or in violation of school policies or procedures. Parking permits must be renewed each fall. Students may interchange their permit with more than one family vehicle, but all vehicles associated with that permit must be registered with the main office. Students may not loan their permit to another student, however. Vehicles found parking without a valid permit displayed in the front wind shield will be subject to towing at the owner's expense. Students who park in handicapped, visitor, fire lane, staff parking, or other off-limit areas will forfeit their parking permit and privileges.

STUDENTS DRIVING TO SCHOOL

1. **Students are required to register and display the appropriate parking tag on their vehicle to be allowed to park on campus.**
2. Students must park appropriately in designated rows, between yellow lines. No sideways parking, parking on the grass or in visitor or handicapped parking allowed.
3. Students are prohibited from parking in the staff parking lot.
4. Students must observe the 10-mph speed limit in parking areas and exercise safe driving while on campus.
5. Students must immediately leave their cars when they arrive at school and come into the building without loitering in the parking lot.
6. The parking lot area is an off-limits and cannot be returned to until students are authorized by school personnel to leave.

Failure to follow these driving and parking rules can result in your vehicle being towed at student expense and possible loss of school driving privileges. All vehicles on school property are subject to search as per the registration form.

Every year students are towed for parking violations. Do not expect a warning or an effort by the school to contact you first. This handbook is your warning.

SEARCH AND SEIZURE (BP5144.1 (E))

The following rules shall apply to the search of students, their property, and of school property assigned to them (e.g., lockers), and to the seizure of student possessions.

1. Principals or their designees may search a student or student's property for specific items if he/she has reasonable grounds for suspecting the search will turn up evidence that the student has violated or is violating either the law or the rules of the School District or of the school.
2. Principals or their designees may search vehicles parked on school property if he/she has reasonable grounds for suspecting the search will turn up evidence that the student has violated or is violating either the law or the rules of the School District or of the school.
3. The school administration retains control over lockers and desk space assigned to students. As a condition to obtaining a locker, each student shall be required to consent in writing to the search of the locker by school authorities.
4. Force should not be used in conducting a search, unless it is based on a reasonable belief that it is necessary to prevent a serious and immediate threat to the safety of anyone present within School District jurisdiction. Any student who refuses a legitimate search demand by proper school authorities will be subject to discipline.

5. Materials discovered in a search may be used in school disciplinary proceedings and may also be turned over to law enforcement officials.

6. Firearms, weapons, illegal substances, other items determined to be a threat to the safety, welfare, or security of others, and any item used to disrupt or to interfere with the educational process may be seized by school authorities. All illegal items will be delivered to law enforcement authorities. Physical evidence of a crime will also be delivered to law enforcement authorities. All legal items not given to law enforcement authorities shall, upon request, be made available to the student's parents or guardian.

SEXUAL AND RACIAL HARASSMENT

Offensive language, jokes, names, gestures, notes, innuendoes, pictures, and other means of a derogatory or embarrassing nature are strictly prohibited in school and at all school functions. Offending students will comply with the school's corrective measures to stop such harassment or they will be removed from school.

This includes, but is not limited to, the use of social media (i.e. Twitter, Facebook, Instagram, text messaging, etc.). The use of any electronic device via personal or social media to harass another student in any way is strictly prohibited.

SKATEBOARDS & LIKE EQUIPMENT

Due to safety and supervision considerations, skateboards and other action-type equipment are not allowed on campus. These items will be confiscated if used on campus.

STUDENT DRESS CODE

Student dress should be appropriate for a public educational setting.

1. Students are reminded to remove hats and turn off electronics as they enter the double doors (upon arrival in the morning) and to not put hats on (or turn electronics on) until reaching the double doors upon exiting. **Hats cannot be carried around the school; instead they are to be stored in your student locker for the day.**
2. No clothing will be worn which advertises or depicts tobacco, alcohol, and illegal substances or their use.
3. No clothing printed with sexual innuendoes or inappropriate/suggestive language or pictures (e.g. Skin Industries, Salty Dawg Saloon, Woody's T-shirts, etc...)
4. No halter tops and/or tops with spaghetti straps, open backs or T-backs may be worn.
5. No see through tops, low cut tops (i.e. shows any cleavage), or tops that expose bare midriff may be worn. No over the shoulder shirts are allowed.
6. No articles associated with "gang behavior" (bandanas of any color, hanging suspenders, etc...) are permitted.
7. No excessively low riding pants, shorts or skirts will be worn.
8. Student's undergarments (bra, bra straps, sports bras, boxer shorts, thongs, tights, etc.) must be

completely covered by clothing. **Attire with holes above the knees are not to be worn.**

9. Skirts and shorts must not be higher than three (3) inches above the knee. If the skirt or shorts are more than 3" above the knee students must wear leggings, etc., See through tights are not permissible if worn with skirts and shorts higher than 3" above the knee. If students wear leggings, jeggings, skin-tights, yoga pants, riding pants or other similar very tight pants they cannot be see through.

10. Shoes must be worn at all times.

11. Wearing sunglasses is prohibited inside the school building.

12. No pajamas, pajama type clothing, house slippers or sleepwear may be worn during the school day.

13. Studded jewelry, watch chains, wallet chains and any studded apparel are prohibited items to wear or carry at school.

Students with offensive or suggestive clothing not covered by the above guidelines will be notified to correct their dress before being readmitted to class. Students wearing suggestive/inappropriate clothing may be provided with appropriate school issued sweats/clothing to change into. The suggestive/inappropriate clothing will be kept in the office until the student launders the sweats and returns them to the office. **Students will be required to rectify the discrepancy before returning to class.** Parents will be advised of dress code violations.

STUDENTS BECOMING ILL DURING THE SCHOOL DAY

Students who become ill during the day should report to the school nurse. In no instance is a student authorized to leave campus without office personnel permission.

STUDENT IDENTIFICATION

To guarantee safety and control, students will be asked to provide identification for admittance to dances and other school events. Students must always comply with a staff member's request for student identification. This means any staff member may request a student's first and last name at any time. Failure to provide identification will result in suspension.

STUDENT RECORDS

The school maintains a complete set of records to assist in pupil guidance. Each student's permanent record contains complete personal data and shows permanent scholastic grades, attendance reports, activities, honors, scores on intelligence, achievement, aptitude, and vocational interest tests, and health records. Certain information is considered confidential by federal guidelines and School Board policy. Parents and students age 18 may have access to student records as outlined in School District policy. Graduates who need copies of complete transcripts for applying to colleges and universities shall be provided them at no cost. Additional copies of student schedules and/or immunization records can be obtained from the Guidance Center.

SUPERVISION

Students must be supervised at all times. If a student does not have a class during a specific period, s/he must complete a request for off-campus privilege form with their counselor. This requires a signature from a parent as well as students providing their own transportation off campus. Students are not allowed to remain on campus when they are not scheduled in for a class. Students leaving class during class time must have a pass. Without a pass, a student will be considered truant and the consequences for truancy will be imposed. **Students who are scheduled off campus are expected to be in the school no more than 10 minutes prior to their next class or out of school immediately after their last class.**

STUDENT LUNCHES AND LUNCH PASSES

Eating and drinking is permitted only in the commons area of the lunchroom and the main hall. Students will be permitted to leave the commons during their lunch with an authorized pass (library exempted) from a teacher.

TOBACCO PRODUCTS IN SCHOOL

Possession or use of tobacco products is prohibited on the school campus. Possession of tobacco products on campus will result in suspension and/or legal action. **Smoking or chewing on school property will result in a 3 day out of school suspension** for a first offense, **a 5 day out of school suspension** for a second offense, and **a 10 day out of school suspension** for a third offense.

ALCOHOL OR ILLEGAL/UNAUTHORIZED SUBSTANCES

Possession or use of alcohol or illegal substances is prohibited on the school campus. Possession of these products on campus may result in a minimum thirty (30) day Out-of-School Suspension and referral to law enforcement. Distribution will result in a semester suspension and loss of credit.

VANDALISM POLICY

Vandalism is the senseless destruction of property. Vandalism of any kind will be dealt with in an extremely serious fashion. Anything that defaces school or student property is vandalism, and it will not be tolerated.

Sanctions for acts of vandalism include:

1. Complete financial restitution will be leveled against an offender.
2. Depending on the circumstances, a student may be suspended from school or expelled from the District.

VISITATION POLICY

Student visitors are not permitted at school during the instructional day; this includes during lunch. Adult visitors should always check in with the office upon first entering the school building. They will be issued a visitor pass. Alumnus visiting staff members must have a prescheduled appointment with the teacher.

WEAPONS IN SCHOOL

No weapons of any kind shall be brought onto school property, including the parking lot. This includes knives, regardless of blade size. Possession of a gun or explosive device carries with it a full expulsion from the school district for one (1) year. Possession of a knife carries at least a 30-day suspension. Paint guns, air guns, air soft guns, look-alikes, or devices that

project objects through the use of compressed gas or air will result in a 30-day suspension.

COUNSELING & INFORMATION SERVICES

Students can find academic and personal assistance by contacting their counselor. Career counseling is available for career, college, and job information. Students should follow these procedures for using the Guidance Center: **Conferences and Conference Requests**

Parents may make appointments for conferences with teachers, counselors, principals, or administrators by telephoning the Guidance Center at 861-5420.

COLONY STUDENT ACTIVITIES

Colony High School Activities participants are constantly representing Colony High School. Students' behavior in and out of school directly reflects on their fellow students, coaches, advisors, and on Colony High School. All students must realize the importance of good sportsmanship, even as a spectator. According to the Alaska School Activities Association High School Handbook, if a spectator or player is guilty of unsportsmanlike conduct, the school will take appropriate action that can include but is not limited to suspension and/or barring from future contests/events.

CONDUCT OF STUDENT PARTICIPANTS

Students involved in Colony High School athletics or clubs are considered to be under the school's jurisdiction at all times and are subject to the rules of conduct of ASAA, the Matanuska-Susitna Borough School District and Colony High School.

A temporary or permanent activity suspension may result from the following infractions:

1. Insubordination
2. Obscene gestures, swearing or profanity
3. Fighting, stealing, lying
4. Other inappropriate behavior of a student

SUBSTANCE ABUSE PROGRESSIVE DISCIPLINE PLAN

This progressive discipline plan lists the disciplinary actions that will be taken if a student violates the substance abuse code while a member of an activity. These minimum guidelines and specific activities may, with written notification, sanction additional consequences. Additional CHS sanctions may apply.

1st Offense: Student is immediately placed on a 10-day suspension from the activity. Student will be allowed to participate after the 10-day suspension; however, he/she will be required to fulfill 5 separate practices to regain eligibility, practices as defined by ASAA—one per day and no more than 6 per week. A TAD violation is reported to ASAA. Voluntary completion of the ASAA prescribed class will reduce the suspension to five days.

2nd Offense: Student is immediately placed on a 90-day

suspension from all activities, A 2nd TAD violation will be reported to ASAA, the student must complete the 2nd phase of ASAA prescribed class. There is no reduction in days at this point.

3rd Offense: Student will lose activity eligibility for the duration of his/her Mat-Su School District attendance. A student shall be disqualified from all co-curricular activities for one full year when the student denies a violation and is then subsequently found guilty of the violation. A 3rd TAD violation will be reported to ASAA.

ALASKA SCHOOL ACTIVITIES ASSOCIATION & MSBSD ELIGIBILITY RULES (see www.asaa.org)

A participant must:

1. To be eligible to participate in extracurricular activities second semester freshmen, sophomores, juniors and first semester seniors must successfully complete five courses during the preceding semester. At the end of each grading period all students must have a 2.0 grade point average and comply with all other minimum ASAA requirements. Seniors who are on track to graduate and who have passed all parts of the HSGQE must successfully have completed five courses the previous spring for early fall sports, and four courses during the nine weeks preceding all other sports with a 2.0 GPA.
2. Seniors who are on track to graduate must be enrolled in a minimum of four (4) semester units of credit, or the equivalent.
3. Have passed five classes the preceding semester. (Entering ninth graders are automatically eligible under this requirement.)
4. Have not reached the age of 19 by August 1.
5. Participate for no more than four years.
6. Have a current physical form, parental consent, and permission for emergency treatment form on file for extra-curricular activities.
7. Have ten separate days of physical practice prior to the first day of competition.
8. Not have previously competed in a complete season of that same sport in the same school year.
9. Have lived in the school attendance area for 18 weeks prior to competition, if he/she is a mid-year transfer. This is not applicable if parents have made a corresponding move of residency into the new area.
10. Have a weight certificate for wrestling on file dated within sixty calendar days prior to the start of the season.
11. Watch the video & sign the ASAA Play for Keeps Contract
12. Pass a baseline Impact Concussion test

MATANUSKA-SUSITNA BOROUGH ELIGIBILITY RULES

A participant must: (From Mat-Su District Guidelines)

1. Have a minimum of a 2.0 GPA at the semester marking periods and passed five classes.
2. Be in full-school attendance the day of and the day after an event. A Saturday event then requires full attendance on Friday. Exceptions will be made only if **prior administrative approval is given for medical appointments, emergencies, or extreme hardship cases**. Participants will forfeit their next event or lose their good-standing status, which could mean lettering or honors possibilities for noncompliance of attendance rules.

COLONY HIGH SCHOOL ELIGIBILITY

In addition to meeting all A.S.A.A. and Mat-Su Borough eligibility rules, a student must meet the following Colony High requirements:

1. Students may not quit one activity to join another in-season activity. If a student discontinues an activity, he/she is not eligible to join another activity until the completion of the season for that discontinued activity.
2. The student activity fee of \$200 per sport or activity must be paid prior to the first practice.

NATIONAL HONOR SOCIETY

- The NHS Adviser will obtain a list of sophomores, juniors and seniors who have cumulative grade point averages of 3.5 or above. Eligible sophomores and juniors will receive notification as soon as possible after the end of the first semester that year. Sophomores and juniors will be evaluated during the second semester of that year. Seniors will receive notification, and their packets will be evaluated in September/October of their senior year.
- Eligible students who wish to be considered for membership in NHS submit packets containing a personal essay, resume, and six (6) letters of recommendation to the NHS Adviser.
- Students who are not accepted into NHS may contact the advisor for information on their appeal rights.

HEALTH ISSUES

EMERGENCY NUMBERS

Emergency phone numbers for students are vitally important. Be sure our emergency contact numbers are accurate.

HEALTH PROBLEMS

If a student has a health problem such as asthma, diabetes, allergies, vision/hearing impairment, etc..., please indicate this on the health registration form.

IMMUNIZATION

State Law requires new students to the District to be fully immunized. Parents must provide a valid certificate showing all immunization dates before a student will be allowed to start school.

MEDICATIONS

School District policy states that medication may be dispensed in school only when the student's health requires administration during school hours. Medication dispensed at school must be in its original prescription bottle with the prescription label attached. Medication missing its formal pharmaceutical identification will not be administered. The nurse will keep all medication in a locked cabinet.

No over-the-counter medication will be dispensed at school unless the Non-prescription Medication Request Form is completed and on file. Prescription medication to be given for more than two weeks must have a medication authorization form from their health care provider. If medication is prescribed for less than two weeks, the nurse must have written parent permission to administer the medication.

All medication and supplements are prohibited from student possession and may not be kept in student locker. Student possession of these medications or supplements will result in confiscation, parent conference, and possible disciplinary action up to and including suspension from school.

NURSE'S OFFICE

There is a full-time nurse available from 7:15 a.m. to 2:45 p.m. Students need a teacher's pass to see the nurse and should not visit the nurse prior to checking with their assigned teacher, except in an emergency.

PHYSICALS

We strongly recommend that students have a complete physical prior to each school year. Students involved in sports must have a current physical on file.

Alaska School Activities Association (ASAA) 2018-2019 Calendar of Events

FALL ATHLETIC ACTIVITIES

<u>Activity</u>	<u>iPlay Registration Due</u>	<u>First Practice</u>
X-Country Running	July 18	July 25
Football	July 18	July 25
Football Cheerleading	July 18	July 25
Tennis	July 18	July 25
Volleyball	July 25	August 1
Swimming & Diving	July 25	August 1

WINTER ATHLETIC ACTIVITIES

<u>Activity</u>	<u>iPlay Registration Due</u>	<u>First Practice</u>
Wrestling	September 19	September 26
Hockey	October 3	October 10
X-Country Skiing	October 17	October 24
Basketball Cheerleading	November 21	November 28
Basketball	November 21	November 28

SPRING ATHLETIC ACTIVITIES

Activity	iPlay Registration Due	First Practice
Soccer	Feb 20	Feb 27
Track & Field	Feb 20	Feb 27
Baseball	Feb 20	Feb 27
Softball	Feb 20	Feb 27

**COLONY HIGH SCHOOL
DISCIPLINE GRID**

The following grid represents the typical consequences for various offenses at Colony High School. This list is not exhaustive. Consequences may be modified when circumstances dictate.

Infraction	Consequence
Academic Dishonesty	
<i>1st Offense</i>	Redo assignment/assessment & 1 days In-School-Suspension, possible zero at teacher's discretion
<i>2nd Offense</i>	Redo assignment/assessment & 1 day In-School Suspension, possible zero at teacher's discretion
<i>3rd Offense</i>	Possible loss of academic credit, 2 days In-School Suspension
Truancy (Off-Campus)	
<i>1st Offense</i>	In School Suspension x 2 days
<i>2nd & Subsequent Offenses</i>	In School Suspension x 4 days
Truancy (On-Campus)	
<i>1st and 2nd Offense</i>	After School Work Detail
<i>3rd Offense</i>	In School Suspension x 1 day
<i>4th Offense & Subsequent Offenses</i>	In School Suspension x 2 day
Fighting/Assault	
<i>1st Offense</i>	Out of School Suspension x 3 days
<i>2nd Offense</i>	Out of School Suspension x 5 days
<i>3rd Offense</i>	Recommend for expulsion from school
** Incidences of fighting carry over throughout the student's high school career.	
Tobacco Products in School	
<i>1st Offense</i>	Out of School Suspension x 3 days
<i>2nd Offense</i>	Out of School Suspension x 5 days
<i>3rd Offense & Subsequent Offenses</i>	Out of School Suspension x 10 days
Weapons in School (Gun, Explosive)	
<i>1st Offense</i>	Full Year Expulsion from District schools
Weapons in School (Knives, , Look-A-likes and Other)	
<i>1st Offense</i>	Out of School Suspension x 30 days & Loss of Credit
Bullying	
<i>1st Offense</i>	Behavior Contract including consequences for a 2 nd Offense

<i>2nd and Subsequent Offenses</i>	As per Contract
Harassment/Sexual Harassment (including via electronic media)	
<i>1st Offense & Subsequent Offenses</i>	Out of School Suspension x 2-9 days
False Fire Alarm	
<i>1st Offense & Subsequent Offenses</i>	Out of School Suspension x 9 days
Direct and Willful Disobedience	
<i>1st Offense & Subsequent Offenses</i>	1 day of ISS to 3 days OSS depending on severity
Dress Code Violations	
<i>1st Offense</i>	Warning
<i>2nd Offense</i>	After school detention x 1
<i>3rd Offense</i>	After school detention x 2
<i>4th Offense</i>	After school work detail
<i>5th Offense (and subsequent offenses)</i>	In-School Suspension x 1, x 2, OSS x 1
Public Display of Affection (other than hand holding)	
<i>1st Offense</i>	After school detention x 1
<i>2nd Offense</i>	After school detention x 2
<i>3rd Offense</i>	After School Work Detail
<i>4th Offense (and subsequent offenses)</i>	In-School-Suspension x 1, x 2
Profanity Directed at a Staff Member	
<i>1st Offense</i>	Out of School Suspension up to x 3 days
<i>2nd Offense & Subsequent Offenses</i>	Out of School Suspension up to x 5 days
Lying to a Staff Member	
<i>1st Offense</i>	In School Suspension x 2 days
<i>2nd Offense & Subsequent Offenses</i>	In School Suspension x 3 days
Theft	
<i>1st Offense</i>	Out of School Suspension x 5 days & financial restitution if appropriate
<i>2nd Offense & Subsequent Offenses</i>	Out of School Suspension x 9 days & financial restitution if appropriate
Electronic Devices	<i>In all instances—staff member will secure the device at the Front Office</i>
<i>1st Offense</i>	Student to retrieve at end of school day
<i>2nd Offense</i>	Student's parent must come to pick up device and work detail
<i>3rd Offense</i>	In-school suspension x 1 day; parent pick up
<i>4th & Future Offenses</i>	In School Suspension x 1-3 days; parent pick up
Skipping Work Detail	
<i>1st & Subsequent Offenses</i>	Assignment to one (1) day of In School Suspension (ISS)
Drug, Alcohol, and Look-a-Like Offenses (except distribution & sales)	Assignment of up to 30 days Out-of-School Suspension & possible loss of credit. The degree of cooperation and agreement to follow through w/ Educational Conference recommendation may mitigate OSS length. Distribution will result in semester suspension and loss of credit.

**Any disciplinary incident that also represents a crime will be reported to law enforcement and/or other agencies as appropriate.*

