

# Colony High School Student Handbook 2025 - 2026



## Colony High School

### Home of the KNIGHTS

9550 E Bogard Rd Palmer, AK 99645

Phone: (907) 861-5500 \* Fax: (907) 745-0133

<http://www.matsuk12.us/chs>

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Kristy Johnston, Principal

Tony Brooke, Asst. Principal ~ Dale Ewart, Asst. Principal/AD ~ Peter Olson, Asst. Principal

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### COLONY High School ~ A TRADITION OF EXCELLENCE

**OUR MOTO ~ Knights are Champions; past, present, and future.**

**OUR MISSION ~ Colony High School cultivates learning and personal growth in students producing active and responsible citizens.**

**OUR CORE VALUES ~ Integrity ~ Account ~ Resilience**

### 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.

Kristy Johnston

Principal

Tony Brooke

Asst. Principal

Dale Ewart

Asst. Principal/AD

Peter Olson

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.

**1ST SEMESTER GRADING PERIODS**

August 14, 2025	First day of classes for Fall Semester
September 17, 2025	Progress Reports Q1
October 17, 2025	End of 1st Quarter
November 03, 2025	Parent Conferences
November 19, 2025	2nd Qtr Progress reports
December 18, 2025	End of 1st Semester
January 6, 2025	1st Sem. Report Cards

**2ND SEMESTER GRADING PERIODS**

January 5, 2026	First day of classes for 2nd semester
February 11, 2026	Parent Conferences
March 5, 2026	Progress Report Q3
March 5, 2026	End of 3rd Quarter
April 15, 2026	Progress Report Q4
May 20, 2026	End of 2nd Semester/Last Day of school
May 30, 2026	2nd Sem. Report Cards

# Bell Schedule

Colony High School Bell Schedule														
2025-2026														
Monday			Tuesday			Wednesday			Thursday			Friday		
Period	1st Lunch	2nd Lunch	Period	1st Lunch	2nd Lunch	Period	1st Lunch	2nd Lunch	Period	1st Lunch	2nd Lunch	Period	1st Lunch	2nd Lunch
PLC Time	7:45-8:45 (60 min)	7:45-8:45 (60 min)	1st	7:45-8:55 (70 min)	7:45-8:55 (70 min)	3rd	7:45-8:55 (70 min)	7:45-8:55 (70 min)	1st	7:45-8:55 (70 min)	7:45-8:55 (70 min)	1st	7:45-8:30 (45 min)	7:45-8:30 (45 min)
1st	8:45-9:30 (45 min)	8:45-9:30 (45 min)	2nd	9:00-10:10 (70 min)	9:00-10:10 (70 min)	4th	9:00-10:10 (70 min)	9:00-10:10 (70 min)	2nd	9:00-10:10 (70 min)	9:00-10:10 (70 min)	2nd	8:35-9:20 (45 min)	8:35-9:20 (45 min)
2nd	9:35-10:20 (45 min)	9:35-10:20 (45 min)	5th	10:15-10:45 (30 min)	10:15-11:25 (70 min)	5th	10:15-10:45 (30 min)	10:15-11:25 (70 min)	3rd	10:15-10:45 (30 min)	10:15-11:25 (70 min)	3rd	9:25-10:10 (45 min)	9:25-10:10 (45 min)
3rd	10:25-11:10 (45 min)	10:25-11:10 (45 min)		10:50-12:00 (70 min)	11:30-12:00 (30 min)		10:50-12:00 (70 min)	11:30-12:00 (30 min)		10:50-12:00 (70 min)	11:30-12:00 (30 min)		10:50-12:00 (70 min)	11:30-12:00 (30 min)
4th	11:15-11:45 (30 min)	11:15-12:00 (45 min)	6th	12:05-1:15 (70 min)	12:05-1:15 (70 min)	6th	12:05-1:15 (70 min)	12:05-1:15 (70 min)	4th	12:05-1:15 (70 min)	12:05-1:15 (70 min)	4th	10:50-11:35 (45 min)	11:05-11:35 (30 min)
	11:50-12:35 (45 min)	12:05-12:35 (30 min)	7th	1:20-2:15 (55 min)	1:20-2:15 (55 min)	7th	1:20-2:15 (55 min)	1:20-2:15 (55 min)	7th	1:20-2:15 (55 min)	1:20-2:15 (55 min)		5th	11:40-12:25 (45 min)
5th	12:40-1:25 (45 min)	12:40-1:25 (45 min)	<div style="display: inline-block; text-align: center;"> <p><b>COLONY HIGH SCHOOL</b>  <b>CHAMPIONS</b>  <small>ACADEMICS • ACTIVITIES • ATTITUDE</small></p> </div>									6th	12:30-1:15 (45 min)	12:30-1:15 (45 min)
6th	1:30-2:15 (45 min)	1:30-2:15 (45 min)										7th	1:20-2:15 (55 min)	1:20-2:15 (55 min)

**ADMINISTRATIVE STAFF:**

Kristy Johnston	Principal	861-5507
Peter Olson	Asst. Principal	861-5553
Tony Brooke	Asst. Principal	861-5504
Dale Ewart	Asst. Principal	861-5515
Pat O'Neal	Safety/Security	861-5450
Officer Virginia Calvert	School Res. Officer	861-5460
Julie Link	Admin Secretary	861-5510
Jennifer Bostick	Registrar	861-5505
Tina Hersh	Discipline Secretary	861-5517
Dorothy Wilson	Attendance Secretary	861-5540
Tricia Reaves	Counseling Secretary	861-5420

**ACTIVITIES STAFF:**

Dale Ewart	Activities AP	861-5515
Steve Reynolds	Activities Secretary	861-5514

**GUIDANCE CENTER:**

Tomasina Edgar	9 <sup>th</sup> -12 <sup>th</sup> A-E	861-5438
Kelly Thaler	9 <sup>th</sup> -12 <sup>th</sup> F-K	861-5437
Kristina Magner	9 <sup>th</sup> -12 <sup>th</sup> L-Re	861-5405
Tom Berg	9 <sup>th</sup> -12 <sup>th</sup> Rh-Z	861-5569

**TRANSPORTATION NUMBERS:**

First Student	761-HELP
Special Education Buses	761-HELP
Transportation Department	761-HELP

**ACADEMIC HONESTY: COLONY HIGH SCHOOL HONOR CODE**

It is expected that all academic work reflects 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**

Secondary grades shall be reported for each semester 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 Pass	
NG	see below	No Grade	
WD	see below	Withdrawal	

**I Incomplete**

- \* Indicates that course requirements were not completed by the student within the 18 week standard grading period.
- \* An “I” must be made up within 1 year of the date when grades are issued to parents/guardians. If an “I” has not been replaced with a passing grade after 1 year it will remain permanently on the student’s record.
- \* Courses delivered through optional choices, such as Mat-Su iTech, may overlap a traditional semester timeline. Students with an “I” in a distance course may be granted additional time to complete the course.

**NC No Credit**

- \* Only used in this circumstance:  
Student drops a class or is removed and has a failing grade in a class after 4 weeks have passed.

**NCP No Credit Pass**

- \* Used in extenuating circumstances with the approval of district administration, when a student who is passing a class drops the class through no fault of their own (e.g. 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).
- \* Used with online learning to designate a student’s work in progress during grade reporting periods prior to course completion. Upon course completion, an NCP will be replaced with the earned grade.

**NG No Grade**

- \* May be assigned to a student who has not been enrolled in class for 20 days or more total for the quarter.
- \* Mark is to be used in the quarterly position—it is not to be used as a semester grade.
- \* Mark does not figure into student grade point average (GPA).

**WD Withdrawal**

- \* May be assigned to a student who has withdrawn from the district but was not enrolled in the semester long enough to earn credit.

### **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 PROCEDURES**

#### **Call 861-5500 or log onto ParentVue to report an absence (24 hours/day)**

Just as an employer would ask for prior notice, we require that parents call or log onto ParentVue before their student misses school. 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 late to a class will be marked **Tardy** for disciplinary purposes.

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 absence.**

### **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 that they have 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.**

### **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.

### **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 parents or guardians. Please pick up passes before school, tutorial, and during lunches. Asking for a bus pass after school could result in you missing the bus.

### **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.

**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.**

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

**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.

**CYBERBULLYING**

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, SnapChat, 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.

**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. **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.

**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 ALARM**

Fire drills are held once per month. Students must leave the building quietly, remain with their classroom teacher, obey direction and stay quietly outside until signaled to return. In case of other evacuation needs, students are to follow the classroom teacher's instructions.

**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.**

### **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 incidents of fighting, at any time during a student's career at CHS, will result in longer suspensions as detailed in the discipline grid.

### **GRADUATION REQUIREMENTS**

- The Class of 2025 and beyond will be required to have earned 25.5 credits 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.

### **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:

1. offensive or hostile, causing discomfort, distress or exclusion
2. unwanted and unreasonable, constituting an infringement of the rights of the student
3. 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.

**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, Snap Chat, 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.

### **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.

### **HEALTH ISSUES/HEALTH PROBLEMS:**

If a student has a health problem such as asthma, diabetes, allergies, vision/hearing impairment, heart conditions, seizures, etc. Please indicate or update changes on the health registration form online and check with nurse for required forms to be completed by a medical provider.

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.

**Emergency Numbers: Emergency phone numbers for students are vitally important. Be sure your emergency contact numbers are accurate or up to date.**

1. MEDICATIONS:

School District policy (5141.21 AR and BP), states that medication may be dispensed in school only when the student's health requires administration during school hours and with the nurse. Medication dispensed at school must be in its original prescription bottle with the prescription label attached. No medication can be accepted in baggies or other containers.

Medications prescribed for less than two weeks; the parent must come sign a short-term medication administration form. Medication needed for longer than two weeks must be signed by the health care provider on the Medication Authorization Form.

Only those over-the-counter medications approved by the medical advisor may be given out at school and only when marked on the online health registration are approved.

Student possession of any prescription medications, supplements or over the counter medications are prohibited per the school board policy. Student possession of any medications will result in confiscation, parent conference, and possible disciplinary action up to and including suspension from school.

2. CURRENT ILLNESS:

Students who are determined to be too ill for school, must stay home.

**Following illness symptoms included for this policy include:**

- Fever/chills
- Nausea, vomiting, or diarrhea

3. IMMUNIZATION:

State of Alaska immunization requirements for school regulations (7 AAC 57.550 and 4 AAC 06.055) require that all children in Alaska Schools be fully immunized. Parents must provide a valid immunization card or valid medical or religious exemption form to the school nurse prior to starting school.

4. PHYSICALS:

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

5. NURSE'S OFFICE:

There is a full-time nurse available from 7:15am to 3:00 pm. 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.

**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.** Students should not share lockers for safety and security reasons.

**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.**

### **LUNCH (OFF CAMPUS)**

In order to obtain off campus lunch students must:

1. Junior and Seniors only
2. 3.0 GPA or higher for the semester prior to application
3. No tobacco (vaping), alcohol, or drug infractions the previous year
4. No in or out of school suspensions in the previous semester
5. Parent permission provided

If students return late from lunch the following will happen:

1. First offense - Warning
2. Second offense - Lunch Detention
3. Third offense - Lose of off campus lunch privileges for the rest of the quarter

### **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 an in-school suspension of up to two days.** Writing or giving false or misleading information to school personnel is prohibited and can be construed as lying.

### **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 November 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.

### **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.

### **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.

### **OFFENSIVE LANGUAGE**

The use of profane or obscene language is unacceptable and will not be tolerated. Students will be reminded to use appropriate language at CHS. Repeated instances of inappropriate language may result in a consequence. Swearing directed towards a staff member **will** result in a minimum of a two (2) days OSS.

### **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

### **PARENT CONTACT:**

ParentVue provides updated attendance, and academic records to parents via the Internet. If you have more specific needs, please contact us to make arrangements

### **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 windshield 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**

### **PHONES, HEADPHONES, EAR BUDS AND WIRELESS COMMUNICATION DEVICES**

Colony High School policy is **ALL WIRELESS COMMUNICATION DEVICES** will be stored in the students' school locker or in students' vehicle during the instructional day.

The School Board believes that all students have the right to a public education in a positive environment free from disruptions that interfere with teaching and learning activities and programs. On school grounds and at school activities, students are expected to refrain from behaving in a manner that would infringe upon the rights of other students or that would interfere with any school program or activity.

The use of non-school issued wireless telecommunications is prohibited during regular school hours, including lunch, and passing periods. Regular school hours start at the beginning of the first period/block of instructional time through the end of final period/block of instructional time.

A student whose physician has determined that she or he must possess a wireless telecommunication device for a health-related purpose may provide documentation of that health-related necessity to the school administrator. Exceptions may be considered for translation purposes, in the event of an emergency, or when an administrator grants permission to use a wireless telecommunications device for educational purposes, as approved by the superintendent or through Administrative Regulation.

The district is not responsible for wireless telecommunication devices that are lost or stolen on school grounds.

#### **Search and seizure of student wireless telecommunication devices**

School officials may seize from a student any personal wireless telecommunication device used in violation of this or any other Board policy or in violation of a school conduct requirement. School officials may also retain the device during an investigation related to the suspected violation of Board policy or school conduct requirement. In the course of the investigation, school officials may search information contained on the device, including but not limited to, text messages, call logs, audio and video recordings, and digital photographs, in accordance with limitations imposed by state and federal law. Specifically, school officials may not search students' cell phones, to include accessing and reading of student text messages and digital photos, unless school officials (1) have a reasonable suspicion, based on objective and articulable facts, that the search will provide evidence that the student violated Board policy or a school conduct requirement, and (2) the scope of the search is reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the infraction.

Students who violate this policy may be subject to discipline consistent with school practice and with the procedures set out in Board Policy 5144.1 (Student Rights and Responsibilities).

### **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.

#### **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.

### **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**

Dances are open only to students of that school. For some specific events a guest (from outside the school) may attend with prior approval of the building's administration, or when posted criteria are met. All dances must end by 11:00 PM, except for proms that must end at 12:00 AM. Sponsors must be in attendance at all times and additional chaperones are required. Organizations may schedule dances under the following criteria:

1. They must have approval of the site administration.
2. They must have a sponsor and chaperones in attendance at all times.
3. Students are not allowed re-entry to any dance.
4. There are no refunds after students leave the dance area.
5. Organizations must complete the Activities Form for dance requests.
6. Organizations must provide a guest list.
7. The principal may require identification cards for entrance to the dance.

In order to promote a healthy, safe, enjoyable evening for all students, to encourage venues to continue renting their facilities to our school and to have faculty chaperones, the following procedures will be in place for all dances.

1. Guests must be under 20 and middle school students may not attend. One guest per host high school student. Guests must arrive with their host student. Change of guests must be done by Thursday before the dance.
2. Guests must be under 20 and middle school students may not attend. One guest per host high school student. Guests must arrive with their host student. Change of guests must be done by Thursday before the dance.
3. All students and guests may be checked for illegal or controlled substances prior to entry to the dance area. Security and/or chaperones may conduct bag/purse searches. No beverages of any kind are allowed. Any student who refuses to comply will be denied entry without refund. Students suspected of being under the influence of drugs and/or alcohol after entering will be subject to evaluation.
4. Rules regarding dancing will be established by site administrators and will include but will not be limited to:
  - a. Dance partners must face one another
  - b. No straddling legs
  - c. No grinding
  - d. No inappropriate touching
  - e. No "making out" (no overt and/or prolonged public displays of affection)
  - f. Hands on waists or shoulders only MSBSD Co-Curricular Handbook 2021-2022 Revised 6.25.21
  - g. If too many couples are dancing inappropriately, the lights will be turned on and/or music changed as a collective warning for everyone. A verbal warning will be made on the microphone.
5. Dress Code for Formal (Winter Ball and Prom) and Semi-Formal (Homecoming) Dances:

Strapless/spaghetti straps are allowed, Dress/skirts must be at least mid-thigh in length, Slits no higher than mid-thigh in length, Backless to waist is permitted-below waist is not permitted, No garters or other exposed lingerie/undergarments, No sheer/see through dresses and not see-through sides or bare sides, No excessively low cut dresses or tops, or short skirts

Collared shirt (semi & formal) and tie (formal), Shirts must have sleeves (semi & formal), Shirts must remain on (all dances), Dress pants or slacks, no jeans (formal), No caps/beanies (semi & formal), bandanas, chains or canes (all dances).

The dress code will remain the same for non-formal dances excluding the formal attire requirement.

If you are unsure if your attire meets these dress standards, please check with school administration prior to the day of the event. Students not meeting these standards will not be allowed into the event until they comply. If they refuse, parents/guardians will be notified. Once students are admitted into the dance, if they alter their attire in such a way as to make it violate the specified dress code standards, they will be removed from the dance without refund, parents/guardians notified, and they will not be permitted to attend the next dance.

6. The following additional guidelines will be adhered to regarding school dances: a. Students are not allowed to leave the dance and return. b. Students must have an ID to purchase tickets. Two (2) ticket limit. c. A coat check area will be available for personal belongings. d. All dances must be approved at least one month in advance. e. All wall and ceiling decorations must be removed at the end of the dance by the sponsor and student group. f. All students and guests must leave the dance location within 20 minutes of the end of function. No loitering in parking lot.

**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 they have 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 they have 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.
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.
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.
7. Materials discovered in a search may be used in school disciplinary proceedings and may also be turned over to law enforcement officials.
8. 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.

**SKATEBOARDS & LIKE EQUIPMENT**

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

**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.

**1. STUDENT ACTIVITIES: 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:**

- a. **Insubordination**
- b. **Obscene gestures, swearing or profanity**
- c. **Fighting, stealing, lying**
- d. **Other inappropriate behavior of a student**

**2. STUDENT ACTIVITIES: 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.

**Minimum Penalties for Violation of this Policy:** Minimum penalties for violations of this policy are:

**First Offense** – Students who have committed a First Offense under the rule;

- will be suspended from interscholastic competition and practice for five (5) calendar days (as defined in number 11).
- must complete the First Offense Educational Component.

Note: The student may return to practice when the student and parent/guardian complete the First Offense educational component. Prior to returning to competition the student must sit out all five (5) days and complete the Educational Component.

For tobacco use, if a student under the First Offense Penalty violates the Tobacco Rule within the ten (10) calendar day period of suspension, the student's period of suspension will start over again; the First Offense educational component will become mandatory, and no forgiveness will be granted. This process will continue until the student has demonstrated ten (10) calendar days without a subsequent tobacco violation. A student who has not completed a suspension or re-suspension under the first Offense Penalty for violation of the Tobacco Rule does not become subject to imposition of penalties under a Second, Third or Fourth Offense for violation of the Tobacco Rule, until the student has completed all suspensions and re-suspensions under the First Offense Penalty for tobacco use. A student serving a First Offense Penalty under the Tobacco Rule is, however, subject to immediate imposition of a Second Offense Penalty to the extent this is based upon violation of the non-tobacco prohibitions under this Policy. While under the period of suspension, the student may return to practice after completion of the educational component. A student may need additional days of practice before returning to competition (See Article 7, Section 7).

**Second Offense** – Students who have committed a Second Offense under the rule

- will be suspended from interscholastic competition and practice for forty- five (45) calendar days and there will be no forgiveness of calendar days of the interscholastic competition suspension.
- Both the student and parent/guardian must complete the Second Offense educational component prior to the student's return to competition.
- In addition, the student must complete 20 hours of community service and write an essay on what they learned about this experience.

While under the period of suspension, the student may return to practice after completion of the educational component. A student may need additional days of practice before returning to competition (See Article 7, Section 7).

**Third Offense** - Students who violate this policy for a third time have a significant problem. Students who have committed a Third Offense under the rule and wish to regain their eligibility will complete the following:

- suspension from interscholastic competition and practice for six (6) months and there will be no forgiveness of calendar days of the interscholastic activities suspension.
- seek assessment and counseling/treatment from a local health care professional,
- successfully complete the recommendations of the care provider and submit a letter from the agency,
- demonstrate a commitment to remain substance free,
- make a presentation to the District School Board requesting reinstatement of interscholastic eligibility

While under the period of suspension, the student may return to practice after completion of the educational component. A student may need additional days of practice before returning to competition (See Article 7, Section 7).

**Fourth and Subsequent Offenses** - Students who violate this policy for fourth or more time have a significant problem. Students who have committed a Fourth and Subsequent Offenses under the rule and wish to regain their eligibility will complete the following:

- suspension from interscholastic competition and practice for one year and there will be no forgiveness of calendar days of the interscholastic activities' suspension.
- seek assessment and counseling/treatment from a local health care professional,
- successfully complete the recommendations of the care provider and submit a letter from the agency,
- demonstrate a commitment to remain substance free,
- make a presentation to the District School Board requesting reinstatement of interscholastic eligibility,
- make a presentation to the ASAA Board of Directors requesting reinstatement of interscholastic eligibility

While under the period of suspension, the student may return to practice after completion of the educational component. A student may need additional days of practice before returning to competition (See Article 7, Section 7).

These are minimum penalties which may be increased by the member school or member school district, based upon (1) the nature of the violation, (2) the extent to which it occurs on school property or during school activities, and (3) the extent to which it arises in the context of the student's participation in interscholastic activities. Penalties shall be imposed beginning on the first calendar day following a determination that a violation has occurred, except to the extent a school's appeals policy permits a student to continue to participate pending final determination of any appeal filed by the student under such policy. In such case, penalties shall be imposed on the first calendar day following a determination on appeal that a violation has occurred. A student shall be considered ineligible during each calendar day in which a penalty is imposed.

### **3. STUDENT ACTIVITIES: MSBSD ELIGIBILITY RULES**

- a. In order to participate (try-out, practice, or play) in a school-sponsored activity an athlete

- must meet all ASAA and MSBSD academic guidelines for eligibility. Additionally, they must fully complete their online registration on [studentcentral.bigteams.com](http://studentcentral.bigteams.com)
- b. Attendance Rule To be eligible for an activity or contest, a student must satisfy the below requirements regarding practice and competitions.
  - c. Games/Competitions/Representations
    - i. A student must be in full attendance on the day of an activity.
    - ii. If an event is held on a weekend, the student must be in full attendance the day prior to the contest.
    - iii. Not following the above rules will result in the student forfeiting the next scheduled competitive day until he/she reestablishes his/her eligibility.
    - iv. An exception to these rules applies to students attending school-related events, having received prior administrative approval, or when unusual circumstances have led the principal or his/her designee to authorize an absence.
    - v. School attendance for all Region and State events is at the discretion of the building administration.
  - d. Eligibility Requirements Maximum Participation:
    - i. No student enrolled in a four-year high school may participate in more than four (4) seasons in any specific interscholastic activity. No student enrolled in a three (3) year high school may participate in more than three (3) seasons in any specific interscholastic activity.
    - ii. Participation in a single interscholastic contest shall be considered as one (1) season of participation in that activity.
    - iii. Each student will have eight (8) consecutive semesters of eligibility after they begin grade nine. (No fifth-year seniors will be permitted without approval from ASAA).
    - iv. A student who becomes nineteen (19) years of age on or before August 1 shall be ineligible for interscholastic competition.
    - v. No student shall be allowed to participate in any extracurricular activities after earning a high school diploma or its equivalent.
  - e. Academic Eligibility Requirements for Practice and Participation The following requirements shall be enforced to ensure students are in compliance with district and AASA policies for eligibility. High School student athletes will not be allowed to play or travel while academically ineligible. Students in the process of obtaining eligibility through the Alaska School Activities Association (ASAA) waiver process may tryout and practice.
    - i. To be eligible to participate in extracurricular activities; all second semester freshmen, sophomores, juniors as well as seniors who are not on track to graduate must have passed at least five (2.5) semester units of credit, or the equivalent, toward graduation, during the previous semester. At the end of each semester 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 must successfully have completed 2.5 units of credit the previous spring for early fall sports.
    - ii. Seniors who are on track to graduate must be enrolled in a minimum of (2) semester units of credit, or the equivalent toward graduation, during the previous semester with a 2.0 GPA.
    - iii. All students must have maintained at least an overall 2.0 GPA for the previous quarter.
    - iv. For the purpose of this section, academic deficiencies may be made up through successful completion of correspondence courses, online courses, or summer school. Should a student be enrolled in an Apex class above and beyond the minimum class requirements for participation, they may be allowed an additional semester (or summer term) to complete the Apex course.
    - v. There will be a grace period for eligibility at the culmination of each quarter to allow time to submit grade changes. The deadline for this grace period will be determined prior to the beginning of the school year by the district's Athletic Directors.
    - vi. Students making up grades/credit from 2nd semester during the summer must have a confirmed final grade and credit prior to the first academic contact day.
    - vii. A grade of incomplete is considered not passing until the incomplete is changed on the official school records.
    - viii. Athletes must adhere to the ASAA Citizenship Rule and Controlled Substance, Alcohol and Tobacco Policy.
    - ix. An athlete must meet the above requirements to be considered eligible. All eligible athlete names must be on the master eligibility list in Student Central/Bigteams.

#### **4. STUDENT ACTIVITIES: 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:

- i. 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.
- ii. The student activity fee of \$250 or \$125 for Students that qualify for free or reduced lunch per sport or activity must be paid prior to the first contest.

## **STUDENT DRESS CODE**

### **Dress and Appearance:**

Student dress and general appearance is a shared responsibility among students, parents/guardians, and the school. The Board of Education believes that appropriate dress and grooming contribute to a productive and safe learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities, including industry requirements at the work site, in which they participate. Students have the right to make individual choices from a wide range of clothing and grooming styles, but they must not present a health, safety hazard, or a distraction which would interfere with the educational process. Students wearing prohibited attire will be asked to cover it, change it, or go home until proper attire is worn.

District and/or School Administration may address student dress and appearance trends as necessary through administrative regulation and/or school-based expectations. The following minimum standards will be enforced:

- a. Clothing and accessories must be appropriate for school and may not present a substantial disruption in classrooms or common areas.
- b. Clothing and accessories, to include but not limited to: Notebooks, patches, tattoos, and jewelry must not display racial or ethnic slurs or symbols, gang affiliations, vulgar, subversive, sexually suggestive, or otherwise inappropriate language or images.
- c. Promotion of products that students may not legally buy such as alcohol, tobacco, illegal drugs, or the promotion of establishments that are illegal for students; or anything that promotes harm to another or to oneself is prohibited.
- d. Attire, accessories, etc. bearing expression or insignia which is obscene, libelous, or which advocates racial, religious, or other prejudice is prohibited.
- e. Clothing that is overly revealing is not allowed. This includes shirts/dresses that are low cut, sleeveless shirts that do not cover undergarments, or that are not long enough to cover the waistband. The midriff/stomach cannot be visible.
- f. Pants/shorts/skirts/dresses must cover the legs to mid-thigh. Holes in pants must be below mid-thigh. All undergarments must remain covered. No clothing may be see-through or transparent.
- g. Attire that resembles non-human characteristics is prohibited.
- h. Students are required to wear shoes at all times.
- i. For safety reasons, nothing should obstruct or cover the head or face that would block identification. Items that may conceal a student's head or face are not allowed during the instructional day without administrative approval.

**Students will be required to rectify the discrepancy before returning to class.  
Parents will be advised of dress code violations.**

## **Students Driving to School**

Students are required to register and display the appropriate parking tag on their vehicle to be allowed to park on campus.

1. Students must park appropriately in designated rows, between yellow lines. No sideways parking, parking on the grass or in visitor or handicapped parking allowed.
2. Students are prohibited from parking in the staff parking lot.
3. Students must observe the 10-mph speed limit in parking areas and exercise safe driving while on campus.
4. Students must immediately leave their cars when they arrive at school and come into the building without loitering in the parking lot.
5. 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.*

## **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 LUNCHES AND LUNCH PASSES**

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

## **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, they 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 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.**

## **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.

1<sup>st</sup>-3<sup>rd</sup> Tardy - no consequence, student is given a pass to enter the class.

4<sup>th</sup> Tardy - student meets with school official for phone conference with parent.

5<sup>th</sup>-6<sup>th</sup> Tardy - parent(s)/guardian(s) are notified by school official, and student is assigned one lunch detention for each.

7<sup>th</sup>-9<sup>th</sup> Tardy - parent(s)/guardian(s) are notified by school official, and student is assigned one Work Detail for each.

10+ Tardies - parent(s)/guardian(s) are notified by school official, and student is assigned one ISS for each.



**TOBACCO PRODUCTS & NICOTINE DELIVERY DEVICES IN SCHOOL**

**Possession or use of tobacco products or nicotine delivery devices is prohibited on the school campus. Possession of tobacco products on campus can result in suspension and/or legal action**

**TRUANCY (ON CAMPUS) POLICY**

A student is considered truant when they are outside of the 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 <sup>st</sup> Offense	Lunch detention x 2
2 <sup>nd</sup> Offense	Parental contact, assignment to after school-work detail.
3 <sup>rd</sup> Offense and Subsequent	Parental contact, assignment to In School Suspension x 1 day

**TRUANCY (OFF CAMPUS) POLICY**

Like all district schools, Colony High is a closed campus.

A student is considered truant when they are outside of the assigned area without permission, prior parental approval in writing must be submitted.

1 <sup>st</sup> offense	In School Suspension (ISS) x 1 day
2 <sup>nd</sup> offense & Subsequent Offenses	In School Suspension (ISS) x 2 days

**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 pre scheduled 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.

**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 can be modified as circumstances dictate.

INFRACTION	CONSEQUENCE
<b>Academic Dishonesty</b>	
<i>1<sup>st</sup> Offense</i>	Redo assignment/assessment; call parent; lunch detention
<i>2<sup>nd</sup> Offense</i>	Redo assignment/assessment & 1 day In School Suspension (ISS)
<i>3<sup>rd</sup> Offense</i>	Redo assignment/assessment & 2 days In School Suspension (ISS)
<b>Bullying</b>	
<i>1<sup>st</sup> Offense</i>	Behavior Contract including consequences for a 2 <sup>nd</sup> Offense
<i>2<sup>nd</sup> and Subsequent Offenses</i>	As per Contract
<b>Direct and Willful Disobedience</b>	
<i>1<sup>st</sup> Offense &amp; Subsequent Offenses</i>	1 day of In School Suspension (ISS) to 3 days Out of School Suspension (OSS) depending on severity
<b>Dress Code Violations</b>	
<i>1<sup>st</sup> Offense</i>	Sent to nurse, must change or fix before going back to class; call home
<i>2<sup>nd</sup> Offense &amp; 3<sup>rd</sup> offense</i>	Lunch detention x 1, Lunch detention x 2
<i>3<sup>rd</sup> Offense</i>	Become Direct & Willful Disobedience, and 1 day of In School Suspension, ISS to 3 days of Out of School Suspension, OSS Depending on severity
<i>4<sup>th</sup> Offense</i>	Work Detail
<i>5<sup>th</sup> Offense +</i>	In school suspension (ISS)
<b>Drug, Alcohol, and Look-a- Like Offenses (except distribution &amp; sales)</b>	
<i>1<sup>st</sup> &amp; Subsequent Offenses</i>	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. <b>Distribution will result in semester suspension and loss of credit.</b>
<b>Electronic Devices: Cell Phones, Ear Buds, Headphones, Smart Watches</b> <i>In all instances—staff members will secure the device at the Front Office</i>	
<i>1<sup>st</sup> Offense</i>	Call home and student to retrieve at end of school day
<i>2<sup>nd</sup> Offense</i>	Student’s parent(s)/guardian(s) must come to pick up device
<i>3<sup>rd</sup> Offense</i>	Parent(s)/guardian(s) pick up and work detail
<i>4<sup>th</sup> Offense and subsequent offences</i>	1 day of In School Suspension (ISS) up to 3 days of Out of School Suspension (OSS) depending on severity
<b>False Fire Alarm</b>	
<i>1<sup>st</sup> &amp; Subsequent Offenses</i>	Out of School Suspension (OSS) x 9 days
<b>Fighting/Assault</b>	
<i>1<sup>st</sup> Offense</i>	Out of School Suspension (OSS) x 3 days
<i>2<sup>nd</sup> Offense</i>	Out of School Suspension (OSS) x 5 days
<i>3<sup>rd</sup> Offense</i>	Recommend for Expulsion from School
<b>** Incidences of fighting carry over throughout the student’s high school career**</b>	

<b>Harassment/Sexual Harassment (including via electronic media)</b>	
<i>1<sup>st</sup> &amp; Subsequent Offenses</i>	Out of School Suspension (OSS) x 2-9 days
<b>Lying to a Staff Member</b>	
<i>1<sup>st</sup> Offense</i>	In School Suspension (ISS) x 1 day
<i>2<sup>nd</sup> Offense &amp; Subsequent Offenses</i>	In School Suspension (ISS) x 2 days

<b>Nicotine Deliver Devices/Paraphernalia &amp; Tobacco Products in School</b>	
<i>1<sup>st</sup> Offense and 2<sup>nd</sup> Offense</i>	Out of School Suspension (OSS) x 3 days and up to a \$500 fine and a mandatory court appearance AS 11.76.105
<i>3<sup>rd</sup> Offense</i>	Out of School Suspension (OSS) x 5 days and up to a \$500 fine and a mandatory court appearance AS 11.76.105
<b>Profanity Directed at a Staff Member</b>	
<i>1<sup>st</sup> Offense</i>	Out of School Suspension (OSS) minimum 2 days
<i>2<sup>nd</sup> Offense &amp; Subsequent Offenses</i>	Out of School Suspension (OSS) up to x 5 days
<b>Public Display of Affection (other than hand holding)</b>	
<i>1<sup>st</sup> Offense</i>	Lunch Detention x 1
<i>2<sup>nd</sup> Offense</i>	Lunch Detention x 2
<i>3<sup>rd</sup> Offense &amp; Subsequent Offenses</i>	After School Work Detail
<b>Skipping Work Detail</b>	
<i>1<sup>st</sup></i>	Reassign work detail, plus one (1) more
<i>2<sup>nd</sup> Offense &amp; Subsequent Offenses</i>	Assignment to one (1) day of In School Suspension (ISS)
<b>Theft</b>	
<i>1<sup>st</sup> Offense</i>	Out of School Suspension (OSS) x 5 days & financial restitution if appropriate.
<i>2<sup>nd</sup> Offense &amp; Subsequent Offenses</i>	Out of School Suspension (OSS) x 9 days & financial restitution if appropriate.
<b>Truancy (off campus)</b>	
<i>1<sup>st</sup> Offense</i>	In School Suspension (ISS) x 1 day
<i>2<sup>nd</sup> Offense &amp; Subsequent Offenses</i>	In School Suspension (ISS) x 2 days
<b>Truancy (on campus)</b>	
<i>1<sup>st</sup> Offense</i>	Lunch Detention x 2 days
<i>2<sup>nd</sup> Offense</i>	Work Detail
<i>3<sup>rd</sup> Offense &amp; Subsequent Offenses</i>	In School Suspension (ISS) x 2 days
<b>Weapons in School (Gun, Explosive)</b>	
<i>1<sup>st</sup> Offense</i>	Full Year Expulsion from District schools
<b>Weapons in School (Knives, Look-A-likes and Other)</b>	
<i>1<sup>st</sup> Offense</i>	Out of School Suspension (OSS) up to x 30 days & possible Loss of Credit



