

ATTENDANCE PROCEDURES

STUDENT ABSENCES AND EXCUSES

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.

Each year the Board establishes the school attendance period by adopting a school calendar. Secondary students are required to be in attendance 1,056 hours and elementary students 968 hours during each school year.

Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more and are more employable after leaving school. For at least these reasons, the Board believes that a student must satisfy two basic requirements in order to earn full class credit: (1) satisfy all academic requirements and (2) exhibit good attendance habits as stated in this policy.

Colorado School Law 22-33-104 Compulsory School Attendance states that the following shall be considered excused absences:

1. A student who is **temporarily ill or injured, has a doctor's appointment, or whose absence is approved by the administrator of the school on a prearranged basis**. Prearranged absences shall be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours. Prearranged absences require a 1-week prior notice. If an unexpected emergency occurs, please notify the school immediately of the student's absence.
2. A student who is absent for an extended period due to physical, mental or emotional disability.
3. A student who is pursuing a **work-study program** under the supervision of the school.
4. A student who is attending any **school-sponsored activity** or activities of a educational nature with advance approval by the administration.

The district may require suitable proof regarding above exceptions including written statements from medical sources.

If a student receives a permit to leave building, but is not at the destination of the permit, they will receive an unexcused absence. (i.e. not attending ball games, leaves ill – but running around town).

An **unexcused absence** is defined as an absence for which no parental/guardian excuse has been submitted to the office. **For unexcused absences, no credit will be awarded for the time missed.**

Returning to school from an absence:

Upon returning to school from **ANY absence**, students must **report to the office before 8:00 a.m. or before going to class if returning later in the day**. They must have a note from their parent explaining their absence. Students will have two days to make-up work for each day absent if it is excused. Absences will be assigned as excused or unexcused in the following fashion:

“ux” = Unexcused - No note upon return –results in no credit for the time missed. (24 hour grace period to bring note and have it changed to excused).

“ex” = Excused (If complies with Colorado School Law 22-33-104, No. 1-4)

This information will go directly to the faculty each day. It is the student's responsibility to notify the office of the reason for their absence.

Homework may be requested if a student has been or will be absent 3 or more days **by 8:30 a.m.** (so teachers can compile the work for students during planning periods) and picked up in the main office after 3:30 pm.

Pre-arranged absences shall be initiated only when an **absence of 3 or more consecutive days** is anticipated. Pre-arranged absences require at least a one-week notice per the following conditions: (1) Work assigned by the teacher will be ready to turn in immediately upon returning to school. (2) Tests, quizzes, and all other in class assignments will be the responsibility of the student. Arrangements to set appointments and times to make up the work must be requested by the student. Time and place for the make-up work will be determined by the teacher.

Enforcement of absences:

Excessive unexcused absences (4 days / 28 periods) may result in a student being placed on an attendance contract. The purpose of this procedure is to ensure that habitual absences are not adversely impacting a student's educational program.

HIGH SCHOOL STUDENT ABSENCES

For purposes of the regulation a class absence is defined as nonattendance for non-school related reasons for more than 10 minutes of class time.

1. Seniors will be allowed 2 days each year for college visits.
2. Semester Testing Policy
 1. All high school students will be required to take semester exams both first and second semester.

Makeup work for extended absences – If a student is absent for an extended period of time (i.e. more than four school days in a row), makeup work must be turned in within one week of the day it is provided by the teacher in order that full credit can be given for the work. Additional makeup work will not be provided unless previous work has been completed and turned in.

EMERGENCY CLOSING OF SCHOOL

The following procedures will be followed in cases when the school is to be closed for the entire day:

1. All school employees will be notified about the closing.
2. Bus drivers will notify parents on their respective routes by telephone about the school closing. This does not apply to the towns of Silver Cliff or Westcliffe.
3. KOA radio station (850 AM) in Denver will be notified about the closing.
4. KRLN radio station (1400 AM) in Canon City will be notified about the closing.
5. School closure information will be updated on the school office answering machine at 783-2291.

The following procedures will be followed in cases when the school is to be dismissed earlier than at the regular time:

1. All bus drivers will be contacted and told of the dismissal time.
2. The Custer County Road Department will be notified about the early dismissal.
3. All parents who meet the bus at a stop other than their home will be contacted.

No child will be left at a stop if his/her parent is not there to meet the bus, but will be brought back to town and left under the supervision of the school.

DRESS CODE FOR STUDENTS

- I. Philosophy of our school dress code: The purpose of our dress code is to enhance the learning atmosphere of our school and never to distract students from the opportunity to have an excellent education. We expect our high standards of dress and appearance will reflect maturity, poise, good judgment, and Bobcat pride. The following expectations are guidelines, and sometimes the enforcement may seem arbitrary. This dress code can only be truly effective if we have the support and cooperation from both students and their parents.

These guidelines are in effect during school hours, any co-curricular activities on and off school grounds, or any other school sponsored activities (spirit week and special events may be exempted).

- II. Nothing is permitted which may create a health or safety problem. Nothing shall be allowed which causes a disruption to the educational process.
- III. Guidelines for dress:
 - A. Footwear must be worn at all times.
 - B. Any clothing/jewelry that promotes violence, drugs, or causes disruption of the educational process is prohibited. Nothing may be worn which is profane or has a derogatory or sexual connotation. Any clothing/jewelry that carries a manufacturer's name, logo advertising, etc. of alcohol or tobacco products is prohibited.
 - C. Any tank tops or muscle shirts must be layered (must have more than one on at a time). All sleeveless blouses must have a minimum 1 in. strap (no spaghetti) and NO undergarments may be showing (front or back). Modest necklines are required! All shirts must reach the belt line-NO PORTION OF THE TORSO MAY BE SHOWING.
 - D. No spandex as external garments (except for appropriate athletic activities).
 - E. Undergarments are not to be showing. Boxers as shorts and sports bras as shirts are not permitted.
 - F. Skirts and shorts must be no shorter than mid-thigh (measured from crotch to knee). On most individuals, this will be close to the tip of the frigtips when shoulders are straight.
 - G. No head attire, such as hats or scarves, is permitted to be worn during regular school hours. This applies to male and female students.

REPORT CARDS

High School: Report cards will be issued the week following each semester. Progress reports will be sent out mid-semester. The last report cards will be mailed to students the week after school is out.

Middle School: Report cards will be issued the week following the end of each quarter. Progress reports will be sent out at mid-quarter. The last report cards will be mailed to students the week after school is out.

INELIGIBILITY

A letter will be mailed home each Wednesday to any student with a “D” or “F” in any class beginning the third week of the first semester and the second week of the second semester. If you have a student failing a class, please contact the teacher to see what can be done to help the student.

LEAVING SCHOOL

Students are not permitted to leave school grounds at any time during the school day without a permit from the school office (Students grades 9-12 may leave campus during lunch and free periods). If you must leave the building because of illness or any other emergency, **you must go to the office and get a pass before you leave campus.** Failure to follow the proper procedures will be considered as an unexcused absence.

CLASS PERIODS

The beginning and ending of each period will be indicated by the ringing of the class bells. The first class will start promptly at 8:00 am. Doors will be open at 7:45 am. A warning bell will ring 7:55 am. When the bell sounds at the beginning of the period, students must be in their classrooms or be considered tardy. An interval is allowed between classes for passing between classrooms.

HALL PASSES

Students are not permitted in the halls during class time unless they are accompanied by a teacher or have planners signed by an authorized staff member. A student should not be allowed to leave a class without a planner.

TELEPHONES

The office telephone is for school business and may only be used by students when necessary with a pass from class. Messages and deliveries from home should be left in the office. Students will be called out of class only in an emergency.

EMERGENCY HEALTH FORMS

Emergency Medical Information Forms, which give the school needed information in case of emergency, must be completed by parents and returned to the school office. Without these forms correctly completed, unnecessary delays may occur in treatment and disposition of emergency medical problems.

MEDICAL CARE

The administration and faculty will take reasonable precaution and action for the welfare of the student. A nurse will be on duty (8:00 am - 4:00 pm) Effort will be made to contact parents immediately, and when deemed essential, contact the family physician, when serious sickness or injury occurs. Students who become ill during the school day will be sent to the nurse’s office **WITH A SIGNED PLANNER.** The school is not obligated to furnish medical care to students. Parents are responsible for costs of emergency medical treatment of students. Student accident insurance is available supplemental to the student’s insurance.

LOCKERS (Grades 6-12)

Each student is assigned a locker for the storage of books and equipment. Since lockers are a permanent part of the building, students are expected to keep them in good, useable condition all the time. All lockers can be opened at any time by a school official (personal locks may be cut off for access). Do not share your combination with any other students. Any valuables or sums of money should be checked into the office for safe keeping.

LIBRARY

Students may use the library during class with teacher’s and librarian’s permission. Passes to the library are issued from classroom supervisors. Permission to use the library services will be revoked if students misuse privileges. You will be given the rules for the use of the library the first day of school by the librarian. All library fines must be paid before students can access information (computers, books, etc.) for check out.

PHYSICAL EDUCATION

Physical education is required unless excused by written request from the family physician. This request must specify what activities cannot be participated in, and the duration of the excuse. Specific physical education dress code will be provided by the physical education teacher.

ITEMS THAT MAY CAUSE CLASSROOM DISTURBANCES

Students may not use the following in the school building from 8:00 am-4:00 pm: laser lights, iPods, walkmans, headphones, beepers, cell phones, radios, game boys, or any other device which interferes with the school's ability to provide excellent education opportunities to other students. If students are using any of the above devices in the building during the school day, teachers and staff are to take them and give them to the principal. The first time the items are given to the principal, the student may pick them up at the end of the day. The second time they are confiscated, the principal will contact the student's parent/guardian to pick them up.

THE CAFETERIA

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Food should not be taken from the cafeteria to be eaten elsewhere. State Law requires all schools to turn off pop machines during meals. This is because state funds are used for meals, and pop is not listed as a nutritious substance.

LUNCH HOUR

- K-5: Students may not leave school grounds or go into the parking lot at lunch hour.
- 6-8: Middle school has a closed campus, and students may not leave the school grounds without a pass from the office with only a student's own parent/guardian.
- 9-12: Students may leave campus during lunch.

GUIDANCE AND COUNSELING SERVICES

The Custer County School guidance and counseling service is dedicated to the idea that high school years should be satisfying, productive, and rewarding years. Counseling services are designed to help high school students gain in self-understanding so they may use their assets effectively and plan attainable goals for the future.

The guidance services offered to students:

Counseling interviews - vocational counseling, educational planning, personal and social adjustments, interpersonal relationships, evaluation of long-term goals, pre-college counseling for graduates.

Individual and group testing services - abilities, aptitudes, interests, personal traits, educational backgrounds, vocational trends, training courses, functions of general education, military obligations and opportunities.

Study skills and reading courses - efficient learning techniques, planning time effectively, practical study methods, improvement of reading skills.

All counseling is on a voluntary basis.

Appointments may be made at your convenience. The office is open during the school day, but other arrangements may be made.

Sometimes tests may be indicated for students. This decision is made when students visit with the counselor. Many pieces of literature are available and they deal with vocational and educational planning as well as social adjustments. The counselor aids students in planning schedules to meet all graduation requirements.

Students do not need to be referred to the counselor by teachers or parents. This office is not a disciplinary or rule-enforcing agency. The counselor does not provide placement in jobs, etc.

Parent-Teacher Conferences: Parents who wish to confer with teachers may make arrangements through the administrative offices. During the school term a regular conference time is established for these meetings.

Testing services: The purpose of the testing program is to help each student gain the highest possible level of development in scholastic, mental, emotional and social levels.

Teachers, of course, observe and evaluate students to obtain information so the utmost assistance can be offered them. If the methods used by the teachers are standardized and precise, the information gained is much more significant.

Test are administered at different levels of academic achievement. Results are recorded in students' permanent files in the office. All test results are carefully reviewed by guidance and administrative personnel.

GRADUATION REQUIREMENTS

A minimum of 26 units of credit are required to graduate:

English - 4 credits required

Social Studies – 4 credits required

Science and Math – 5 total credits either: 2 Science and 3 math or 3 science or 2 math required

P.E./Health - ½ credit required for each

Electives – 12 credits required

Individual transcripts and earned credits are available from Ms. Lahtinen, school guidance counselor.

REGISTRATION

Questions regarding change of registration for the following semester should be taken up with the school counselor.

DROPPING OR ADDING CLASSES

Changes in your schedule of classes may be made through Wednesday of the first week of the semester. All changes must be made through the counselor.

Emergency class changes after the Wednesday deadline will occur only with the approval of the principal.

STUDENT WITHDRAWAL FROM SCHOOL

Students must go through proper withdrawal process. This means meeting with the counselor, checking out of each class, turning in books/materials, and paying breakfast/lunch fees (if applicable) and fines. Failure to do so will result with the school holding back transcripts, diplomas and other important student records until the student is properly checked out.

DISCLOSURE TO MILITARY RECRUITING OFFICERS

Names addresses and home telephone numbers of secondary students will be released to military recruiting officers within 90 days of the request unless a student submits a written request that such information not be released.

THE STUDENT COUNCIL

This group is the guiding force of self-government as practiced in Custer County High School. It is composed of officers elected from the student body elections held each spring, and representatives from each class and organization. Student Council is responsible for numerous activities during the school year, and is frequently consulted on school policies.

ACTIVITIES

The administration urges students to participate in school activities. The more you involve yourself in school life, the more likely you will be to succeed academically and socially.

MUSIC: Mixed choir, and small vocal and instrumental groups, band and jazz band

ATHLETICS: Football, basketball, wrestling, baseball and track.

Girls athletics, such as volleyball, basketball and track.

DRAMATICS: All school plays and musicals.

The following organizations/clubs will welcome new members. Regular meeting dates are announced throughout the year: F.F.A., National Honor Society, Student Council, Speech (Forensics), Foreign Language Club, Drama Club, MS History Club and Snowcats.

ELIGIBILITY FOR MIDDLE SCHOOL AND HIGH SCHOOL ATHLETICS, CLUBS AND ORGANIZATIONS

Each participant in inter-scholastic sports, clubs, and organizations may not have failed any subject during the preceding semester. A physical examination is required for all athletics. Students who are absent during any part of the school day because of illness will not be allowed to take part in an activity (either practice or a contest) during that day or evening.

STUDENT ATTENDANCE AND PARTICIPATION IN ACTIVITIES

Students who are absent during any part of a school day because of illness will not be allowed to take part in an activity (either practice or a contest) during that day or evening. We believe that if a student is too ill to be in school during part of the school day, he or she really should not take part in school activities during that day.

TRANSPORTATION TO ACTIVITIES

Safety is essential to a good transportation system. Good student behavior on the bus is essential to safety. Students are expected to discipline themselves at all times so as not to distract the attention of the bus driver from his first duty - safe operation of the bus. Bus rules are:

1. Riding activity buses is a privilege granted to students.
2. Students who ride the bus will return on the bus. The one exception to this is a written note from the parent presented to the sponsor before the trip or parent request to the sponsor at the activity.
3. The sponsors act as the school authority, and all school rules will be enforced while on the bus or at the activity.
4. The bus driver has the authority to amend these rules as necessary to fit individual situations.
5. All students are required to ride school transportation to all sponsored athletic events and activities unless prior written permission has been obtained from the principal and coaches/sponsors have been notified.
6. During school sponsored activity trips, boys and girls may not sit together in the same seat

DANCES

Dances that are sponsored by the school are for the students of Custer County School. All school policies (including dress code) apply to dances. Anyone attending a dance must remain inside the school building until the dance is over. Anyone leaving the school building may not return to the dance.

High School Dances: Any outside dates must be signed up for approval by the Thursday (or last school day) before the dance. Outside dates must be either high school students from another school or between the ages of 14 -19 years old.

AUTOMOBILES

It is a privilege for students to drive a vehicle to school. Students who abuse the privilege will not be able to bring their vehicles to school. For completely obvious reasons, extreme caution must be exercised when driving on school property. All drivers must be aware and responsible for the safety of any children or other pedestrians in the parking lots and on school property. Students may never sit in parked cars on school property during the school day. Students may only leave school in their vehicles during lunch, seniors on free period, or if they have a permit to leave from the school office. Students are not to drive vehicles from the main parking lot to the vocational building for class.

PARKING LOT

NO CARS PARKED IN THE EAST LOT ARE TO BE MOVED AFTER SCHOOL UNTIL THE BUSES HAVE CLEARED THE PARKING LOT.

ASBESTOS INFORMATION

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). That law requires all schools, kindergarten through twelfth grade, to be inspected to identify and asbestos-containing building materials. The law further requires the development of a Management Plan, based upon the findings of the inspection which outlines our intent in controlling the potential for exposure to asbestos fibers in our school.

Our Management Plan has been drafted and is on file with the Colorado Department of Health. It outlines in detail the methods we will use to maintain the materials in a safe manner. It also includes a schedule for the phased removal of these materials as applicable.

A copy of the Management Plan is on file for your review at the school administrative office at 709 Main Street.