

Santa Fe Trail High School
15701 South California
Carbondale, KS 66414
Phone (785) 665-7161 or (785) 836-7656
Fax (785) 665-7193
www.usd434.org



Patrick Graham
Principal
Keith Johnson
Administrative Assistant/Athletic Director
Joy Schmidt, Melissa Strother, *Counselors*

Here are the following recommended changes for the 2014-2015 Santa Fe Trail High School Student Handbook:

1. A table of contents was added.
2. All BOE policy changes were updated.
3. Update on the Dress Code
 - The wording on wearing leggings/yoga pants has been removed.
 - The wording of not wearing occult symbols was removed.
 - The wording on wearing scarves was removed.
 - An update on "Shoes with rollerblades" changed to "Shoes with wheels."

Additional changes:

ATTENDANCE and RELATED POLICIES (Old)

ATTENDANCE POLICY: A student's attendance record is a very important part of his/her permanent record. Students with regular attendance generally will be more successful in their classes. Students are expected to be present and punctual for all classes throughout the year. The responsibility of school attendance is with the student and his/her parents/guardians.

When a student is absent it is the responsibility of the parents/guardians to call the Attendance Office at 665-7161 or 836-7656 on the day of the absence. The call should be made before 9:30 AM. The Attendance Office is open at 7:15 AM for calls.

Any student who checks into school after 8:00 AM must first report to the Attendance Office and receive an ADMIT slip to class. Any student who is counted absent for first hour will be presumed absent for the entire day if they do not report to the Attendance Office and get an admit slip. Students sent to the office for an admit slip after class has started will receive a tardy.

If the absence is excused, daily work can be made up. It is the responsibility of the student to initiate the make-up work immediately upon return to each class. The classroom teacher will determine the make-up work. Students who miss school because of an UNEXCUSED absence will be required to complete the daily work but will not be given credit. Exams and major assignments must be made up by the student in order to receive credit.

The building principal as the Board of Education designee will determine whether the absence is excused or unexcused. Kansas State Law allows USD 434 to accept only the following as valid reasons for excusing an absence:

1. Illness (long-term illness verified by notification from doctor). Illnesses over five days in length will require notification from a doctor.
2. Appointment for medical treatment (an appointment card must accompany the student upon return and be given to the attendance clerk).

3. A family crisis.
4. Extended absences of the student when expressly requested by the parents or guardian and prior arrangements have been made in preparation for the absence as defined in the Student Handbook.
5. School approved activities.

Within a semester grading period, students should not miss more than ten times, not including absences for a school approved activity, students exceeding the ten day limit may be subject to truancy action as outlined in the Truancy Policy. If a student is unexcused absent for more than the first 15 minutes of class, the student is counted absent. School related activities are counted as present. There will be no differentiation between excused and unexcused absences when computing total absences in any class.

The attendance office will notify parents/guardians when the student has been absent five times in one semester and again when the student has ten absences from a class.

ATTENDANCE and RELATED POLICIES (New)

ATTENDANCE POLICY: A student's attendance record is a very important part of his/her permanent record. Students with regular attendance generally will be more successful in their classes. Students are expected to be present and punctual for all classes throughout the year. The responsibility of school attendance is with the student and his/her parents/guardians.

When a student is absent it is the responsibility of the parents/guardians to call the Attendance Office at 665-7161 or 836-7656 on the day of the absence. The call should be made before 9:30 AM. The Attendance Office is open at 7:15 AM for calls.

Any student who checks into school after 8:00 AM must first report to the Attendance Office and receive an ADMIT slip to class. Any student who is counted absent for first hour will be presumed absent for the entire day if they do not report to the Attendance Office and get an admit slip. Students sent to the office for an admit slip after class has started will receive a tardy.

If the absence is excused, daily work can be made up. It is the responsibility of the student to initiate the make-up work immediately upon return to each class. The classroom teacher will determine the make-up work. Students who miss school because of an UNEXCUSED absence **may only receive credit for major assignments and/or tests/quizzes.**

The building principal as the Board of Education designee will determine whether the absence is excused or unexcused. Kansas State Law allows USD 434 to accept only the following as valid reasons for excusing an absence:

1. Illness (long-term illness verified by notification from doctor)
2. Appointment for medical treatment (an appointment card must accompany the student upon return and be given to the attendance clerk).
3. A family crisis. (Communication is important here.)
4. School approved activities.

Students may have five excused absences each academic semester. Any absence over the five absences that is not covered by a doctor's note or an excused high school activity, MUST be made up time for time.

- **A full school day will require seven hours of make-up time.**

- If a student misses half a day (for example 5th, 6th, and 7th hours), then this would count for a half day missed.
- If a student misses one hour (for example 7th hour), then this would count for one hour missed of a seven hour day. If two hours were missed, then it would count two hours. Each hour missed would be added to the total hours missed.
- A student that owes make-up time will be considered a STUDENT NOT IN GOOD STANDING (Referred to on page 28).
- Time may be made-up in the following ways: detention hall, before school by appointment, or after school by appointment.
- A 9 am orthodontist appointment does not always excuse a full day missed from school. If a doctor's note is necessary, it must clearly state the time frame excused.

Example: If John Doe takes a family vacation and misses 6 full days of school, when he returns to school, he will be considered a student not in good standing. After making up the sixth school day, he will return to the status of being a student in good standing. Make-up time can be made up prior to leaving for a planned event.

PERSONAL ELECTRONIC DEVICES (Old)

Students are not to have the following devices with them during the school day: (Including but not limited to: personal DVD players, cameras, video recorders, and video game devices.) Use of other devices such as mp3 players or iPod players will be at the discretion of the individual classroom instructor.

PERSONAL ELECTRONIC DEVICES (New)

Students may use personal electronic devices before/after school, during passing time, and during lunch. Any other use of personal electronic devices during the school day must be approved by your classroom teacher.