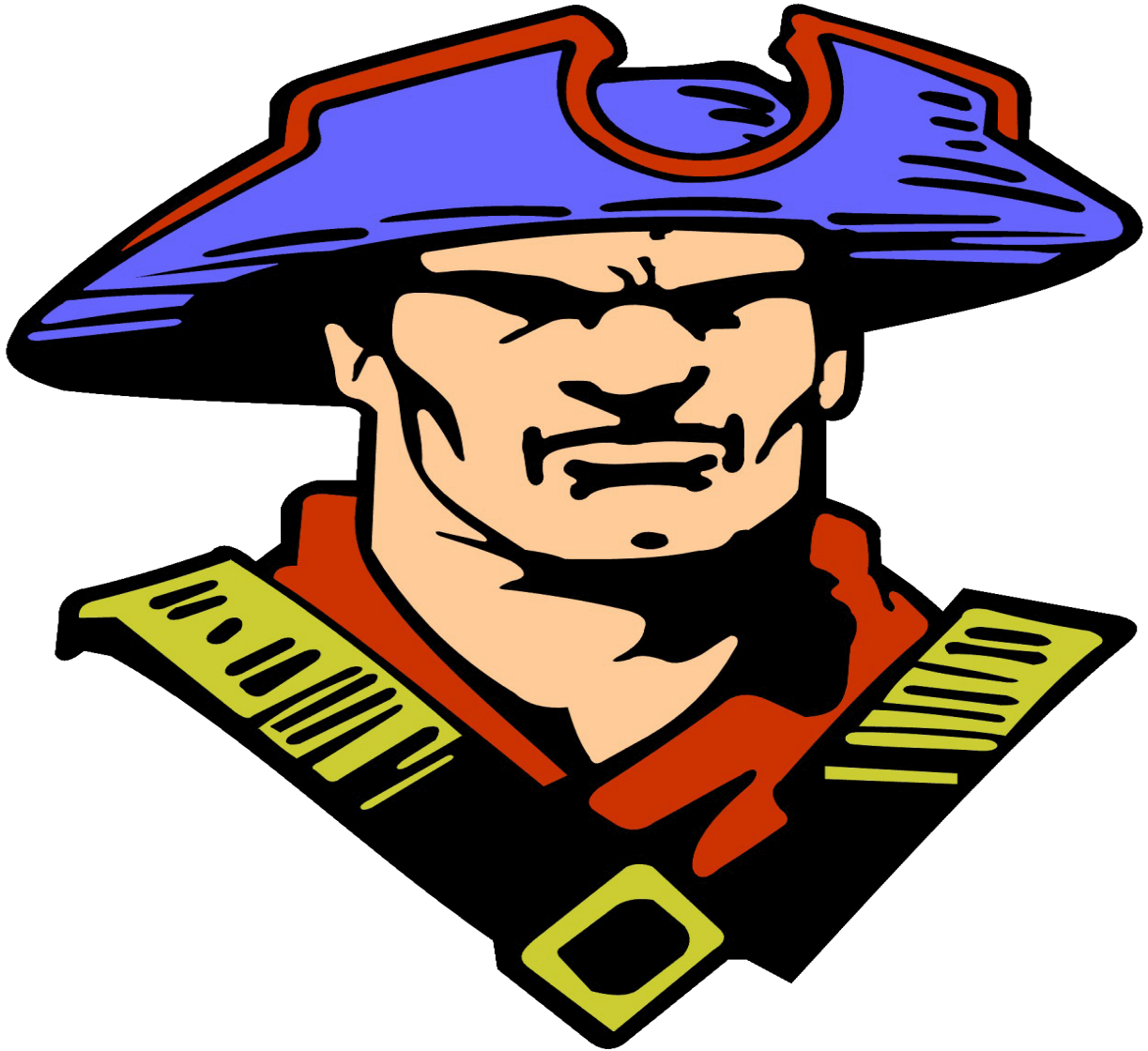


STUDENT HANDBOOK



Hi-Plains School District R-23
2016-2017

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INTRODUCTION

This booklet has been written in the hope that it will provide students of Hi-Plains Schools with some basic information concerning the rules, regulations, and policies of the school. As with any booklet of this nature, it will not provide the answer to all questions and all situations. In those areas where this is the case, the student is urged to talk with a teacher or administrator in order to clarify the situation. If this is not possible, the student must rely on his/her own common sense, values provided by the student's parents, and the student's sense of right and wrong.

District Staff Listing

Mr. Mike Warren	Superintendent
Mr. Thomas Klausner	Principal
Mrs. Carla Herman	Business Manager
Mrs. Angie Cordell	School Secretary
Mrs. Barbara Rueb	Pre-School
Mrs. Kyia Webb	Kindergarten
Mrs. Peggy Henry	First Grade
Mrs. Terri Cooper	Second Grade
Ms. Ada Hodson	Third Grade
Mrs. Denise Williams	Fourth Grade
Ms. Lynn Clark	Fifth Grade
Mrs. Nora Hubbell	Sixth Grade
Mrs. Kerry Sayles	Athletic Director/P.E./Geography
Mr. Barton Smith	Science
Mr. Chris Barnhart	Mathematics, NHS
Mr. Sam Rueb	History, Boys Basketball
Mr. Steve Poet	Agriculture Education, FFA
Ms. Adrienne Kovacic	English, Knowledge Bowl
Mr. Mike McCullough	Music/Spanish/Art
Mrs. Dorothy Leoffler	Counselor
Ms. Marianne Hinkhouse	Special Education/Title I
Mrs. Lynnann Babbitt	Instructional Aide
Mrs. Dianna Madrid	Business Education, FBLA
Mrs. Molly Gorton	Title I Aide/Elementary Librarian
Mr. Carl Thorson	District Maintenance/Bus Mechanic
Mrs. Barbara Thorson	Food Service Director/Cook
Ms. Dianna Levin	Cook
Mr. Freddie Madrid	Bus Driver
Mr. Larry Carr	Bus Driver
Mr. Kendal Rueb	Girls Basketball Coach /Bus Driver
Mr. Mike Hatfield	Boys Football Coach
Mrs. Erin Henschel	Girls Volleyball Coach
TBD	Track

Board of Education

Jusitn Rueb	President
Jim Mason	Vice President
Ashley Hernandez	Secretary/Treasurer/BOCES Representative
Gerald Guy	Accountability Representative
Terry McCaffery	Board Member/ BOCES Representative

SCHOOL HOURS

School begins each school day at 8:00 a.m. and ends at 4:15 p.m. The first bell will ring at 7:57 a.m. Students are to be at their desks ready to begin when the second bell rings at 8:00 a.m.

ARRIVAL AT SCHOOL

You may not arrive at school before 7:30 a.m. unless you ride a school bus. If a parent works in the school, students may come earlier, but they must remain with the parent until time to go to class.

NO READMITTANCE TO SCHOOL AT END OF DAY

Students will not be admitted to school at the end of the day after the school is locked except in the case of an emergency. This will require all student to remember books, etc., when they leave at the end of the school day.

BAD WEATHER

"No School" announcements will be broadcast over radio station KNAB in Burlington. The announcement will be broadcast as soon as a decision can be made. The announcement will be made early in the morning. Sometimes it will be on the evening before.

HIGH SCHOOL CLASS PERIOD SCHEDULE

8:00 – 9:00	Period 1
9:00 – 9:15	Breakfast
9:15 – 10:30	Period 2
10:35 – 11:35	Period 3
11:40 - 12:40	Period 4
12:45 – 1:05	Lunch
1:05 - 2:05	Period 5
2:10 - 3:10	Period 6
3:15 - 4:15	Period 7

COMPULSORY ATTENDANCE AGES

Every child who has attained the age of six years on or before August 1 of each year and is under the age of 17 is required to attend public school with such exceptions as provided by law. It is the parents' responsibility to ensure attendance.

The courts may issue orders against the child, child's parent, or both compelling the child to attend school or the parent to take reasonable steps to assure the child's attendance. The order may require the parent, child, or both to follow an appropriate treatment plan that addresses problems affecting the child's school attendance and that ensures an opportunity for the child to obtain a quality education.

CUSTODIAL AND NONCUSTODIAL PARENT RIGHTS AND RESPONSIBILITIES

School officials shall presume that the parent who enrolls a student in school is the student's custodial parent. Unless a currently effective Colorado court order specifies otherwise, the custodial parent shall be the one whom the school district holds responsible for the education and welfare of the student. Where the court order specifies that the parents shall share custody and jointly make decisions relative to the care and education of their child, school officials shall consult with both parents regarding educational matters affecting the child. Where the parents disagree in such matters and the court order does not provide a mechanism for resolving their

differences, school officials shall follow the instructions of the parent with whom the child primarily resides during a normal school week.

If the rights of a noncustodial parent are restricted by a Colorado court order, the custodial parent shall provide the school with a certified copy of the currently effective court order curtailing these rights. Unless informed through the submission of such a court order, the school district assumes there are no restrictions regarding a noncustodial parent's rights, including the right to access the student's educational records.

The student shall not be permitted to visit with or be released to anyone, including the noncustodial parent, without the approval of the custodial parent. Unless otherwise provided by applicable law or court order, education conferences with a noncustodial parent shall be permitted only upon the consent of the custodial parent.

STUDENT DISMISSAL PRECAUTIONS

The school district shall take reasonable steps to ensure the health and safety of its students during the school day. Therefore, each school shall set up procedures to validate requests for early dismissal so that students are released only for proper reasons and into proper hands.

Under no circumstances shall staff dismiss a student from school prior to the end of the school day or into any person's custody without the direct prior approval and knowledge of the building principal or designee.

The principal or designee shall not excuse a student under the age of 18 before the end of a school day without a request from the student's parents/guardians. In keeping with this policy:

1. A student shall not be released from school early on the basis of an invalidated telephone call.
2. Students of divorced or legally separated parents may be released to a noncustodial parent only upon the approval of the custodial parent.

An elementary student shall be sent home only with a parent/guardian or, if the parent/guardian is not available, with another authorized adult.

Additional precautions shall be taken by the principals as needs arise.

BREAKFAST AND LUNCH

Students are encouraged to take part in the hot lunch programs. Student may bring their lunches or leave at lunch hour. Those who wish to leave at lunch hour must bring a note from home requesting permission to leave school for lunch. The note must be signed by a parent. Those who leave at lunch hour must return to school on time in the afternoon. If they do not, they will be counted as tardy to 5th hour.

A family may qualify for free or reduced price lunches. All information will be kept highly confidential. You may pick up an application form in the office at any time.

Breakfast and lunch prices for the 2016-2017 school year are:

	Breakfast	Lunch
Elementary Students	\$1.60	\$1.90
High School Students	\$1.60	\$2.30
Adults	\$3.00	\$3.00
Extra Milk	\$.35	\$.35

CLASSES AND ORGANIZATIONAL MEETINGS

Classes and extra-curricular organization sponsors are responsible for the activities of their particular group. Meetings are to be scheduled by the sponsor, through the Principal.

Students are not to request the scheduling of meetings. Meetings will be scheduled in the office for classes and student council. If the sponsor feels a meeting is not needed on the regularly scheduled day, the sponsor may cancel the meeting by informing the secretary at least one day prior to the scheduled meeting that the meeting has been canceled. All organizational meetings will be on an as needed basis and must be set up in the office one week prior to the meeting.

CLASS/ORGANIZATIONS SPONSORS AND MEETING SCHEDULES

Class/Organization	Sponsor	Meetings
Class of 2022 – 7 th	Mr. Barton Smith	Upon approved request from the Principal. All other organization meetings will be on an as needed basis.
Class of 2021 – 8 th	Ms. Adrienne Kovacic	
Class of 2020 – 9 th	Mr. Mike McCullough	
Class of 2019 – 10 th	Mr. Sam Rueb	
Class of 2018 – 11 th	Mr. Steve Poet	
Class of 2017 – 12 th	Mr. Chris Barnhart	
National Honor Society	Mr. Chris Barnhart	
Student Council	Mrs. Kerry Sayles	
FBLA	Mrs. Dianna Madrid	
FFA	Mr. Steve Poet	
J. H. Coaches	Henschel / S. Rueb / K. Rueb / Hatfield	
Football	Mr. Mike Hatfield, Mr. K Tagtmeyer	
Boys Basketball	Mr. Sam Rueb, Mr. Mike Fulmer	
Volleyball	Mrs. Erin Henschel, Ms. Talia Herman	
Girls Basketball	Mr. Kendal Rueb, Mrs. Kayleigh Jones	
Track	TBD	
Yearbook	Mrs. Dianna Madrid	
Music	Mr. Mike McCullough	
Knowledge Bowl	Ms. Adrienne Kovacic	

STUDENT ORGANIZATIONS

Schools in the district may encourage students to broaden their knowledge and citizenship by permitting the formation of clubs or other groups that relate to subject matter covered by the curriculum. Such organizations shall operate within the framework of state statutes, Board policy, administrative rules and the parameters of the learning program.

The principal shall develop general guidelines for the establishment and operation of student organizations within the school. Among other provisions, such guidelines shall require the approval of the principal prior to the formation of any club or organization in the school and the assignment of at least one faculty adviser to each approved student organization.

All student organizations are required to open membership to all interested and/or eligible students. Fraternities, sororities and/or secret societies shall not receive recognition in any manner under this policy.

All forms of hazing in initiations shall be prohibited in a student organization. No initiation shall be held for a student organization which will bring criticism to the school system or be degrading to the student.

The faculty adviser must attend every meeting of the student organization whether conducted on school premises or at another location.

The principal is responsible for determining whether the purpose of a student organization is related to the curriculum.

Student organizations shall be considered directly related to the curriculum if one or more of the following applies:

1. The subject matter of the group actually is taught in a regularly-offered course.
2. The subject matter of the group concerns the body of courses as a whole.
3. Participation in the group is required for a particular course.
4. Academic credit or extra credit is given for participation in the group.

When the principal denies the request of a student organization desiring to meet or form in a particular school, the principal shall inform the group of the reasons for the denial. The students and/or group may submit a written request to the superintendent within 10 days of the denial for a review of the principal's decision.

CLASS MEETINGS

Class meetings are held in the class sponsor's room. Class meetings should be scheduled and cleared through the Principal, not to occur during classes. All class meetings will be conducted in a businesslike manner.

FUND RAISING

Money making activities for all organizations will be approved and regulated by the principal and/or the superintendent. Approval will be based on the following criteria:

1. Needs of the organization planning the activity.
2. Burden on the community.
3. Concern for the extravagant use of student free time.
4. That something of reasonable value be tendered for moneys received.

Student organizations and classes wanting to sponsor fund raising activities must do the following:

1. The sponsor must secure permission for the activity from the principal.
2. The organization or class must be sure that your sponsor can be present.
3. The organization or class must return all borrowed equipment and clean the room and whatever is used.

The following fund raising activities are automatically assigned:

1. Senior Class--Concessions and Birthday Calendar.
2. Junior Class—Cookie Dough Sales, Homecoming Dinner, and Prom.
3. Sophomore Class—Butter Braids.
4. Freshman Class--\$100 Bill Raffle.
5. Junior High--Cake Raffles.

MONEY AND SPENDING OF CLASS FUNDS

All organization money and all class money are to be immediately deposited with the school secretary, who deposits it in the bank. A receipt is obtained. These funds, along with the hot lunch and other school funds, are audited by a certified public accountant each year.

Students making purchases for the school, classes and organizations must secure a purchase order from the office. The desired purchase order must be discussed with the principal. If he approves, he will sign it, if the account can accommodate the purchase. The student or sponsor must sign the charge slip when the purchase is obtained. The preceding statements are important and must not be overlooked. The sales slip must be turned into the office. The sponsor is responsible for handling the finances of the class, including expenses and incomes, and the

cash box. Personal credit cards should not be used to make school purchases. Plan ahead if the school's credit card is going to be used to make purchases. Students should not use the school's credit card. Staff should obtain a tax exempt letter so the school is not charged for tax.

PARTIES AND DANCES

These rules apply in planning a party or dance:

1. Permission must be obtained from the principal, and sponsors must be approved by the principal.
2. Students are not allowed to leave the party without permission. Those leaving the party without permission usually are not allowed to return.
3. The students belonging to the sponsoring class or organization are responsible for the conduct of others, as well as seeing that all goes well and clean up.
4. If you plan to bring a guest who does not attend our school, you must secure permission. The outside date must be cleared by the principal, and the student must obtain a date card from the office authorizing the attendance of the date at this function.

ACTIVITIES

Students are encouraged to participate in the activities the school offers. Participation in these activities helps make a well-rounded individual. Concerning athletics, the Board of Education feels that the following rules are the minimum. The coach may take disciplinary action as a result of the violation of these rules. The coach will have specific training rules that will be added to this list.

1. Refraining from use of tobacco and alcohol.
2. Keeping regular training hours.
3. Attendance at all practices and games.
4. Proper care of equipment and facilities, especially that of a host school's dressing and shower facilities.

SENIOR TRIP

Being able to attend Hi-Plains Senior Sneak is a privilege, not a guarantee. In order to be eligible to attend Sneak as a graduating Senior, the student cannot violate any of the following guidelines.

1. Suspensions
 - a. No more than 2 suspensions in their career at Hi-Plains AND
 - b. No more than 1 suspension during their Senior year.
2. Alcohol, Tobacco, and Drug policy
 - a. A student cannot have 2 offenses in their career at Hi-Plains or 1 offense in their Senior year according to the Alcohol, Tobacco, and Drug policy.
3. Attendance
 - a. A student must have an attendance rate of 95% or above for their career at Hi-Plains AND
 - b. A student must have an attendance rate of 95% or above in the final semester.
 - i. Attendance rate will decrease when a student is gone from school because of an unexcused absence. Absences will be counted on a period by period basis. Students must maintain 95% attendance rate in each period.
4. Participation in Class Activities

- a. Students participation in class activities (including Homecoming, Fund Raisers, Prom, and Concessions) will be tracked on an hourly basis by the class sponsor.
- b. A student must have participated and helped in 90% or more of total hours accumulated by class.
- c. For concessions...
 - i. Students playing sports may have an adult fulfill no more than 3 hours of their requirement on nights where the student is playing.
 - ii. Students not playing sports may have an adult fulfill no more than 1.5 hours of their requirement on nights where concessions are taking place.
5. Students may opt out of participation at any time with the understanding that opting out will revoke the ability to go on Senior Sneak. Parents and students will have to sign a form stating they are choosing not to participate in class activities and fund raisers, knowing that doing so will not allow a student to go on sneak.
 - a. Students may opt back in if they have a change of heart.
 - i. They will have to make up their full portion of money the class has gained in the period of his/her absence (**Total amount earned by class divided by number of students eligible for sneak.**)
 - ii. They will pay a penalty of \$10/hour for each hour the class has spent earning their money. (Will be documented by Sponsor)
 - b. Opt in requirement will be the same for any student who transfers to Hi-Plains or any exchange student who wishes to attend sneak.
6. Trip plans must be proposed to the Board of Education during the January BOE meeting.
 - a. Senior class representatives must have a minimum of 2 plans to propose to the board with an approximate cost of that plan.
7. Money the class has earned as of April 15th will dictate which of the plans the class will be able to use.
 - a. No fund raisers can be held after April 15th. If the class doesn't have enough money to take the trip they wish, they will select one of their other options or plan for a trip that works with their budget.

EMERGENCY PLANS

REUNIFICATION

In all emergency situations, parents are not to come to the school building as this will interfere with the emergency response. When appropriate, the students will be bused to an offsite reunification location. The school has a agreement with the city of Seibert to use its Community Building as the first reunification site. In emergencies, parents should meet at the Community Building to pick up their students.

FIRE The fire alarm is an automated announcement. There are also visual flashers to signal a fire alarm. Teachers will immediately cause their students to leave the building using the following exits:

Pre-School	North exit in room
Kindergarten, 1 st , 2 nd , & 3 rd Grades	West elementary exit
4 th , 5 th , & 6 th Grades	East elementary exit
Resource Room	Main exit
Title I	East elementary exit
P.E. Classes	Southeast gym exit
Elementary Library	North exit in room

Music Classes	Main exit
Lunchroom	Main exit
Science	North exit in room
Math & History	East high school exit
Ag and Shop	South exit in room
High School Library	Main exit
Business Lab, Reading, English	Main exit
Distance Learning	Main exit

Teachers will follow their classes, take their grade book, and close their room door behind them. Classes will assemble near the bus barn. Each teacher will be responsible for taking role of their students to make certain that all students have safely left the building. Complete or incomplete evacuation will be reported to the principal.

Fire drills will be held monthly. When the alarm rings, follow these directions:

- LEAVE THE BUILDING SINGLE FILE.**
- DO NOT TALK.**
- DO NOT RUN, BUT DO MOVE QUICKLY.**
- THE FIRST PERSON TO REACH A DOOR WILL HOLD IT OPEN FOR OTHERS WHO MAY FOLLOW.**

TORNADO The tornado alarm will be given as an all call on the school’s intercom system. Teachers will immediately have their students move to the designated storm shelters. The students will sit facing the wall and cover their heads with their hands and arms. The following shelter procedure should be followed:

Pre School, Kindergarten, 1 st , 2 nd , 3 rd Grades	Elementary Restrooms
4 th , 5 th , & 6 th Grades, Title, Sped, Elementary Library	Elementary Restrooms
High School Rooms	High School Restrooms
Gym	Locker Rooms
Cafeteria	Restrooms
Music	Restrooms

Tornado drills will be held at least twice a year. When the tornado announcement is given, follow these directions:

- GO TO THE DESIGNATED AREA.**
- DO NOT TALK.**
- DO NOT RUN, BUT DO MOVE QUICKLY.**
- THE FIRST PERSON TO REACH A DOOR WILL HOLD IT OPEN FOR OTHERS WHO MAY FOLLOW.**
- SIT FACING THE WALL AND COVER HEAD.**

BOMB The building will be evacuated using the fire procedures. Students will then be loaded on buses and moved to a safe distance from the school.

PLAYGROUND/GYM RULES

1. Playground equipment must be used in the manner it was designed.

2. "Horse play" on playground equipment is forbidden.
3. Activities/games must minimize probability of harm to self and/or others.
4. Playground supervisor must be obeyed immediately.
5. Only soft rubber-soled shoes that have not been worn outside may be used on the gym floor.

MOTOR DRIVEN VEHICLES AND BICYCLES

Driving to school is allowed if the student has a valid driver license. Vehicles, including bicycles, can not be moved during the school day except by permission from the administration. The school day is from 8:00 a.m. until 4:15 p.m.

Many of our high school students choose to drive to school. In the interest of safety for all of our students the following rules are to be observed by all student drivers while on Hi-Plains School property:

- (1) All vehicles are to be operated in a safe manner at all times. All students are to wear their seat belts when operating a vehicle on school grounds: it is required by State Law that all students wear safety belts when driving to and from school.
- (2) No vehicle is to exceed 5 miles per hour on school property
- (3) Student vehicles are to be operated only in the student parking area. The student parking area is the lot west of the cafeteria. Student vehicles are not to be driven behind the school at anytime before or after school, practices or any special event at school, unless special permission is given.
- (4) Students are to park their vehicle as soon as they arrive at school and are not to move the vehicle without approval from the administration until school has been dismissed for the day or the completion of after school activities.
- (5) Student vehicles are to be parked in an orderly manner in the spaces provided.
- (6) Students are to park in the student parking lot when they attend special field trips, including overnight trips.
- (7) Failure to follow the above rules can lead to the privilege of driving to school being revoked.

Parking of vehicles is allowed in designated parking areas only. No student shall be allowed to be the driver of a vehicle to a school sponsored activity during school hours.

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

A staff member may transport a student or group of students in a personal vehicle for school-related purposes only if the staff member has special permission covering the specific trip.

Special permission for providing student transportation may be granted in exceptional cases by the superintendent. Exceptional cases shall be determined by review of the number of students traveling, relative costs, safety factors, distance, etc.

STUDENT USE OF RECORDING DEVICES AND RADIOS

Recording devices (tape players, disk players, cassette players, etc.) and radios will be allowed at school for purpose of taping **a lecture or class only**. Students will be allowed to transport such devices in school vehicles, but under no circumstance are these devices to be played at school or in route vehicles.

CELL PHONES/ELECTRONIC COMMUNICATION DEVICES

Students may have access to and use their electronic communication devices during the school day but it must be during specified times. Those specific times would include Passing Period, Breakfast, and Lunch. During class, it will be at the discretion of the teacher to decide when and if it is appropriate to allow use an electronic communication device. While in school vehicles, at school-sponsored events, or on a field trip, the use of an electronic communication device will be decided by the district staff member in charge. Electronic communication devices with cameras are prohibited in locker rooms, bathrooms, or other locations where such operation may violate the privacy rights of another person. If a student needs to make a call they may use a school phone providing they have permission.

Violating these guidelines will result in the following consequences.

Violation #1: District will retain possession of the device for 24 hours and the parent/guardian will have to come pick up the device the following day. District will notify parent/guardian to inform them of the situation.

Violation #2: District will retain possession of the device for 1 calendar week and the parent/guardian will have to come pick up the device after the week is completed. District will notify parent/guardian to inform them of the situation.

Violation #3: District will retain possession of the device for 1 calendar month and the parent/guardian will have to come pick up the device after the month is completed. The district will assess one formal strike out of three for Habitually Disruptive behavior. The student will be suspended for a minimum of 2 days. District will notify parent/guardian to inform them of the situation.

Violation #4: District will retain possession of the device for 1 semester, equivalent to 4 calendar months and the parent/guardian will have to come pick up the device after the term is completed. The district will assess one formal strike out of three for Habitually Disruptive behavior. The student will be suspended for a minimum of 2 days. District will notify parent/guardian to inform them of the situation.

POSTERS

All posters must be cleared with the administration before posting. This includes both printed and student made posters. Any posters that are announcing outside of school events or sale items must have administrative approval before they are posted. The administrator approving the poster will initial the poster thus signifying approval. Any poster may be removed at the discretion of staff and administrators of Hi-Plains School.

CARE OF PROPERTY

Students are asked to put their scraps of paper in the proper receptacles. Whenever paper or litter is on the floors, it is expected that students will pick it up and place it in a waste basket.

VISITORS TO SCHOOLS

The district will make reasonable efforts to accommodate requests to visit the district's schools, yet also recognizes concerns for the welfare of students. Therefore, the district limits visitors to:

1. Parents/guardians of current students;
2. Other family members of current students who are approved by the student's parent/guardian; and
3. Board members and other persons invited by the district for official business purposes.

To ensure visitors do not disrupt the educational process or other school operations and that no unauthorized persons enter schools, all visitors shall report to the school office immediately when entering a school. Authorized visitors may: (1) be required to sign in and out; (2) be given name-tags to wear identifying themselves as visitors; and (3) be accompanied by a district employee for some or all of the visit. School administrators may approve additional building procedures pertaining to school visitors to preserve a proper and safe learning environment.

Unauthorized persons shall not loiter on school property at any time. Law enforcement authorities may be called to enforce this policy provision.

Visiting schools is a privilege, not a right, which may be limited, denied or revoked by a school administrator or designee based on considerations of student and/or staff safety, efficient school operations, maintenance of a proper educational environment, or failure to comply with this policy.

VIEWING STUDENT GRADES ONLINE

Student current grades can be viewed by parents/guardians online at any time. The username and passwords will be mailed to the address on file after the school year begins. Contact the office if you need more information about how to access the grades online.

MINIMUM GRADUATION REQUIREMENTS

Graduation requirements are based on units of credit earned in grades nine through 12. A unit of credit is defined as the amount of credit given for the successful completion of a course which meets 4 days per week for a minimum of 55 minutes daily for at least 36 weeks or the equivalent. A minimum of 22 units of credit shall be required for high school graduation.

Credit requirements in various areas shall be as follows:

<u>Subject</u>	<u>Requirement</u>
Language arts	4.0 units
Social Studies	3.0 units
(including 1 unit of Government)	
Science	3.0 units
Mathematics	3.0 units
Physical Education	1.5 units
Computer Science	1.0 units
Electives	<u>6.5 units</u>
Total	<u>22.0 units</u>

After a course has been passed, no future grade earned in the same course shall be used to determine class rank or grade point average.

Graduating seniors shall be ranked within the graduating class upon the basis of grade-point averages for the four-year program, excluding April and May of their senior year. Grades for regular classes will be given the following values: A=4, B=3, C=2, F=0. Higher level classes in math and science or college classes that are used for dual credit will be given a weighted average whereby an A is worth 5 points, a B is worth 4 points, etc. This is to be used for the purpose of choosing a valedictorian and salutatorian only. Weighted grades will not be reflected on report cards or in the cumulative grade point average. The student with the highest-class rank will be valedictorian. When more than one student is tied for a rank, classroom

percentages at the end of March of their senior year will be used to determine valedictorian and salutatorian.

Students who plan to attend a four year university in Colorado are encouraged to complete 4 units of Language Arts, 3 units of Social Studies, 3 units of Science, 4 units of Math, and 2 units of Foreign Language.

The Board of Education believes that most students benefit from four years of high school experience and are encouraged not to graduate early. However, in some cases, students need the challenge provided by postsecondary education or other opportunities at an earlier age. Therefore, the principal may grant permission to students wishing to graduate early, provided the student has met all district graduation requirements.

POST-SECONDARY/CONCURRENT ENROLLMENT

Qualified students seeking to enroll in postsecondary courses at the district's expense and receive high school credit for such courses shall use the following procedure. The qualified student shall establish, in consultation with the counselor, an academic plan of study that describes all of the courses (including postsecondary courses) the student intends to complete to satisfy the Board's high school graduation requirements. Prior to the qualified student's enrollment in a postsecondary course, the counselor shall review and approve the student's academic plan of study in accordance with applicable State Board of Education rules. The qualified student shall complete the district's concurrent enrollment application form and submit it to the Superintendent or designee at least 60 days prior to the end of the academic term immediately preceding the term of the student's proposed enrollment in a postsecondary course. The requested postsecondary course(s) on the student's application shall be consistent with the student's approved academic plan of study. The Superintendent or designee may waive the 60 day requirement at his or her discretion.

The Superintendent or designee shall approve or disapprove the student's application in accordance with school policy and the priority requirements of the Concurrent Enrollment Programs Act. The Superintendent or designee shall notify the student of the decision, which shall be final.

The district shall pay the tuition for up to twelve credit hours per academic year of postsecondary courses successfully completed by a qualified student and for which the qualified student receives high school credit. A qualified student may enroll in up to six credit hours of postsecondary courses per academic term. The district may pay the tuition for additional credit hours with Superintendent approval.

The tuition paid by the district for the qualified student's successful completion of an approved postsecondary course shall be in accordance with the Act and the district's cooperative agreement with the institution of higher education. The institution of higher education may charge additional tuition and/or associated fees to the qualified student or the student's parent/guardian in addition to the tuition paid by the district.

Prior to paying the tuition for any qualified student, the district shall require the student and student's parent/guardian to sign an agreement stating if the student fails or otherwise does not complete the postsecondary course for any reason without consent of the principal of the high school in which the student is enrolled, the student and/or the student's parent/guardian shall repay the amount of tuition paid by the district on the student's behalf.

The district shall not provide or pay for the qualified student's transportation to the institution of higher education. Students enrolled in such postsecondary courses shall continue to be considered as enrolled in the district and eligible for high school activities.

GRADING SYSTEM

The Hi-Plains school system will be set up on a semester grading system. The following system will be used for the following grades:

Grades 7-12: will receive letter grades for their academic classes, publications, and music.

The following scale will be used:

- A = Excellent (90-100) = 4 Grade Points
- B = Average (80-89) = 3 Grade Points
- C = Below Average (70-79) = 2 Grade Points
- F = Failure (0-69) = 0 Grade Points

Activity Classes (Physical Education) will use the S (satisfactory) U (unsatisfactory) system.

Grades 1-6: will receive letter grades for their academic classes.

The following scale will be used:

- A = Excellent
- B = Average
- C = Below Average
- F = Failure

Activity Classes (Physical Education) will use the S (satisfactory) or U (unsatisfactory) system.

HONOR ROLL

The Honor Roll will be published at the end of each semester. For a student to be on the Honors or Academic Honor Roll requires hard work; the requirements are stiff. Any student who attains this stature is certainly to be commended.

Honors' Honor Roll requirements are:

1. All academic grades must be an A.
2. There can be no less than a S in activity classes.

Academic Honor Roll requirements are:

1. All academic grades must be an A or B.
2. There can be no less than a S in activity classes.

WORK STUDY

To be eligible a student must meet the following criteria:

- a. Student must be a senior in high school.
- b. Student must have administrative approval.
- c. Student must have parental approval. The student and his/her parents must attend a school board meeting to receive approval from the School Board.
- d. Maintain a C average or better.
- e. Student will abide by the regulations and policies of his/her employer and the school.
- f. Student is expected to arrive on time at school, attend classes daily, and be on time at work.
- g. A student is expected to attend classes daily and work when scheduled. If a student works on a day they missed scheduled classes, they are jeopardizing their job credit.
- h. Parents are expected to assist in promoting the value of the student's experience by cooperating with the employer through the coordinator.
- i. If a car is used as transportation to and from the training station, the student will observe all traffic regulations and school policies with extreme care.
- j. Have adequate liability and collision insurance.

- k. Conform to all school regulations on the registration of the car.
- l. Not hold the school district responsible for auto accidents or injuries.
- m. It is fully understood that work study students are excluded from unemployment compensation.
- n. The work study should be meaningful and coordinated with the parents and training station to provide a learning experience rather than just a job.

GIFTED AND TALENTED

Each year we search for students who may be eligible for gifted/talented services in order to address their educational needs. Identified students are invited to participate in any enrichment programs, classes, activities, or curricular extensions related to these strength areas. If you have any questions regarding the gifted and talented program please contact the school counselor.

INSTRUCTION THROUGH ONLINE COURSES

Online education courses will be part of the district's educational program to increase accessibility and flexibility in the delivery of instruction for students in grades six through 12. The district will not use online education as the sole medium for instruction in any required subject area for students in grades K-6, unless online instruction is deemed appropriate under the circumstances.

To the extent practicable, an effort will be made to determine that online education courses made available to students are consistent with district instructional goals, aligned with the district's academic standards and taught by teachers licensed in Colorado. The administration is directed to periodically review instructional materials of online courses to ensure they meet program standards. Further, such courses must provide the opportunity for substantial, personal and timely interactions between online instructors and students and among students.

Application process

Students shall obtain the written approval of the principal or his/her designee before enrolling in an online course. To obtain permission, a student shall do the following:

- Complete prerequisites and provide teacher/counselor recommendations confirming that the student possesses the maturity level needed to function effectively in an online learning environment.
- Provide information regarding the online course(s) in which the student seeks to enroll.
- Agree to adhere to district policies, procedures and rules, including but not limited to the district's policy on student use of the Internet.
- Agree to adhere to the district's attendance requirements.

Credit toward graduation requirements

High school students may earn a maximum of three (3) units of academic credit to be applied toward graduation requirements by satisfactorily completing online courses. The principal may waive this limitation on the number of credits that may be applied toward graduation upon submission of a student's written request explaining unusual circumstances that make it necessary for the student to take additional online courses to satisfy the district's graduation requirements.

Credit to satisfy graduation requirements from an online course may be earned only in the following circumstances:

1. The course is not offered at the student's high school;

2. The high school offers the course, but the student is unable to take it due to an unavoidable scheduling conflict;
3. The course will provide dual-credits or concurrent enrollment credits that are not otherwise available;
4. The principal, with agreement from the student's teachers and parents/guardians, determines the student requires a differentiated or accelerated learning environment;

The school must receive an official record of the student's final grade in the online course before awarding credit toward graduation. Only online courses approved by the district shall be included on student transcripts.

The district will pay the tuition for an online course taken during the academic year that will be used for credit to satisfy the district's graduation requirements. The district's payment of tuition shall be limited to not more than two approved online education courses per student per semester, unless the principal has approved a student's request to take additional courses to satisfy the district's graduation requirements. There may be circumstances where a student is taking an online education course, such as during the summer to make up needed credit, where the student will be responsible for the tuition payment.

Online courses taken pursuant to state law on concurrent enrollment programs shall be taken and reimbursed by the district in accordance with the district's policy on concurrent enrollment, not this policy.

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.

According to state law, it is the obligation of every parent/guardian to ensure that every child under their care and supervision receives adequate education and training and, if of compulsory attendance age, attends school.

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.

Excused absences

The following shall be considered excused absences:

1. A student who is temporarily ill or injured. A written statement from the medical source will need to be produced before the absence is changed from Unexcused to Excused. Understanding that not all sicknesses require a visit to the doctor, the district will allow up to 3 days per semester where a student may be excused for being sick without a written statement from a medical source.
2. A student whose absence is approved by the administrator of the school of attendance.
3. A student who is absent for an extended period due to physical, mental or emotional disability.
4. A student who is pursuing a work-study program under the supervision of the school.
5. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.

6. A student who is suspended or expelled.

Unexcused absences

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. The following list provides some examples of situations where the student in question will be marked as Unexcused. This list is not all inclusive, but merely examples of situations. Other situations not listed will be at the discretion of the administrator of the school of attendance to determine the validity and make the final judgement.

1. "My child's grandparents are coming to town."
2. "My child overslept because their alarm didn't go off/I wasn't there to wake them."
3. "My child couldn't get out the door on time and they will be late."
4. "My child had to babysit his younger siblings."
5. "My child needed to finish a project for class so he/she won't be there today."
6. "I would like to spend some time with my family."
7. "My child needs to drive me somewhere and then will return to school."

Each unexcused absence shall be entered on the student's record. The parents/guardians of the student receiving an unexcused absence shall be notified orally or in writing by the district of the unexcused absence.

In accordance with law, the district may impose academic penalties which relate directly to classes missed while unexcused. Students and parents/guardians may petition the Board of Education for exceptions to this policy or the accompanying regulations provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception.

The maximum numbers of unexcused absences a student may incur before judicial proceeding are initiated to enforce compulsory attendance is 5% of any marking period during any calendar year or school year.

Chronic absenteeism

When a student has an excessive number of absences, these absences negatively impact the student's academic success. For this reason, a student who is absent 10% of any marking period in a school year, whether the absences are excused or unexcused, may be identified as "chronically absent" by the principal or designee. Absences due to suspension or expulsion shall not be counted in the total number of absences considered for purposes of identifying a student as "chronically absent."

If a student is identified as "chronically absent," the principal or designee shall develop a plan to improve the student's attendance. The plan shall include best practices and research-based strategies to address the reasons for the student's chronic absenteeism. When practicable, the student's parent/guardian shall participate in the development of the plan.

Nothing herein shall require the principal or designee to identify a student as "chronically absent" prior to declaring the student as a "habitual truant" and pursuing court proceedings against the student and his or her parents/guardians to compel the student's attendance in accordance with state law.

Make-up work

Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class. Make-up work shall be allowed following an unexcused absence with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. The number of days allowed for make up, for either excused or unexcused absence, shall be determined by the

teacher, per the teacher's syllabus. This would also include any partial credit received for late work or work missed resulting from an unexcused absence.

TARDINESS

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, penalties shall be imposed for excessive tardiness. Parents/guardians are hereby notified of all penalties regarding tardiness.

Student tardiness is also recorded for each class period. Unless properly handled by student for being detained in another class, all tardiness will be considered unexcused. Students with excessive unexcused tardiness for 1 semester will have the following penalties assessed:

3 unexcused tardies – a deduction of 5% of final grade for that class

For each additional unexcused tardy, an additional 5% deduction will be assessed to the final grade of that class. For example..

4 unexcused tardies – a deduction of 10% of final grade for that class

5 unexcused tardies – a deduction of 15% of final grade for that class

Etc.

In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter his next class or calls to explain the situation. Teachers shall honor passes presented in accordance with this policy. The provisions of this policy shall be applicable to all students in the district, including those above and below the age for compulsory attendance as required by law.

TRUANCIES

If a student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant. Truancies are unexcused absences. Provisions of this policy shall be applicable to all students in the district, including those above and below the age of compulsory attendance as required by law. The superintendent is designated as the attendance officer of the district.

An "habitual truant" shall be defined as a student of compulsory attendance age who has four unexcused absences of any one marking period in any one month (For example, if he/she has 4 unexcused absences from 1st period in a month) or 10 unexcused absences of any one marking period during any school year (For example, if he/she has 10 unexcused absences from 4th period in a school year.) Absences due to suspension or expulsion shall not be counted in the total of unexcused absences for purposes of defining a student as an "habitual truant."

In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while truant. Penalties may include a warning, school detention or in-school suspension.

SCHOOL VEHICLE PASSENGER CONDUCT

(regular routes and activity trips)

Students are allowed to visit in a school vehicle, but there should be no horseplay or throwing of objects. The vehicle operator's authority will be immediately respected.

Passengers should be ready and waiting when the school vehicle drives up. When getting in or out of the school vehicle, always walk by the front end of the vehicle. **NEVER CROSS ROADS BEHIND THE VEHICLE!**

Passengers must stay seated while the vehicle is in motion. Small children ride in the same vehicle with high school students. It is important that the older students see that no rough language is used. Younger students are not to be teased or picked on.

Violation of these rules may be cause for suspension from riding the school vehicle. Violation of district policies and regulations while in a school vehicle may also result in the student's suspension or expulsion from school, in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

STUDENT ETHICS

1. Always strive to do your best to make Hi-Plains School a school of which you may be proud.
2. Show respect toward all public and private property.
3. Be orderly in school halls; between class period and during lunch breaks.
4. Respect the scholastic honor systems; strive to make it one of you ideals not to resort to cheating for gaining higher grades.
5. Respect all teachers and school officials.
6. Respect your fellow students.
7. Be neat in dress and appearance.
8. Act appropriately when at special programs and school activities.
9. Avoid possession or use of tobacco, alcohol and drugs on school grounds and at school functions.
10. Avoid littering school and public property. It's you school and community; keep it clean.
11. Avoid being late to classes, school and extra-curricular activities.
12. Drive carefully.
13. Make the best impression possible of Hi-Plains School for other schools and people at extra-curricular activities. Anytime you wear a school jacket, you are representing your school in the mind of those around you. Be sure your actions reflect credit on you and your school.
14. Encourage others to abide by the student code and their own moral conscience.

STUDENT CODE OF CONDUCT

It is the intention of the Board of Education that the district's schools help students achieve maximum development of individual knowledge, skills, and competence and that they learn behavior patterns that will enable them to be responsible, contributing members of society.

The Board, in accordance with applicable law, has adopted a written student conduct and discipline code based upon the principle that every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority. The code emphasizes that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action.

In all instances, student shall be expected to conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority vested by the Board in all district employees, the educational purpose underlying all school activities, the widely shared use of the school property, and the rights and welfare of other students. All employees of the district are expected to share the responsibility for supervising the behavior of students and for seeing that they abide by the established rules of conduct.

In accordance with applicable law and Board policy concerning student suspensions, expulsions and other disciplinary interventions, the principal or designee may suspend or recommend expulsion of a student who engages in one or more of the following activities while in school buildings, on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event and off district property when the conduct has a nexus to school or any district curricular or non-curricular event.

1. Causing or attempting to cause damage to district property or stealing or attempting to steal district property.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Willful destruction or defacing of district property.
4. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
5. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
6. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, either orally or in writing or derogatory statements addressed publicly to an individual or a group that precipitate disruption of the district or school program or incite violence.
7. Engaging in "hazing" activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
8. Violation of the Board's policy on bullying prevention and education.
9. Violation of criminal law which has an effect on the district or on the general safety or welfare of students or staff.
10. Violation of any Board policy or regulations, or established school rules.
11. Violation of the Board's policy on weapons in the schools. Expulsion shall be mandatory for bringing or possessing a firearm, in accordance with federal law.
12. Violation of the Board's policy on student conduct involving drugs and alcohol.
13. Violation of the Board's violent and aggressive behavior policy.
14. Violation of the Board's tobacco-free schools policy.
15. Violation of the Board's policies prohibiting sexual or other harassment.
16. Violation of the Board's policy on nondiscrimination.
17. Violation of the Board's dress code policy.
18. Violation of the Board's policy on gangs and gang-like activity.
19. Throwing objects, unless part of a supervised school activity, that can or do cause bodily injury or damage to property.
20. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or others.
21. Lying or giving false information, either verbally or in writing, to a district employee.
22. Engaging in scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
23. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.

24. Behavior on or off school property that is detrimental to the welfare or safety of other students or school personnel, including behavior that creates a threat of physical harm to the student exhibiting the behavior or to one or more other students.
25. Repeated interference with the district's ability to provide educational opportunities to other students.
26. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the district staff.

SPORTSMANSHIP AT ATHLETIC EVENTS

The Yuma-Washington-Kit Carson League and Hi-Plains Schools remind you that good sportsmanship can make athletic competition a worthwhile activity and a positive force in building a sense of community goodwill in the school and between schools. Poor sportsmanship can destroy the meaning and effect of competition, thereby placing in question the whole value of sports as a school function. We ask that you all be a part of the positive efforts by displaying good sportsmanship. Remember to treat opposing players, fans, and coaches, as well as officials, in the same manner you would wish to be treated if you were in their places.

STUDENT DRESS CODE

Students will dress appropriately for school. The principal in conjunction with the staff will determine if a student is dressed appropriately. Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. In this case, there shall be no further penalty.

If the student cannot promptly obtain appropriate clothing, on the first offense, the student shall be given a written warning and an administrator shall notify the student's parents/guardians. On the second offense, the student shall remain in the administrative office for the day and do schoolwork and a conference with parents/guardians shall be held. On the third offense, the student may be subject to suspension or other disciplinary action in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

Unacceptable items

The following items are deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school and are not acceptable in school buildings, on school grounds, or at school activities:

1. Short dresses, skirts, or other similar clothing of inappropriate length.
2. Sunglasses and/or hats worn inside the building.
3. Inappropriate sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts.
4. Tank tops or other similar clothing with straps narrower than 1.5 inches in width.
5. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches or pictures that:
 - Refer to drugs, tobacco, alcohol, or weapons
 - Are of a sexual nature
 - By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior

- Are obscene, profane, vulgar, lewd, or legally libelous
- Threaten the safety or welfare of any person
- Promote any activity prohibited by the student code of conduct
- Otherwise disrupt the teaching-learning process

ALCOHOL, TOBACCO, DRUGS

Tobacco-Free Schools

To promote the general health, welfare and well-being of students and staff, smoking, chewing or any other use of any tobacco product by staff, students and members of the public is prohibited on all school property.

Possession of any tobacco product by students is also prohibited on school property.

For purposes of this policy, the following definitions apply:

1. "School property" means all property owned, leased, rented or otherwise used or contracted for by a school including but not limited to the following:
 - a. All indoor facilities and interior portions of any building or other structure used for children under the age of 18 for instruction, educational or library services, routine health care, daycare or early childhood development services, as well as for administration, support services, maintenance or storage. The term does not apply to buildings used primarily as residences, i.e., teacherages.
 - b. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
 - c. All vehicles used by the district for transporting students, staff, visitors or other persons.
 - d. At a school sanctioned activity or event.
2. "Tobacco product" means:
 - a. Any product that contains nicotine or tobacco or is derived from tobacco and is intended to be ingested or inhaled by or applied to the skin of an individual, including but not limited to cigarettes, cigars, pipe tobacco, snuff and chewing tobacco; and
 - b. Any electronic device that can be used to deliver nicotine to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo or pipe.
 - c. "Tobacco product" does not include any product that has been approved by the appropriate federal agency as a tobacco use cessation product.
3. "Use" means lighting, chewing, smoking, ingesting or application of any tobacco product.

Signs will be posted in prominent places on all school property to notify the public that smoking or other use of tobacco products is prohibited in accordance with state law and district policy. This policy will be published in all employee and student handbooks, posted on bulletin boards and announced in staff meetings.

Any member of the general public considered by the superintendent or designee to be in violation of this policy will be instructed to leave school district property. Employees found to be in violation of this policy will be subject to appropriate disciplinary action.

Disciplinary measures for students who violate this policy will include in-house detention, revocation of privileges and exclusion from extracurricular activities. Repeated

violations may result in suspension from school. In accordance with state law, no student will be expelled solely for tobacco use.

Drug and Alcohol Involvement by Students

It shall be a violation of Board policy and considered to be behavior which is detrimental to the welfare or safety of other students or school personnel for any student to possess, use, sell, distribute or exchange or to be under the influence of alcohol, drugs or other controlled substances. The unlawful possession or use of alcohol or controlled substances is wrong and harmful to students.

For purposes of this policy, controlled substances include but are not limited to narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, any other controlled substances as defined in law, or any prescription or nonprescription drug, medication, vitamin or other chemical substances not taken in accordance with the Board policy and regulations on administering medications to students.

This policy also includes substances that are represented by or to the student to be any such controlled substance or what the student believes to be any such substance. This policy shall apply to any student on district property, being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event, or whose conduct at any time or place interferes with the operations of the district or the safety or welfare of students or employees.

Students violating this policy shall be subject to disciplinary sanctions which may include suspension and/or expulsion from school and referral for prosecution.

SCHOOL-RELATED STUDENT PUBLICATIONS

(School Publications Code)

1. Purpose

As stated in Board policy, school-sponsored publications are a public forum for students as well as an educational activity through which students can gain experience in reporting, writing, editing and understanding responsible journalism. Content of school publications should reflect all areas of student interest, including topics about which there may be dissent or controversy.

2. Responsibilities of student journalists

In addition to the responsibilities set forth in the accompanying Board policy, students who work on official student publications will:

- a. Rewrite material, as required by the faculty advisors to improve sentence structure, grammar, spelling and punctuation.
- b. Check and verify all facts and verify the accuracy of all quotations.
- c. In the case of editorials or letters to the editor concerning controversial issues, provide space for rebuttal comments and opinions.

If the Board determines that advertising is allowed in the publication, the student editor will determine the content of any advertisements.

3. Responsibilities of publication advisors

In addition to the responsibilities set forth in the accompanying Board policy, the publication advisor will exercise general supervision over all activities to create a proper learning environment.

4. Prohibited materials

- a. Students may not publish or distribute material that is obscene. "Obscene" means:

(1) The average person applying contemporary community standards finds that the publication, taken as a whole, appeals to a minor's prurient interest in sex.

(2) The publication depicts or describes in a patently offensive way sexual conduct such as ultimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of genitals.

(3) The work, taken as a whole, lacks serious literary, artistic, political or scientific value.

b. Students may not publish expression that is libelous, slanderous or defamatory under state law. "Libelous" is defined as a false and unprivileged statement about a person that injures the individual's reputation in the community.

c. Expression that is false as to any person who is not a public figure or involved in a matter of public concern is prohibited.

If the allegedly libeled individual is a "public figure or official," the official must show that the false statement was published with actual malice, as the terms are defined in law.

Under the "fair comment rule," a student is free to express an opinion on matters of public interest. Specifically, a student enjoys a privilege to criticize the performance of teachers, administrators, school officials and other school employees.

d. Expression which presents a clear and present danger of the commission of unlawful acts, violation of lawful school regulations, or material and substantial disruption of the orderly operation of the school, violates the rights of others to privacy, or threatens violence to property or persons is prohibited.

In order for a student publication to be considered disruptive, there must exist specific facts upon which it would be reasonable to forecast that a clear and present likelihood of an immediate, substantial material disruption to normal school activity would occur if the material were distributed. Undifferentiated fear or apprehension of disturbance is not enough; school administrators must be able to show affirmatively substantial facts that reasonably support a forecast of likely disruption. Material that stimulates heated discussion or debate does not constitute the type of disruption that is prohibited.

5. Time, place and manner restrictions

The principal will coordinate with the publications advisor on the time, place and manner of distributing school-sponsored publications to reduce any conflict with school instructional time and/or reduce any disruption of the orderly operation of the school which might be caused by the distribution of school-sponsored publications.

6. Procedures for resolving differences

Student editors will work first with the publications advisor to resolve any differences. If the problem can not be resolved at this level, the student editors and/or the publications advisor may work with the principal to resolve any problems. If the problem is not resolved at the principal level, the student editors and/or the publications advisor may work with the superintendent to resolve any problem. If the problem is not resolved at the superintendency level, the student editors and/or publications advisor may work with the Board of Education. If the problem is not resolved at the Board level, the student editors and/or publications advisor may seek relief through the judicial system.

7. Legal advice

a. If in the opinion of the student editor, student editorial staff or faculty advisor, material proposed for publication may be "obscene," "libelous," or 'cause a substantial disruption of school activities," the legal opinion of the school district's attorney should be sought if authorized by the principal.

b. Legal fees charged in connection with this consultation will be paid by the Board.

c. After consultation with the school district's attorney and the Principal/publications advisor, the student editor will make a decision whether the material should be published, and report his/her decision to the Principal/publications advisor. The Principal/publications advisor may overrule the decision of the student editor, only if, in the judgment of the Principal/publications advisor and the school district's attorney, the publication of the material would constitute publication of "prohibited content" under section 4 above.

CHSAA ELIGIBILITY

Academic:

1. Carry 5 classes (or the equivalent) which total a minimum 2.5 Carnegie units per semester.
2. Be failing no more than one class.
3. Have been eligible in accordance with number 1 and 2 during the previous semester.
4. Make-up work shall not be permitted after the close of the semester for the purpose of becoming eligible (Cases involving special circumstances should be referred to your principal).

Citizenship:

You must be approved by your principal to be a representative of your school's standards of conduct and sportsmanship

Under Grad:

You may not be a graduate of any high school.

Age:

Your 19th birthday must fall on or after August 1 of the current school years.

Semesters:

Upon entering high school, your eligibility will continue only until your original class graduates. Once entering ninth grade, you have eight consecutive semesters of eligibility.

NOTE: If you drop out of school, you will not receive additional eligibility.

Seasons:

You are granted a maximum of 3 seasons if you attend a 3-year high school; 4 seasons if you attend a 4-year school.

Physical Exam:

1. Signed by a medical doctor licensed to practice medicine by the State of Colorado.
2. Current within the last calendar year.
3. On file with principal.

Parent Permit:

Your parents or legal guardian must sign a form acknowledging the risks involved with participation in interscholastic athletics and granting their permission for you to participate.

DISTRICT ELIGIBILITY

Students participating in activities are expected to abide by all training rules, maintain satisfactory academic and attendance records, and maintain a satisfactory conduct and citizenship record. Eligibility will run from Sunday through Saturday.

A student will be ineligible if he/she is **failing 2 or more classes**. A student will be considered "down" if he/she is **failing 1 class**. The teacher will determine grades from the beginning of the semester for purpose of eligibility.

If a student misses more than half of the academic school day on the day of an extra-curricular event, he/she can not participate in that event. This applies to practices, games,

contests, etc. Extenuating circumstances may be considered by the administration to make exceptions to this absenteeism clause.

HEALTH AND FAMILY LIFE/SEX EDUCATION

(Exemption Procedure)

1. Exemption will be granted from a specific portion of the health education curriculum on the grounds that the material taught is contrary to the religious beliefs and teachings or closely held personal beliefs of the student or of the student's parent/guardian. If the request for the exemption is from a specific portion of the health education curriculum that concerns human sexuality, no reason must be given by the parent/guardian when requesting the exemption.
2. A request for exemption must be submitted in writing to the principal at least eight (8) school days in advance of instruction in that portion of the curriculum for which the exemption is requested.
3. The principal will confer with the teacher to determine the length of time a student will be exempt. The teacher will develop an alternative activity for which the student will receive credit.

The principal or teacher will inform the parent/guardian of disposition of the request within three (3) school days of receipt of the request.

COMPUTER/INTERNET USE POLICY

The Internet and electronic communications (email, chat rooms and other forms of electronic communication) have vast potential to support curriculum and student learning. The Board of Education believes they should be used in schools as a learning resource to educate and to inform.

Use of the Internet and electronic communications require students to think critically, analyze information, write clearly, use problem-solving skills and hone computer and research skills that employers demand. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals and locate material to meet educational and personal information needs.

The Internet and electronic communications are fluid environments in which students may access materials and information from many sources, including some that may be harmful to students. While it is impossible to predict with certainty what information students might locate or come into contact with, the district shall take reasonable steps to protect students from accessing material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the Board. Students shall take responsibility for their own use of district technology devices to avoid contact with material or information that may be harmful to minors. For purposes of this policy, "district technology device" means any district-owned computer, hardware, software, or other technology that is used for learning purposes and has access to the Internet.

Blocking or filtering obscene, pornographic and harmful information

Technology that blocks or filters material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the Board, shall be installed on all district computers having Internet or electronic communications access. Students shall report access to material and information that is inappropriate, offensive or otherwise in violation of this policy to the supervising staff member. If a student becomes aware of other students accessing such material or information, he or she shall report it to the supervising staff member.

No expectation of privacy

District technology devices are owned by the district and are intended for educational purposes at all times. Students shall have no expectation of privacy when using district technology devices. The district reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of district technology devices, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through district technology devices shall remain the property of the school district.

Unauthorized and unacceptable uses

Students shall use district technology devices in a responsible, efficient, ethical and legal manner.

Because technology and ways of using technology are constantly evolving, every unacceptable use of district technology devices cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following.

No student shall access, create, transmit, retransmit or forward material or information:

- that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- that is not related to district education objectives
- that contains pornographic, obscene or other sexually oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex or excretion
- that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in violation of the district's nondiscrimination policies
- for personal profit, financial gain, advertising, commercial transaction or political purposes
- that plagiarizes the work of another
- that uses inappropriate or profane language likely to be offensive to others in the school community
- that is knowingly false or could be construed as intending to purposely damage another person's reputation
- in violation of any federal or state law or district policy, including but not limited to copyrighted material and material protected by trade secret
- that contains personal information about themselves or others, including information protected by confidentiality laws
- using another individual's Internet or electronic communications account without written permission from that individual
- that impersonates another or transmits through an anonymous remailer
- that accesses fee services without specific permission from the system administrator

Security

Security on district technology devices is a high priority. Students who identify a security problem while using district technology devices must immediately notify a system administrator. Students should not demonstrate the problem to other users. Logging on to the Internet or electronic communications as a system administrator is prohibited.

Students shall not:

- use another person's password or any other identifier
- gain or attempt to gain unauthorized access to district technology devices

- read, alter, delete or copy, or attempt to do so, electronic communications of other system users

Any user identified as a security risk, or as having a history of problems with technology, may be denied access to the Internet, electronic communications and/or district technology devices.

Safety

In the interest of student safety and security, the district shall educate students and parents about appropriate online behavior, including cyberbullying awareness and response; and interacting on social networking sites, in chat rooms, and other forms of direct electronic communications.

Students shall not reveal personal information, such as home address or phone number, while using the Internet or electronic communications. Without first obtaining permission of the supervising staff member, students shall not use their last name or any other information that might allow another person to locate him or her. Students shall not arrange face-to-face meetings with persons met on the Internet or through electronic communications.

Vandalism

Vandalism will result in cancellation of privileges and may result in legal action and/or disciplinary action, including suspension and/or expulsion, in accordance with Board policy concerning suspension, expulsion and other disciplinary interventions. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse or disrupt operation of any network within the school district or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or district technology device. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

Unauthorized content

Students are prohibited from using or possessing any software applications, mobile apps or other content that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees.

Assigning student projects and monitoring student use

The district will make reasonable efforts to see that the Internet and electronic communications are used responsibly by students. Administrators, teachers and staff have a professional responsibility to work together to monitor students' use of the Internet and electronic communications, help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals. Students shall have specifically defined objectives and search strategies prior to accessing material and information on the Internet and through electronic communications.

Opportunities shall be made available on a regular basis for parents to observe student use of the Internet and electronic communications in schools.

All students shall be supervised by staff while using the Internet or electronic communications at a ratio of at least one staff member to each twenty students. Staff members assigned to supervise student use shall have received training in Internet and electronic communications safety and monitoring student use.

Student use is a privilege

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of the Internet, electronic communications and district technology devices is a privilege, not a right.

Failure to follow the use procedures contained in this policy shall result in the loss of the privilege to use these tools and restitution for costs associated with damages, and may result in legal action and/or disciplinary action, including suspension and/or expulsion, in accordance with Board policy concerning suspension, expulsion and other disciplinary interventions. The school district may deny, revoke or suspend access to district technology or close accounts at any time.

Students and parents/guardians shall be required to sign the district's Acceptable Use Agreement annually before Internet or electronic communications accounts shall be issued or access shall be allowed.

School district makes no warranties

The school district makes no warranties of any kind, whether express or implied, related to the use of district technology devices, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the district of the content, nor does the district make any guarantee as to the accuracy or quality of information received. The district shall not be responsible for any damages, losses or costs a student suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the student's own risk.

Parent/Student Agreement Regarding This Policy

Parents and students are expected to read and sign the Parent and Student Agreement to indicate their knowledge of and consent to follow this Policy.

SCREENING/TESTING OF STUDENTS

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents/guardians certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey"), if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
 - a. Political affiliations or beliefs of the student or student's parent/guardian.
 - b. Mental or psychological problems of the student or student's family.
 - c. Sex behavior or attitudes.
 - d. Illegal, anti-social, self-incriminating, or demeaning behavior.
 - e. Critical appraisals of others with whom respondents have close family relationships.
 - f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers.
 - g. Religious practices, affiliations, or beliefs of the student or parents/guardians.
 - h. Income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of:
 - a. Any other protected information survey, regardless of funding.
 - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student.
 - c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

3. Inspect, upon request and before administration or use:
 - a. Protected information surveys of students.
 - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes.
 - c. Instructional material used as part of the educational curriculum.

These rights transfer from the parents/guardians to a student who is 18 years old or an emancipated minor ("eligible student") under state law.

The district will develop and adopt policies, in consultation with parents/guardians, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

The district will directly notify parents/guardians of these policies at least annually at the start of each school year and after any substantive changes. The district will also directly notify, such as through U.S. Mail or electronic mail, parents/guardians of students who are scheduled to participate in the specific activities or surveys noted above and will provide an opportunity for the parent/guardian to opt his or her child out of participation in the specific activity or survey. The district will make this notification to parents/guardians at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time.

For surveys and activities scheduled after the school year starts, parents/guardians will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents/guardians will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

1. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
2. Administration of any protected information survey not funded in whole or in part by ED.
3. Any non-emergency, invasive physical examination or screening as described above.

Parents/guardians and eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202-5901

Exceptions to policy

Nothing in this section of the policy shall:

1. prevent a student who is working under the supervision of a journalism teacher or sponsor from preparing or participating in a survey, assessment, analysis or evaluation without obtaining consent as long as such participation is not otherwise prohibited by law
2. be construed to prevent a district employee from reporting known or suspected child abuse or neglect as required by state law
3. be construed to limit the ability of a health professional that is acting as an agent of the school district to evaluate an individual child
4. be construed to require parental notice or consent for a survey, assessment, analysis or evaluation related to educational products or services for or to students or educational institutions. These products and services include, but are not limited to, the following:

- college or other postsecondary education recruitment or military recruitment activities
 - book clubs, magazines and programs providing access to low-cost literary products
 - curriculum and instructional materials used by district schools
 - tests and assessments used by district schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students
 - the sale by students of products or services to raise funds for school-related or education-related activities
 - student recognition programs
5. be construed to require parental notice or consent for assessments used to collect evidence of what a student knows and is able to do and to measure a student's academic progress toward attaining the district's academic standards
 6. limit the ability of the district to administer a suicide assessment or threat assessment

IMMUNIZATION CERTIFICATE

No student is permitted to attend or continue to attend any school in this district without meeting the legal requirements of immunization against disease unless the student has a valid exemption for health, religious, personal or other reasons as provided by law.

Students who do not submit an up-to-date certificate of immunization or a written authorization signed by one parent/guardian requesting local health officials to administer the immunizations or a valid exemption will be suspended and/or expelled from school according to this policy's accompanying regulation.

ADMINISTERING MEDICATIONS TO STUDENTS

School personnel shall not administer prescription or nonprescription medications to students unless appropriate administration cannot reasonably be accomplished outside of school hours and the student's parent/guardian is not available to administer the medication during the school day.

Medication may be administered to students by school personnel whom a registered nurse has trained and delegated the task of administering such medication. For purposes of this policy, the term "medication" includes both prescription medication and nonprescription medication. The term "nonprescription medication" includes but is not limited to over-the-counter medications, homeopathic and herbal medications, vitamins and nutritional supplements. Medication may be administered to students by the school nurse or other school designee only when the following requirements are met:

1. Medication shall be in the original properly labeled container. If it is a prescription medication, the student's name, name of the medication, dosage, how often it is to be administered, and name of the prescribing health care practitioner shall be printed on the container.
2. The school shall have received written permission to administer the medication from the student's health care practitioner with prescriptive authority under Colorado law.
3. The school shall have received written permission from the student's parent/guardian to administer the medication to the student.
4. The parent/guardian shall be responsible for providing all medication to be administered to the student.

Self-administration of medication for asthma, allergies or anaphylaxis

A student with asthma, a food allergy, other severe allergies, or a related, life-threatening condition may possess and self-administer medication to treat the student's asthma, food or other allergy, anaphylaxis or related, life-threatening condition. Self-administration of such medication may occur during school hours, at school-sponsored activities, or while in transit to and from school or a school-sponsored activity. Student possession and self-administration of such medication shall be in accordance with the regulation accompanying this policy.

Authorization for a student to possess and self-administer medication to treat the student's asthma, food or other allergy, anaphylaxis or other related, life-threatening condition may be limited or revoked by the school principal after consultation with the school nurse and the student's parent/guardian if the student demonstrates an inability to responsibly possess and self-administer such medication.

Student possession, use, distribution, sale or being under the influence of medication inconsistent with this policy shall be considered a violation of Board policy concerning drug and alcohol involvement by students and may subject the student to disciplinary consequences, including suspension and/or expulsion, in accordance with applicable Board policy.

STUDENTS WITH FOOD ALLERGIES

Health care plan

The school nurse, or a school administrator in consultation with the school nurse, shall develop and implement a health care plan (plan) for each student with a diagnosis of a potentially life-threatening food allergy. The plan shall address communication between the school and emergency medical services, including instructions for emergency medical responders. If a student qualifies as a student with a disability in accordance with federal law, the student's Section 504 plan, Individualized Education Program (IEP), and/or other plan developed in accordance with applicable federal law shall meet this requirement.

Reasonable accommodations

Reasonable accommodations shall be made to reduce the student's exposure to agents that may cause anaphylaxis within the school environment. If a student qualifies as a student with a disability in accordance with federal law, the student's Section 504 plan, Individualized Education Program (IEP), and/or other plan developed in accordance with applicable federal law shall meet this requirement.

Access to emergency medications

Emergency medications for treatment of the student's food allergies or anaphylaxis shall be kept in a secure location accessible to designated school staff. Whenever possible and in a timely fashion, the student's parent/legal guardian shall supply the school with the medication needed for treatment of the student's food allergies or anaphylaxis, unless the student is authorized to self-carry such medication in accordance with Board policy.

STUDENT DISTRIBUTION OF NONCURRICULAR MATERIALS

Students who wish to distribute noncurricular printed materials on school property or in conjunction with a school activity must notify the principal a minimum of one day in advance so that details may be worked out regarding the time, place and manner of distribution. Students do not have to produce an advance copy of the materials that will be distributed for the principal's review. However, materials which are distributed on school grounds containing information prohibited by Board policy and/or materials that create a significant or substantial disruption, damage to persons or property, or threaten violence to property or persons in the judgment of school officials, may subject the responsible students to disciplinary action following distribution.

The following restrictions will apply to all requests for distribution of noncurricular materials by students:

1. **Place**- Distribution of printed materials must be made at places within the school or on school grounds as designated by the principal except that in no event may such materials be distributed in any classroom of any building then being occupied by a regularly-scheduled class.
2. **Time**- Distribution may be made one-half hour before school and/or during regularly scheduled lunch periods and/or 15 minutes after the close of school. Any other times during the school day are considered to be disruptive of normal school activities.
3. **Littering**- All distributed items discarded in school or on school grounds must be removed by the persons distributing such items.
4. **Manner**- No student may in any way be compelled or coerced to accept any noncurricular materials. In the alternative, no school official or student may interfere with the distribution of approved materials.

Any material in any media containing expression which is obscene, pornographic, sexually explicit, libelous, slanderous or defamatory shall be prohibited. Students shall not distribute any material which advocates commission of unlawful acts or violation of Board or district policy and/or regulations, violates another person's right to privacy, causes a material and substantial disruption of the orderly operation of the school, or threatens violence to property or persons. Also prohibited are materials that contain insulting words or words the very expression of which injures or harasses other people and which are inconsistent with the shared values of a civilized social order (e.g. threats of violence or defamation of a person's race, religion, ethnicity, national origin, etc.).

Violation of any of these regulations will be sufficient cause for denial of the privilege to distribute materials at future dates and for disciplinary action.

BULLYING PREVENTION AND EDUCATION

The Board of Education supports a secure school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental or emotional harm to another person. Bullying can occur through written, verbal or electronically transmitted expression or by means of a physical act or gesture. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry or the need for special education services, whether such characteristic(s) is actual or perceived.

Bullying is prohibited on district property, at district or school-sanctioned activities and events, when students are being transported in any vehicle dispatched by the district or one of its schools, or off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event.

A student who engages in any act of bullying and/or a student who takes any retaliatory action against a student who reports in good faith an incident of bullying, is subject to appropriate disciplinary action including but not limited to suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made. Bullying behavior that constitutes

unlawful discrimination or harassment shall be subject to investigation and discipline under related Board policies and procedures. Students targeted by bullying when such bullying behavior may constitute unlawful discrimination or harassment also have additional rights and protections under Board policies and procedures regarding unlawful discrimination and harassment.

The superintendent shall develop a comprehensive program to address bullying at all school levels. The program shall be aimed toward accomplishing the following goals:

1. To send a clear message to students, staff, parents and community members that bullying and retaliation against a student who reports bullying will not be tolerated.
2. To train staff and students in taking pro-active steps to prevent bullying from occurring.
3. To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.
4. To initiate efforts to change the behavior of students engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate negative consequences.
5. To foster a productive partnership with parents and community members in order to help maintain a bully-free environment.
6. To support victims of bullying by means of individual and peer counseling.
7. To help develop peer support networks, social skills and confidence for all students.
8. To recognize and praise positive, supportive behaviors of students toward one another on a regular basis.

DANGEROUS WEAPONS

Using, possessing or threatening to use a dangerous weapon on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event without the authorization of the school or the school district is prohibited. An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms.

As used in this policy, "dangerous weapon" means:

- a. A firearm.
- b. Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
- c. A fixed blade knife with a blade that exceeds three inches in length.
- d. A spring-loaded knife or a pocket knife with a blade exceeding three and one-half inches in length.
- e. Any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury including, but not limited to, a slingshot, bludgeon, nunchucks, brass knuckles or artificial knuckles of any kind.

Students who use, possess or threaten to use a dangerous weapon in violation of this policy may be subject to disciplinary action in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.]

In accordance with federal law, expulsion shall be mandatory for no less than one full calendar year for a student who is determined to have brought a firearm to or possessed a firearm at school in violation of this policy. The superintendent may modify the length of this federal requirement for expulsion on a case-by-case basis. Such modification shall be in writing.

Firearm facsimiles

Carrying, using, actively displaying or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off school property when such conduct has a reasonable connection to school or any district curricular or non-curricular event without the authorization of the school or school district is prohibited. Students who violate this policy provision may be subject to disciplinary action, including but not limited to suspension and/or expulsion, in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

A student may seek prior authorization from the building principal to carry, bring, use or possess a firearm facsimile that could reasonably be mistaken for an actual firearm on school property for purposes of a school-related or non-school related activity. A student's failure to obtain such prior authorization is a violation of this policy provision and may result in disciplinary action, including but not limited to suspension and/or expulsion, in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions. The principal's decision to deny or permit a student to carry, bring, use or possess a firearm facsimile that could reasonably be mistaken for an actual firearm on school property shall be final.

School administrators shall consider violations of this policy provision on a case-by-case basis to determine whether suspension, expulsion or any other disciplinary action is appropriate based upon the individual facts and circumstances involved.

In accordance with applicable law, school personnel shall refer any student who brings a firearm or weapon to school without authorization of the school or the school district to law enforcement.

GANG SYMBOLS

The Board prohibits the presence on school premises, in school vehicles and at school-related activities of any apparel, jewelry, accessory, notebook or manner of grooming which by virtue of its color, arrangement, trademark or any other attribute denotes membership in gangs which advocate drug use, violence or disruptive behavior.

SEARCHES

School personnel may search a student and/or the student's personal property while on school premises or during a school activity in accordance with school policy and may seize any illegal, unauthorized or contraband materials.

Whenever possible, the student shall be informed of the reason(s) for conducting the search and the student's permission to perform the search shall be requested. A student's failure to cooperate with school officials conducting a search shall be considered grounds for disciplinary action.

School lockers, desks and other storage areas are school property and remain at all times under the control of the school. All such lockers, desks and other storage areas, as well as their contents, are subject to inspection at any time, with or without notice.

Students shall assume full responsibility for the security of their lockers and/or other storage areas in the manner approved by the administration. Students shall be responsible for whatever is contained in desks and lockers assigned to them by the school, as well as for any loss or damage relating to the contents of such desks and lockers.

The principal or designee may search the person of a student or a student's personal effects such as a purse, backpack, book bag, or briefcase on school property or at school-sponsored events or activities if the school official has reasonable grounds to suspect that the search will uncover:

- a. Evidence of a violation of Board and/or district policies, school rules, or federal, state, or local laws.
- b. Anything which, because of its presence, presents an immediate danger of physical harm or illness to any person.

Search of the person shall be limited to the student's pockets, any object in the student's possession such as a purse, backpack, book bag, or briefcase, and a "pat down" of the exterior of the student's clothing.

Anything found in the course of a search conducted by school officials which is evidence of a violation of law or Board policy or school rules or which by its presence presents an immediate danger of physical harm may be:

1. Seized and offered as evidence in any suspension or expulsion proceeding. Such material shall be kept in a secure place by the principal until it is presented at the hearing.
2. Returned to the student or the parent/guardian.
3. Turned over to a law enforcement officer in accordance with this policy.

PARKING LOT SEARCHES

The privilege of bringing a student-operated motor vehicle on to school premises is conditioned on consent by the student driver to allow search of the vehicle when there is reasonable suspicion that the search will yield evidence of contraband.

Refusal by a student, parent/guardian, or owner of the vehicle to allow access to a motor vehicle on school premises at the time of a request to search the vehicle shall be cause for termination without further hearing of the privilege of bringing the vehicle on to school premises. Refusal to submit to search also may result in disciplinary action and notification of law enforcement officials.

Routine patrolling of student parking lots and inspection of the outside of student automobiles shall be permitted at all times.

STUDENT COMPLAINTS AND GRIEVANCES

For the purposes of this procedure, the following categories of complaints are established:

1. Conduct of an individual
2. Departmental procedures
3. Building procedures
4. Board policies and regulations
5. Curricular programs
6. Unlawful discrimination
7. All others

Complaints must be initiated in writing, dated and signed by the complainant. Forms for this purpose are available in the principal's office. Completed forms must be filed with the appropriate persons as follows:

1. Conduct of an individual: immediate supervisor of the individual. The principal is the supervisor of the teachers; the superintendent is the supervisor of the principal or support staff members.
2. Departmental procedures: Principal.

3. Building procedures: Principal.
4. Board policies and regulations: Superintendent.
5. Curricular programs: Principal.
6. Unlawful discrimination: see Policies AC, JB, and JBB.
7. All others: Principal.

When a complaint is filed in writing, a conference will be held with the complainant within five school days. A written response will be given to the complainant within 10 school days following the conference.

If the complaint is not resolved to the satisfaction of the student, a written appeal may be submitted within 10 school days in accordance with the appeal procedures.

Appeals must be made in the following order: principal, superintendent, Board of Education.

When an appeal has been filed in writing, a conference will be held with all parties involved within 10 school days. A written response will be given to the complainant within 10 school days following the conference.

If the appeal should reach the level of the Board of Education, a meeting with the Board will be scheduled within 20 school days after a written appeal has been filed. A written response from the Board will be given to the complainant within 10 school days following the conference.

Complainants who are not satisfied with the resolution of the complaint within the school district have the option of contacting their local Office for Civil Rights of the U.S. Department of Education.

DISCIPLINARY REMOVAL FROM CLASSROOM

A teacher may formally remove a student from class for the following conduct or behavior:

1. Conduct that is prohibited in the student code of conduct. A teacher's decision to remove a student from class for behavior covered by board policies regarding suspension and expulsion may, but does not necessarily, mean that the student will also be suspended and/or expelled.
2. Disruptive, dangerous or unruly behavior. The following behavior, by way of example and without limitation, may be determined to be disruptive, dangerous or unruly:
 - a. Inappropriate physical contact intended or likely to hurt, distract or annoy others such as hitting, biting, pushing, shoving, poking, pinching or grabbing;
 - b. Inappropriate verbal conduct intended or likely to upset, distract or annoy others such as name calling, teasing or baiting;
 - c. Behavior that may constitute sexual or other harassment;
 - d. Repeated or extreme inappropriate verbal conduct likely to disrupt the educational environment, particularly when others are talking (e.g., lecture by teacher, response by other student, presentation by visitor) or during quiet study time;
 - e. Throwing any object, particularly one likely to cause harm or damage such as books, pencils, scissors, etc.;
 - f. Inciting other students to act inappropriately or to disobey the teacher or school or class rules, including without limitation, inciting others to walk out;
 - g. Destroying or damaging the property of the school, the teacher or another student; or
 - h. Loud, obnoxious, or outrageous behavior.
3. Conduct that otherwise interferes with the ability of the teacher to teach effectively. Students are required to cooperate with the teacher by listening attentively, obeying all instructions promptly, and responding appropriately when called upon. A student's

noncompliance may, in turn, distract others either by setting a bad example or by diverting the class from the lesson to the student's inappropriate behavior. By way of example and without limitation, this behavior includes:

- a. Open defiance of the teacher, manifest in words, gestures or other overt behavior;
- b. Open disrespect of the teacher, manifest in words, gestures or other overt behavior; or
- c. Other behavior likely or intended to sabotage or undermine classroom instruction.

As soon as practicable, the building principal or designee shall notify the student's parent/guardian, in writing, that the student was removed from class. The written notice shall specify the class from which the student was removed, the duration of the removal, and the basis for the removal as stated by the teacher. The notice shall provide an opportunity for the parent/guardian to attend a student-teacher conference regarding the removal. If the student's removal from class is also subject to disciplinary action (i.e., suspension or expulsion) for the particular classroom misconduct, the student's parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

GROUND FORS SUSPENSION, EXPULSION, AND DENIAL OF ADMISSION

According to Colorado Revised Statutes 22-33-106 (1)(a-g) and 22-12-105 (3), the following may be grounds for suspension or expulsion from a public school:

1. Continued willful disobedience or open and persistent defiance of proper authority.
2. Willful destruction or defacing of school property.
3. Behavior on or off school property which is detrimental to the welfare or safety of other pupils or of school personnel including behavior which creates a threat of physical harm to the child or other children.
4. Declaration as a habitually disruptive student.
 - a. For purposes of this paragraph, "habitually disruptive student" means a child who has caused a material and substantial disruption three times or more during the course of the school year on school grounds, in a school vehicle or at a school activity or sanctioned event. Any student who is enrolled in a public school may be subject to being declared a habitually disruptive student.
 - b. The student and the parent, legal guardian, or legal custodian shall have been notified in writing of each disruption counted toward declaring the student as habitually disruptive and the student and parent, legal guardian, or legal custodian shall have been notified in writing and by telephone or other means at the home or the place of employment of the parent or legal guardian of the definition of "habitually disruptive student."
5. The use, possession or sale of a drug or controlled substance.
6. The commission of an act which if committed by an adult would be robbery pursuant to Part 3, Article 4, Title 18, C.R.S. or assault pursuant to Part 2, Article 3, Title 18, C.R.S. other than the commission of an act that would be third degree assault under C.R.S. 18-3-204 if committed by an adult.
7. Possessing a dangerous weapon without the authorization of the school or school district. For purposes of this paragraph, "dangerous weapon" means:
 - a. A firearm.
 - b. Any pellet gun, BB gun, or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.

- c. A fixed blade knife with a blade that exceeds three inches in length or a spring loaded knife or a pocket knife with a blade exceeding three and one-half inches in length.
 - d. Any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury.
8. Repeated interference with a school's ability to provide educational opportunities to other students.
 9. Carrying, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm in a school building or in or on school property without the authorization of the school or school district.
 10. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.

According to C.R.S. 22-33-106 (2), subject to the district's responsibilities under the Exceptional Children's Education Act and applicable federal law (see policy JK*-2, Discipline of Students with Disabilities), the following may be grounds for expulsion from or denial of admission to a public school or diversion to an appropriate alternate program:

1. Physical or mental disability such that the child cannot reasonably benefit from the programs available.
2. Physical or mental disability or disease causing the attendance of the child suffering therefrom to be inimical to the welfare of other students.

VIOLENT AND AGGRESSIVE BEHAVIOR

Students exhibiting violent or aggressive behavior or warning signs of future violent or aggressive behavior shall be subject to appropriate disciplinary action including suspension and/or expulsion in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions. As appropriate and in accordance with applicable law, students may also be referred to law enforcement authorities. At the district's discretion and when appropriate, the student may receive appropriate intervention designed to address the problem behavior. All reports shall be taken seriously.

An act of violence and aggression is any expression, direct or indirect, verbal or behavioral, of intent to inflict harm, injury or damage to persons or property. A threat of violence and aggression carries with it implied notions of risk of violence and a probability of harm or injury.

The following behaviors are defined as violent and aggressive:

1. Possession, threat with or use of a dangerous weapon — as described in the Board's weapons policy.
2. Physical assault - the act of striking or touching a person or that person's property with a part of the body or with any object with the intent of causing hurt or harm.
3. Verbal abuse - includes, but is not limited to, swearing, screaming, obscene gestures or threats directed, either orally (including by telephone) or in writing, at an individual, his or her family or a group.
4. Intimidation - an act intended to frighten or coerce someone into submission or obedience.
5. Extortion - the use of verbal or physical coercion in order to obtain financial or material gain from others.
6. Bullying - as described in the Board's policy on bullying prevention and education.
7. Gang activity - as described in the Board's secret societies/gang activity policy.

8. Sexual harassment or other forms of harassment - as described in the Board's sexual harassment policy and nondiscrimination policy.
9. Stalking - the persistent following, contacting, watching or any other such threatening actions that compromise the peace of mind or the personal safety of an individual.
10. Defiance - a serious act or instance of defying or opposing legitimate authority.
11. Discriminatory slurs - insulting, disparaging or derogatory comments made directly or by innuendo regarding a person's race, color, ancestry, creed, sex, sexual orientation, religion, national origin, disability or need for special education services.
12. Vandalism - damaging or defacing property owned by or in the rightful possession of another.
13. Terrorism - a threat to commit violence communicated with the intent to terrorize or with reckless disregard for the risk of creating such terror or to cause serious public inconvenience, such as the evacuation of a building.

STUDENT DISCIPLINE

The Board, in accordance with applicable law, has adopted a written student conduct and discipline code based upon the principle that every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority. The code also emphasizes that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action. The code shall be enforced uniformly, fairly and consistently for all students.

Immunity for enforcement of discipline code

An act of a teacher or other employee shall not be considered child abuse if the act was performed in good faith and in compliance with Board policy and procedures.

A teacher or any other person acting in good faith and in compliance with the discipline code adopted by the Board shall be immune from criminal prosecution or civil liability unless the person is acting willfully or wantonly.

Remedial discipline plans

The principal may develop a remedial discipline plan for any student who causes a material and substantial disruption in the classroom, on school grounds, in school vehicles or at school activities or events. The goal of the remedial discipline plan shall be to address the student's disruptive behavior and educational needs while keeping the child in school.

Discipline of habitually disruptive students

Students who have caused a material and substantial disruption on school grounds, in a school vehicle or at a school activity or sanctioned event three or more times during the course of a school year may be declared habitually disruptive students. Any student enrolled in the district's schools may be subject to being declared a habitually disruptive student. Declaration as a habitually disruptive student shall result in the student's suspension and/or expulsion in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

PROCEDURE FOR SUSPENSION OF TEN DAYS OR LESS

Through written policy the Board of Education has delegated to any school principal the power to suspend a student for not more than five or 10 days, depending upon the type of infraction. Pursuant to policy [JKD/JKE](#), the superintendent has been delegated the power to suspend a student for additional periods of time. However, the total period of suspension will not exceed 25 school days. As a general rule, a suspension will be 10 days or less.

The following procedures shall be followed in any suspension, unless the student is suspended pending an expulsion proceeding, in which case the expulsion procedures shall apply. When the term "parent/guardian" is used, it refers to the parent/guardian of students under 18 years of age; if the student is 18 years or older, it refers to the student. All references to parent/guardian are intended to also include legal custodian.

1. **Notice.** The principal, designee or the superintendent at the time of contemplated action will give the student and the parent/guardian notice of the contemplated action. Such notice may be oral or in writing. If oral, such notice will be given in person. If written, delivery may be by United States mail addressed to the last known address of the student or student's parent/guardian.
2. **Contents of notice.** The notice will contain the following basic information:
 - a. A statement of the charges against the student.
 - b. A statement of what the student is accused of doing.
 - c. A statement of the basis of the allegation. Specific names may be with-held if necessary.

This information need not be set out formally but should sufficiently inform the student and parent/guardian of the basis for the contemplated action.

3. **Informal hearing.** In an informal setting, the student will be given an opportunity to admit or deny the accusation and to give his or her version of the events. The administrator may allow the student to call witnesses or may personally call the accuser or other witnesses. The administrator may hold a more extensive hearing in order to gather relevant information prior to making a decision on the contemplated action.
4. **Timing.** The notice and informal hearing should precede removal of the student from school. There need be no delay between the time notice is given and the time of the informal hearing.
5. **If the student's presence in school presents a danger.** Notice and an informal hearing need not be given prior to removal from school where a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. In this case, an informal hearing will follow as soon after the student's removal as practicable.
6. **Notification following suspension.** If a student is suspended the administrator delegated the authority to suspend will immediately notify the parent/guardian that the student has been suspended, the grounds for such suspension and the period of such suspension. The notification will include the time and place for the parent/guardian to meet with the administrator to review the suspension.
7. **Removal from school grounds.** A suspended student must leave the school building and the school grounds immediately after the parent/guardian and administrator have determined the best way to transfer custody of the student to the parent/guardian.
8. **Readmittance.** No student will be readmitted to school until the meeting with the parent/guardian has taken place or until, in the opinion of the administrator, the parent/guardian has substantially agreed to review the suspension with the administrator. However, if the administrator cannot contact the parent/guardian or if the parent/guardian repeatedly fails to appear for scheduled meetings, the administrator may readmit the student. The meeting will address whether there is a need to develop a remedial discipline plan for the student in an effort to prevent further disciplinary action.
9. **Make-up work.** Suspended students will be provided an opportunity to make up school work during the period of suspension, so the student is able to reintegrate into the educational program of the district following the period of suspension. Students will

receive full or partial academic credit to the extent possible for makeup work which is completed satisfactorily.

PROCEDURE FOR EXPULSION OR DENIAL OF ADMISSION

In the event the Board of Education contemplates action denying admission to any student or prospective student or expelling any student, the following procedures shall be followed:

1. **Notice.** Not less than five days prior to the date of the contemplated action, the Board of Education or an appropriate administrative officer of the district will cause written notice of such proposed action to be delivered to the student and the student's parent/guardian. Such delivery may be by United States mail addressed to the last known address of the student or the student's parent/guardian.
2. **Emergency Notice.** In the event it is determined that an emergency exists necessitating a shorter period of notice, the period of notice may be shortened provided that the student or the student's parent/guardian have actual notice of the hearing prior to the time it is held.
3. **Contents of Notice.** The notice will contain the following basic information:
 - a. A statement of the basic reasons alleged for the contemplated denial of admission or expulsion.
 - b. A statement that a hearing on the question of expulsion or denial of admission will be held if requested by the student or parent/guardian within five days after the date of the notice.
 - c. A statement of the date, time and place of the hearing in the event one is requested.
 - d. A statement that the student may be present at the hearing and hear all information against him or her, that the student will have an opportunity to present such information as is relevant and that the student may be accompanied and represented by a parent/guardian and an attorney.
 - e. A statement that failure to participate in such hearing constitutes a waiver of further rights in the matter.
4. **Conduct of hearing.** A hearing may be requested by the parent/guardian. Such hearing will be conducted by a hearing officer. The hearing may be conducted in open session or may be closed except to those individuals deemed advisable by the hearing officer but including in all events the student, the parent/guardian and, if requested, the student's attorney. Such individuals as may have pertinent information will be admitted to a closed hearing to the extent necessary to provide such information.

Testimony and information may be presented under oath. However, technical rules of evidence will not be applicable, and the hearing officer may consider and give appropriate weight to such information or evidence he deems appropriate. The student's written statement, if any, may be presented as evidence in accordance with applicable law. The student or representative may question individuals presenting information. A sufficient record of the proceedings shall be kept so as to enable a transcript to be prepared in the event either party so requests. Preparation of the transcript will be at the expense of the party requesting the same.

The hearing officer will make specific factual findings and submit those findings and a recommendation regarding expulsion or denial of admission to the superintendent. The superintendent will review the hearing officer's factual findings and recommendation and issue a written decision within five days of the hearing.

5. **Appeal.** Within 10 days after the decision of the superintendent, the student may appeal the decision to the Board. Failure to request an appeal within 10 days will result in a waiver of the right to appeal and the superintendent's decision will become final. If an appeal is properly requested, the Board will review the record concerning the expulsion or denial of admission. The record includes notices and other documents concerning the challenged action, the transcript of the testimony, if any, the hearing exhibits, the findings and recommendation of the hearing officer, the hearing officer's written decision, and other documents concerning the challenged action. The student may be represented by counsel at the appeal. Representatives of the district and the parents may make brief statements to the Board, but no new evidence may be presented unless such evidence was not reasonably discoverable at the time of the hearing. Members of the Board may ask questions for purposes of clarification of the record. The Board will make final determination regarding the expulsion of or denial of admission to the student and will inform the student and his parent/guardian of the right to judicial review.

6. **Information to parents.** Upon expelling a student, district personnel shall provide information to the student's parent/guardian concerning the educational alternatives available to the student during the period of expulsion, including the right of parents to request that the district provide services during the expulsion. If the parent/guardian chooses to provide a home-based education program for the student, district personnel will assist the parent in obtaining appropriate curricula for the student if requested by the parent/guardian.

If a student is expelled and is not receiving educational services through the district, the school district shall contact the expelled student's parent/guardian at least once every 60 days until the student is eligible to re-enroll to determine whether the child is receiving educational services. District personnel need not contact the parent/guardian after the student is enrolled in another school district or in an independent or parochial school, or if the student is committed to the department of human services or sentenced through the juvenile justice system.

7. **Readmittance.** A student who has been expelled shall be prohibited from enrolling or re-enrolling in the same school in which the victim of the offense or member of the victim's immediate family is enrolled or employed when:

- a. the expelled student was convicted of a crime, adjudicated a juvenile delinquent, received a deferred judgment or was placed in a diversion program as a result of committing the offense for which the student was expelled;
- b. there is an identifiable victim of the expelled student's offense; and
- c. the offense for which the student was expelled does not constitute a crime against property.

If the district has no actual knowledge of the name of the victim, the expelled student shall be prohibited from enrolling or re-enrolling only upon request of the victim or a member of the victim's immediate family.

No student will be readmitted to school until after a meeting between the principal or designee and the parent/guardian has taken place except that if the administrator cannot contact the parent/guardian or if the parent/guardian repeatedly fails to appear for scheduled meetings, the administrator may readmit the student.

PROCEDURE FOR CRIMES OF VIOLENCE OR UNLAWFUL SEXUAL BEHAVIOR

The following procedures will apply when the district receives notification that a student has been charged in juvenile or district court with a crime of violence or unlawful sexual behavior, as those terms are defined by state law.

1. The Board or its designee will make a preliminary determination whether it will proceed with an expulsion hearing, based on the following factors:
 - a. Whether the student has exhibited behavior that is detrimental to the safety, welfare and morals of other students or school personnel.
 - b. Whether educating the student in school may disrupt the learning environment, provide a negative example for other students or create a dangerous and unsafe environment for students, teachers and other school personnel.
2. If it is determined that the student should not be educated in the schools of the district, the district may suspend or expel the student, in accordance with the procedures set forth above.
3. Alternatively, suspension or expulsion proceedings may be postponed, pending the outcome of the court proceedings. If the suspension or expulsion proceedings are postponed, the student will not be permitted to return to school during that period. An appropriate alternative education program, including but not limited to, an on-line program authorized by state law or a home-based education program will be established for the student during the period pending the resolution of the juvenile proceedings. The time that a student spends in an alternative education program will not be considered a period of suspension or expulsion.
4. If the student pleads guilty to the charge, is found guilty or is adjudicated a delinquent juvenile, the Board or designee may proceed to suspend or expel the student following the procedures set forth in these regulations.
5. Information regarding the details of the alleged crime of violence or unlawful sexual behavior will be used by the Board or its designee for the purposes set forth in this policy, but shall remain confidential unless the information is otherwise available to the public by law.

CORPORAL PUNISHMENT/USE OF FORCE

To maintain a safe learning environment, district employees may, within the scope of their employment and consistent with state law, use physical intervention and restraint with students in accordance with this policy and accompanying regulation. Such actions shall not be considered child abuse or corporal punishment if performed in good faith and in compliance with this policy and accompanying regulation.

Physical intervention

Corporal punishment shall not be administered to any student by any district employee. Within the scope of their employment, district employees may use reasonable and appropriate physical intervention with a student that does not constitute restraint as defined by this policy, to accomplish the following:

1. To quell a disturbance threatening physical injury to the student or others.
2. To obtain possession of weapons or other dangerous objects upon or within the control of the student.
3. For the purpose of self-defense.
4. For the protection of persons against physical injury or to prevent the destruction of property which could lead to physical injury to the student or others.

Under no circumstances shall a student be physically held for more than five minutes unless the provisions regarding restraint contained in this policy and accompanying regulation are followed.

Restraint

Restraint is defined by state law and this policy as any method or device used to involuntarily limit a student's freedom of movement, including but not limited to bodily physical force, mechanical devices, chemicals and seclusion. Restraint shall not include the holding of a student for less than five minutes by a district employee for the protection of the student or others and other actions excluded from the definition of restraint in state law.

District employees shall not use restraint as a punitive form of discipline or as a threat to control or gain compliance of a student's behavior. District employees are also prohibited from restraining a student by use of a mechanical restraint or chemical restraint, as those terms are defined by applicable State Board of Education rules and this policy's accompanying regulation. Restraint shall only be administered by district employees trained in accordance with applicable State Board of Education rules.

Exceptions

The restraint provisions in this policy and accompanying regulation shall not apply to:

1. Peace officers as defined by C.R.S. 16-2.5-101 *et seq.* who are acting within the scope of their employment or in accordance with C.R.S. 16-3-109; and
2. When the district is engaged in transporting a student from one facility or location to another facility or location when it is within the scope of the district's powers and authority to effect such transportation.

SEXUAL HARASSMENT

The Board recognizes that sexual harassment can interfere with a student's academic performance and emotional and physical well-being and that preventing and remedying sexual harassment in schools is essential to ensure a nondiscriminatory, safe environment in which students can learn. In addition, sexual harassment is recognized as a form of sex discrimination and thus is a violation of the laws that prohibit sex discrimination, as addressed in the Board's policy concerning unlawful discrimination and harassment.

District's commitment

The district is committed to maintaining a learning environment that is free from sexual harassment. It shall be a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature or to retaliate against anyone that reports sexual harassment or participates in a harassment investigation.

The district shall investigate all indications, informal reports and formal grievances of sexual harassment by students, staff or third-parties and appropriate corrective action shall be taken. Corrective action includes taking all reasonable steps to end the harassment, to make the harassed student whole by restoring lost educational opportunities, to prevent harassment from recurring and to prevent retaliation against anyone who reports sexual harassment or participates in a harassment investigation.

Sexual harassment prohibited

Unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal or physical conduct of a sexual nature may constitute sexual harassment, even if the harasser and the student being harassed are the same sex and whether or not the student resists or submits to the harasser, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's participation in an education program or activity.

2. Submission to or rejection of such conduct by a student is used as the basis for education decisions affecting the student.
3. Such conduct is sufficiently severe, persistent or pervasive such that it limits a student's ability to participate in or benefit from an education program or activity or it creates a hostile or abusive educational environment. For a one-time incident to rise to the level of harassment, it must be severe.

Any conduct of a sexual nature directed by a student toward a staff member or by a staff member to a student is presumed to be unwelcome and shall constitute sexual harassment.

Acts of verbal or physical aggression, intimidation or hostility based on sex, but not involving conduct of a sexual nature may also constitute sexual harassment.

Sexual harassment as defined above may include, but is not limited to:

1. sex-oriented verbal "kidding," abuse or harassment,
2. pressure for sexual activity,
3. repeated remarks to a person with sexual implications,
4. unwelcome touching, such as patting, pinching or constant brushing against the body of another,
5. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or similar personal concerns,
6. sexual violence.

Reporting, investigation and sanctions

Students are encouraged to report all incidences of sexual harassment to either a teacher, counselor or principal in their school building and file a complaint, through the district's complaint and compliance process. All reports and indications from students, district employees and third parties shall be forwarded to the compliance officer.

All matters involving sexual harassment reports shall remain confidential to the extent possible as long as doing so does not preclude the district from responding effectively to the harassment or preventing future harassment. Filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect grades.

In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred shall be investigated.

Any student found to have engaged in sexual harassment shall be subject to discipline, including, but not limited to, being placed under a remedial discipline plan, suspension or expulsion, subject to applicable procedural requirements and in accordance with applicable law. Conduct of a sexual nature directed toward students shall, in appropriate circumstances, be reported as child abuse for investigation by appropriate authorities in conformity with applicable law and Board policy.

SHARING OF STUDENT RECORDS/INFORMATION BETWEEN SCHOOL DISTRICT AND STATE AGENCIES

It is the Board of Education's intention to utilize all avenues under state law to facilitate the sharing of relevant student records and information when necessary to protect the safety and welfare of school district staff, visitors, students, and the public and to protect property.

The superintendent is directed to develop procedures and a training program for staff consistent with this policy. The procedures shall direct school district personnel to provide and obtain student records and information to/from state agencies, including law enforcement and judicial department agencies, to the extent required or allowed by state and federal law.

Sharing of information by the school district

Disciplinary and attendance information shall only be shared with a criminal justice agency investigating a criminal matter concerning a student enrolled or who will enroll in the school district when necessary to effectively serve the student prior to adjudication. Such information shall only be shared upon written certification by the criminal justice agency that the information will not be disclosed to any other party, except as specifically authorized or required by law, without the prior written consent of the student's parent/guardian.

School personnel who share disciplinary and attendance information concerning a student pursuant to this policy are immune from civil and criminal liability if they act in good faith compliance with state law.

Nothing in this policy shall prevent administrators, teachers or staff from disclosing information derived from personal knowledge or observation and not derived from student's education records.

Information obtained from state agencies

Within the bounds of state law, school district personnel shall seek to obtain such information regarding students as is required to perform their legal duties and responsibilities, including to protect public safety and safety of the student. Such information may be obtained from the judicial department or any state agency that performs duties and functions under the Colorado Children's Code.

School district personnel receiving such information shall use it only in the performance of their legal duties and responsibilities and shall otherwise maintain the confidentiality of all information obtained. School personnel who knowingly violate this provision are subject to disciplinary action pursuant to Board policy and to a civil penalty of up to \$1,000.

If such information is shared with another school or school district to which a student may be transferring, it shall only be shared in compliance with the requirements of federal law, including the Family Educational Rights and Privacy Act ("FERPA").

When a petition is filed in juvenile court or district court that alleges a student between the ages of 12 to 18 years has committed an offense that would constitute unlawful sexual behavior or a crime of violence if committed by an adult, basic identification information, as defined in state law, along with the details of the alleged delinquent act or offense, is required by law to be provided immediately to the school district in which the juvenile is enrolled.

The information shall be used by the Board of Education to determine whether the student has exhibited behavior that is detrimental to the safety, welfare, and morals of the other students or school personnel and whether educating the student in the school may disrupt the learning environment in the school, provide a negative example for other students, or create a dangerous and unsafe environment for students, teachers, and other school personnel. The Board shall take appropriate disciplinary action, which may include suspension or expulsion, in accordance with the student code of conduct and related policies.

STUDENT RECORDS/RELEASE OF INFORMATION ON STUDENTS

The Family Educational Rights and Privacy Act (FERPA) and Colorado law afford parents/guardians (parents) and students over 18 years of age (eligible students) certain rights with respect to the student's education records, as follows:

1. The right to inspect and review the student's education records within a reasonable time period after the request for access is made (not to exceed 45 days). See [JRA/JRC-R](#).
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights. See [JRA/JRC-R](#).

3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA and state law authorize disclosure without consent. See [JRA/JRC](#).
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.
5. The right to refuse to permit the designation of any or all of the categories of directory information. See [JRA/JRC](#).
6. The right to request that information not be provided to military recruiting officers. See [JRA/JRC](#) and [JRA/JRC-E-2](#).

NONDISCRIMINATION/EQUAL OPPORTUNITY

In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado law, Hi-Plains School District R-23 does not unlawfully discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, genetic information, disability or need for special education services in admissions, access to, treatment, or employment in educational programs or activities which it operates.

Complaint procedures have been established for students, parents, employees and members of the public. The following person(s) have been identified as the compliance officer for the district:

Superintendent
 350 Patriot Dr.
 Seibert, CO 80834
 970-664-2636
superintendent@hp-patriots.com

Outside agencies

Complaints regarding violations of Title VI, (race, national origin), Title IX (sex/gender), Section 504/ADA (handicap or disability), may be filed directly with the Office for Civil Rights, U.S. Department of Education, 1244 North Speer Blvd., Suite 310, Denver, CO 80204. Complaints regarding violations of Title VII (employment) and the ADEA (prohibiting age discrimination in employment) may be filed directly with the Federal Office of Equal Employment Opportunity Commission, 303 E. 17th Ave., Suite 510, Denver, CO 80202, or the Colorado Civil Rights Commission, 1560 Broadway, Suite 1050, Denver, CO 80202.

EQUAL EDUCATIONAL OPPORTUNITIES

Every student of this school district shall have equal educational opportunities through programs offered in the school district regardless of race, color, ancestry, creed, sex, sexual orientation, religion, national origin, marital status, disability or need for special education services.

HI-PLAINS ASBESTOS INFORMATION

There is no friable asbestos in the school.

Hi-Plains School District R-23 Class Schedule 2016 - 2017									
	1st Hour	Breakfast	2nd Hour	3rd Hour	4th Hour	Lunch	5th Hour	6th Hour	7th Hour
	8:00 - 9:00	9:00 - 9:15	9:15 - 10:30	10:35 - 11:35	11:40 - 12:40	12:45 - 1:05	1:05 - 2:05	2:10 - 3:10	3:15 - 4:15
Madrid	Intro to Computers Grade 7 & 8		Computer Apps Grade 9	PLAN	Business Math Grade 11		Accounting Grade 11 & 12	Publications Grade 10 - 12	General Business Grade 10
Kovacic	English III Grade 11		English 7 Grade 7	English 8 Grade 8	English IV Grade 12		English II Grade 10	PLAN	English I Grade 9
Sayles				HS Physical Education Grade 11 & 12			Geography Grade 7	Health and PE Grade 9	Athletic Director
Smith	Integrated II Grade 10		Science 8 Grade 8	Integrated I Grade 9	Science 7 Grade 7		PLAN	Credit Recovery/ Study Hall	Physics Grade 11 & 12
Barnhart	Algebra I Grade 9		Geometry Grade 10	Math 7 Grade 7	Algebra II Grade 11		Math 8 Grade 8	Credit Recovery/ Study Hall	PLAN
Reub	Government Grade 12		Economics Grade 11	World History Grade 10	US History I Grade 8		US History II Grade 9	PLAN	Jr. High PE
Poet	Agricultural Education Grade 7 & 8		Agricultural Leadership Grade 12	PLAN	Agricultural Education I/II Grade 9 & 10		Agricultural Education III/IV Grade 11 & 12	Wood Shop Grade 10 - 12	Animal Science Grade 11 & 12
McCullough			Spanish I Grade 11 & 12	HS Art Grade 11 & 12				Band/Choir Grade 7 - 12	
V-Net (Leoffler or Klausner)		College Algebra 9:00 - 9:55	College Algebra English Comp 10:00 - 10:55	English Comp 11:00 - 11:55					
	7th Grade	8th Grade	9th Grade	10th Grade	11th Grade	12th Grade	All Grades		

HI-PLAINS SCHOOL DISTRICT R-23
2016-2017 Calendar

								Class Days		
AUG		1	2	3	4	5	6			
	7	8	9	10	11	12	13	2	Aug. 8	New Teacher Work Day
	14	15	16	17	18	19	20	6	Aug. 9-10	Professional Day
	21	22	23	24	25	26	27	10	Aug. 11	First Day of School
	28	29	30	31				12		
SEP					1	2	3	14		
	4	5	6	7	8	9	10	18		
	11	12	13	14	15	16	17	23	Sept. 12	School in Session
	18	19	20	21	22	23	24	27		
	25	26	27	28	29	30		31		
OCT							1			
	2	3	4	5	6	7	8	35	Oct. 3	Professional Day - Morning
	9	10	11	12	13	14	15	39		Student/Parent/Teacher Conferences (1:00-6:00)
	16	17	18	19	20	21	22	43	Oct. 17	Professional Day
	23	24	25	26	27	28	29	47		
	30	31								
NOV			1	2	3	4	5	51		
	6	7	8	9	10	11	12	55	Nov. 7	School in Session
	13	14	15	16	17	18	19	59	Nov. 11	No School
	20	21	22	23	24	25	26	61	Nov. 21	School in Session
	27	28	29	30				63	Nov. 23-25	No School, Thanksgiving
DEC					1	2	3	65		
	4	5	6	7	8	9	10	69	Dec. 12	School in Session
	11	12	13	14	15	16	17	73	Dec. 15	Christmas Vacation (School Dismissed at 4:09)
	18	19	20	21	22	23	24		Dec. 15	End of 1st Semester (73 days)
	25	26	27	28	29	30	31		Dec. 16	Professional Day
JAN	1	2	3	4	5	6	7	4	Jan. 3	Classes Resume
	8	9	10	11	12	13	14	8		
	15	16	17	18	19	20	21	12		
	22	23	24	25	26	27	28	16	Jan. 30	School in Session
	29	30	31					18	Feb. 2	No Elementary CCIRA
FEB			1	2	3	4		20	Feb. 3	No School
	5	6	7	8	9	10	11	24	Feb. 6	Professional Day - Morning
	12	13	14	15	16	17	18	28		Student/Parent/Teacher Conferences (1:00-6:00)
	19	20	21	22	23	24	25	32	Feb. 20	Professional Day
	26	27	28					34	Feb. 27	School in Session
MAR				1	2	3	4	36	Mar. 3	No School
	5	6	7	8	9	10	11	40	Mar. 6	School in Session
	12	13	14	15	16	17	18	44	Mar. 10	No School
	19	20	21	22	23	24	25		Mar. 21-24	Spring Break
	26	27	28	29	30	31		48		
APR							1			
	2	3	4	5	6	7	8	52		
	9	10	11	12	13	14	15	56	Apr. 10	School in Session
	16	17	18	19	20	21	22	60	Apr. 14	No School (Good Friday)
	23	24	25	26	27	28	29	64		
	30								May. 8	School in Session
MAY		1	2	3	4	5	6	68	May. 12	No School
	7	8	9	10	11	12	13	72	May. 15	School in Session
	14	15	16	17	18	19	20	75	May. 17	Last Day of 2nd Semester (75 days)
	21	22	23	24	25	26	27		May. 18	Professional Day
	28	29	30	31					May. 28	Commencement 2:00pm
								Class Days	148.0	
								Professional Days	7.0	
								Total School Calendar Days	148.0	
								Standard Contract of	155.0	
								Hours Scheduled:	1,114	
								Hours a School Must Schedule:	1,056	