

Student Handbook

2019-2020

MISSION

Preparing For Success by Continuously Improving

VISION

Preparing all of our students to succeed after high school in the college or career pathway they choose by building community, inspiring contribution, challenging to grow, and embracing diversity.



Contents

GENERAL INFORMATION	5
SAFE SCHOOLS	5
SCHOOL CLOSINGS AND CANCELLATIONS (EBCE)	5
DUE PROCESS	5
NONDISCRIMINATION/EQUAL OPPORTUNITY (AC)	5
EQUAL EDUCATIONAL OPPORTUNITY (JB)	5
INTRADISTRICT AND OPEN ENROLLMENT (JFBA)	5
ATTENDANCE	6
COMPULSORY ATTENDANCE AGES (JEA)	6
ATTENDANCE PROCEDURES (JH)	6
Excused Absences	6
Unexcused Absences	6
Pre-Arranged Absences	7
TRUANCY POLICY (JHB)	7
TARDIES	7
SUSPENSIONS AND MAKE-UP WORK	7
LUNCH	7
CLOSED CAMPUS	7
PERMIT TO LEAVE	7
HALL PASSES	8
HALLWAYS	8
EMANCIPATED STUDENTS	8
WITHDRAWALS	8
ADMISSION AND DENIAL OF ADMISSION	8
CODE OF CONDUCT & DISCIPLINE	9
DRESS CODE (JICA)	9
SCHOLASTIC HONESTY	9
BUS CONDUCT (JICC)	10
STUDENT CONDUCT ON BUSES (JICC-R)	10
BUS MISCONDUCT	11
STUDENT CODE OF CONDUCT (JICDA)	11
BULLYING (JICDE)	12
VIOLENT AND AGGRESSIVE BEHAVIOR (JICDD)	12
TOBACCO FREE SCHOOLS (ADC)	13
DRUG AND ALCOHOL USE BY STUDENTS (JICH)	13
DISRESPECT	13
SEXUAL HARASSMENT (JBB)	14
District's Commitment	14
What Constitutes Sexual Harassment	14
Reporting Sexual Harassment	14
DISCIPLINARY REMOVAL FROM CLASSROOM (JKBA*-R)	14
Informal Removal to the Principal's Office	14
Formal Removal from Class	15
PROCEDURES TO BE FOLLOWED FOR FORMALLY REMOVING A STUDENT FROM CLASS	15

Notice To Parent/Guardian	15
Placement Procedures	15
Behavior Plan	15
Removal for Remainder of Term	15
Review by Principal	15
STUDENT EXPRESSION RIGHTS	15
SECRET SOCIETIES/GANG ACTIVITY (JICF)	16
SUSPENSION/EXPULSION OF STUDENTS (JKD/JKE)	16
GROUND FOR SUSPENSION/EXPULSION (JKD/JKE-E)	16
"HABITUAL OFFENSE" SUSPENSIONS	17
WEAPONS in SCHOOL (JICI)	17
Dangerous Weapons	17
Firearm Facsimiles	17
Local Restrictions	17
Referral to Law Enforcement	17
STUDENT INTERROGATIONS, SEARCHES AND ARRESTS (JIH)	18
Searches Conducted By School Personnel	18
Definitions	18
Search of School Property	18
Search of the Student's Person	18
Seizure of Items	18
Appeals	18
Law Enforcement Officers' Involvement	18
Search and Seizure	18
Interrogation	19
Custody and/or Arrest	19
PARKING LOT SEARCHES (JIHB)	19
INTERQUEST DETECTION CANINES	19
STUDENT DISCIPLINE (JK)	19
Immunity for Enforcement of Discipline Code	19
Remedial Discipline Plans	20
Discipline of Habitually Disruptive Students	20
Distribution of Conduct and Discipline Code	20
USE OF PHYSICAL INTERVENTION (JKA)	20
DISCIPLINE OF STUDENTS WITH DISABILITIES (JK*-2)	20
STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES (JII)	20
GRADES, GUIDANCE & HEALTH	21
GRADE POINT SCALE & MARKING SYSTEM (IKA)	21
HONOR ROLL	21
GUIDANCE SERVICES	21
NATIONAL TESTS	21
CONCURRENT ENROLLMENT ACT (IHCDA)	21
Enrollment in an Institution of Higher Education	21
Determination of Eligibility	21
Financial Provisions	22
Transportation	22
Definitions	22
Exclusion-Summer School	22

SCHOLARSHIPS IN ESCROW	22
SPECIAL AWARDS	23
POST-SECONDARY SCHOOL CATALOGS	23
GRADUATION REQUIREMENTS	23
State and district content standards	23
General requirements	23
GRADUATING WITH HONORS	25
VALEDICTORIAN AND SALUTATORIAN, AND TOP-TEN POLICY	25
STUDENT RECORDS/RELEASE OF INFORMATION ON STUDENTS (JRA/JRC)	25
SHARING OF STUDENT RECORDS/INFORMATION BETWEEN SCHOOL DISTRICT AND STATE AGENCIES (JRCA)	26
Sharing of information by the school district	26
Information obtained from state agencies	26
WELLNESS POLICY	26
STUDENTS WITH FOOD ALLERGIES (JLCDA)	26
Health Care Plan	26
Reasonable Accommodations	26
Access To Emergency Medications	26
Staff Training	27
SCHOOL NURSE	27
Medications	27
Immunizations	27
MEDICAID REIMBURSEMENT (JLCG)	27
SICKROOM	27
POLICIES & PROCEDURES	28
SCHOOL LUNCH AND BREAKFAST PROGRAM	28
SENIORS	28
PARKING LOT	28
SPEED LIMIT	28
STUDENT LOCKS	28
Electronic Devices	28
CELL PHONES	28
LASERS	28
TELEPHONE CALLS	28
STUDENT MESSAGES AND SPECIAL ANNOUNCEMENTS	28
SKATEBOARDS	29
STUDENT USE OF THE INTERNET (JS)	29
Blocking or Filtering Obscene, Pornographic and Harmful Information	29
No Expectation of Privacy	29
Unauthorized and Unacceptable Uses	29
Security	29
Safety	30
Vandalism	30
Unauthorized Content	30
Assigning Student Projects and Monitoring Student Use	30
Student Use is a Privilege	30
School District Makes No Warranties	30
BOOKS	30
LIBRARY POLICY	30

TEXTBOOK AND LIBRARY CHARGES (JQ)	30
STUDENT ORGANIZATIONS (JJA)	30
SCHOOL-RELATED STUDENT PUBLICATIONS (JICEA)	31
STUDENT DISTRIBUTION OF NON CURRICULAR MATERIALS (JICEC)	31
STUDENT VISITORS	31
VISITORS TO SCHOOL (KI)	31
DANCES	31
Dancing policy	32
PARTICIPATION IN EXTRACURRICULAR ACTIVITIES	32
EXTRACURRICULAR ACTIVITY ELIGIBILITY (JJ)	32
Participation in activities	32
Eligibility requirements	32
FIREARMS	32
SAFETY PROCEDURES (STANDARD RESPONSE PROTOCOL)	32
STAFF PERSONAL SECURITY AND SAFETY (GBGB)	33
CUSTODIAL AND NON-CUSTODIAL PARENTS RIGHTS AND RESPONSIBILITIES (KBBA)	33
MODEL NOTICE FOR DIRECTORY INFORMATION	33
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)	33
BELL SCHEDULES	34

GENERAL INFORMATION

SAFE SCHOOLS

The Board of Education recognizes that effective learning and teaching take place in a safe, secure and welcoming environment and that safe schools contribute to improved attendance, increased student achievement and community support. The School Board has directed the Superintendent of Schools, following consultation with the District Accountability Committee, parents, teachers, administrators, students and when appropriate, members of the community, to develop a safe schools plan. The plan and yearly audit can be reviewed at any of the schools within the School District.

Archuleta School District 50 JT uses Standard Response Protocol (SRP) as its emergency management system. Families of, and those attending, Pagosa Springs High School agree to comply with this protocol.

SCHOOL CLOSINGS AND CANCELLATIONS (EBCE)

The superintendent is empowered to close the schools or to dismiss them early in the event of hazardous weather or other emergencies which threaten the safety, health or welfare of students or staff members. It is understood that the superintendent will take such action only after consultation with appropriate authorities. The Board shall ratify the closing at its next regular meeting.

Parents, students and staff members shall be informed early in each school year as to how they shall be notified in the event of emergency closings or early dismissals.

All staff members, except for teachers and personnel who work only on teacher work days or on student days, unless otherwise notified shall be required to report to work as soon as possible on emergency days.

DUE PROCESS

It is the policy of the Board of Education to provide due process of law to students, parents, and school personnel through written procedures consistent with Section 22-33-101 et seq. C.R.S., 1973 for the suspension, expulsion of, or denial of admission to a pupil.

Further, the Board of Education hereby directs the superintendent to periodically review current procedures and develop new procedures, if necessary, which are consistent with this policy for adoption by the Board of Education.

Further, the Board of Education directs the superintendent to annually distribute this or other policies and procedures adopted thereto, with regard to the suspension, expulsion of, or denial of admission to any pupil, and to make copies available in the libraries of each school.

NONDISCRIMINATION/EQUAL OPPORTUNITY (AC)

The Board (of Education) is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. The schools in the district are subject to all federal and state laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry or need for special education services. Accordingly, no otherwise qualified student, employee, applicant for employment or member of the public shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any district program or activity on basis of race, color, national origin, ancestry, creed, religion, sex (which includes marital status), sexual orientation, disability or need for special education services. Discrimination against employees and applicants for employment based on age is also prohibited in accordance with state and federal law. This policy and regulation shall be used to address all concerns regarding unlawful discrimination and harassment, except those regarding sexual harassment which are addressed in policies GBAA and JBB*. In keeping with these statements, the following shall be objectives of this school district:

1. To promote the rights and responsibilities of all individuals as set forth in the state and federal constitutions, pertinent legislation and applicable judicial interpretations.
2. To encourage positive experiences in terms of human values for children and adults who have differing personal and family characteristics or who come from various socio-economic, racial and ethnic groups.
3. To consider carefully, in all decisions made which affect the schools, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
4. To utilize educational experiences to build each individual's pride in the community in which he or she lives.
5. To initiate a process of reviewing all policies and practices of this school district in order to achieve the objectives of this policy to the greatest extent possible.
6. To investigate and resolve promptly any complaints of unlawful discrimination and harassment.
7. To investigate and appropriately discipline staff and students found to be responsible for incidents of harassment or unlawful discrimination in violation of district policy.

EQUAL EDUCATIONAL OPPORTUNITY (JB)

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

INTRADISTRICT AND OPEN ENROLLMENT (JFBA)

Students shall be allowed to attend any school or participate in any program of their choice on a space-available, first-come, first-served basis. Please notify the school principal of your intent to enroll in another school district outside your attendance area of residence.

ATTENDANCE

COMPULSORY ATTENDANCE AGES (JEA)

Every child who has attained the age of six (6) 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, the 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.

The compulsory school attendance laws also apply to a six-year-old child who has been enrolled in a public school in the first grade or in a higher grade level unless the parent or guardian chooses to withdraw the child.

ATTENDANCE PROCEDURES (JH)

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.

Much of what is expected of students in today's schooling involves active participation during the school day. Examples include the following; labs, interactive videos and Smart Board lessons. For students to get the most out of school, it is critical that they be present during the school day. To ensure this, we have an expectation that students maintain a 95% attendance rate, missing a maximum of 8 days per school year.

If a student is absent from school (not prearranged), a parent must call the school before 8:45 a.m. to verify the absence. After being absent from school for any length of time, all students must report to the office to account for their absences by either a phone call or a signed note from their parent or guardian by 8:20 a.m. If a signed note or phone call has not been received in the front office, the student will be called to the office to have his/her absence verified.

Excused Absences

The following shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours.
2. A student who is absent for an extended period due to physical, mental or emotional disability.
3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
5. A student who is suspended or expelled.

As applicable, the district may require suitable proof regarding the above exceptions, including written statements from medical sources.

If a student is in out-of-home placement (as that term is defined by C.R.S. 22-32-138(1)(e)), absences due to court appearances and participation in court-ordered activities shall be excused. The student's assigned social worker shall verify the student's absence was for a court appearance or court-ordered activity.

Unexcused Absences

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. 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 appropriate penalties that relate directly to classes missed while unexcused.

The administration shall develop regulations to implement appropriate penalties.

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.

1. Upon a student's eighth non-school related absence, the campus administrator shall contact a parent/guardian by "8 - Day Letter" notifying the parent of the absenteeism and reminding the parent of the need to comply with the Compulsory Attendance Law and the importance of consistent attendance.
2. Upon the student's sixteenth non-school related absence, the campus administrator will send a "Sixteen-Day Letter" requesting a meeting with the parent. In this meeting, the parent, student, and administrator will develop a plan to help the student make a better choice about school attendance. The plan can involve, but not be limited to, consequences applied at home and at school. In the meeting, the administrator will advise the parents of the Compulsory Attendance Law explain the School Attendance and Review Board (SARB) and the potential for municipal court involvement.
3. Upon the student's twenty-fourth non-school related absence, the student shall be referred to the Student Attendance Review Board (SARB). The SARB will be composed of the student's teacher(s), the school counselor, the student, his/her parent/legal guardian, a representative from the department of social services and a representative from the Municipal Court and a building administrator. The SARB will review the academic and attendance record of the referred student and will develop intervention strategies and resources to assist in gaining the desired effect of maintaining a regular pattern of class attendance with resulting academic success. In the course of the review, an improvement plan is to be completed to address the needs and responsibilities of the individual student, as well as the support to be provided by the parents, the school district, and other agencies. The primary goal of the SARB process is to effect significant improvement through structure and supportive measures.

- Should the student's attendance problem continue after the SARB hearing, upon the student's thirty-second non-school related absence a referral will be made to law enforcement to enforce the Compulsory Attendance Law. In addition to law enforcement referral, the District, through recommendation by the building principal may address habitual absenteeism under the school district policy of willful disobedience or open and persistent defiance of proper authority.

Pre-Arranged Absences

If a student knows he/she is going to be absent from classes for three or more days, he/she shall secure from the office a pre-arranged form to be completed by the parent or guardian setting forth the reason for the request. Whenever possible this form should be obtained at least three days prior to the absence. After the form is signed by the parent/guardian, it is taken to all of the student's teachers for signatures. After the signatures of all teachers are obtained, the form should be returned to the office. **If there is a "no" on the form, it is an indication that the student cannot afford to miss school.** Without prior approval, students may not interrupt other classes to have a pre-arranged slip signed. The purpose of the pre-arranged absence is to permit the student to make arrangements to make up work missed during the absence. Pre-arranged absences are counted as days missed.

TRUANCY POLICY (JHB)

Truancy is defined as a deliberate absence from school on the part of the student without the knowledge and prior consent of the parent. If a student is absent without a signed parental excuse or if the student leaves school or class without permission of the teacher or administrator in charge, the student shall be considered truant. Students who miss class by going to the library or another part of the building without a teacher or administrative permission will be considered truant. Parents may not excuse a student to miss class and remain in the building without being cleared by the principal or assistant principal.

- On a student's first and second truantries, the building administrator shall contact a parent/guardian to discuss a plan to help the student make a better choice about school attendance. The plan can involve, but not be limited to, consequences applied at home and at school. Upon the student's second truancy, the building administrator shall contact a parent/guardian by phone to discuss a plan to help make a better choice about school attendance.
- If the student continues to be truant from school (3rd truancy during a school year) or is declared "habitually truant" as provided for under C.R.S. 22-33-107(3)(a), he/she shall be referred to the Student Attendance Review Board (SARB). The SARB will be composed of the student's teacher(s), the school counselor, the student, his/her parent/legal guardian, a building administrator, a representative from the department of social services and a representative from the Municipal Court.
- Should the student's truancy problem continue after the SARB hearing, a referral will be made to Municipal Court for Order to Compel Student Attendance (JH-E-2). Through the judicial process, the Court may issue a Notice and Summons to Compel Attendance (JH-E-3, JH-E-4 and JH-E-5) and so order the parent of the student through an Order Compelling School (JH-E-6).

In addition to Court referral, the District, through recommendation by the building principal may address habitual truancy under the school district policy of willful disobedience or open and persistent defiance of proper authority. Students violating this policy can be suspended or recommended for expulsion.

TARDIES

Students who are tardy to class not only create a disruption of the learning environment for themselves, but they interrupt the flow of information to their peers and the teacher's ability to create and sustain an optimum teaching environment. A tardy occurs when a student is not in the classroom when the tardy bell rings, but he/she arrives within 15 minutes after the tardy bell rings. Students who arrive to class more than 15 minutes late are considered absent. Students may receive a lunch detention for excessive tardies. Students who arrive late to school, will only receive a note from the office if they are excused by a parent.

SUSPENSIONS AND MAKE-UP WORK

Any student receiving an out-of-school suspension is responsible for making up all missed work. A student will have one additional class period for every class period he/she is suspended to make up all missed work.

LUNCH

During lunch, students may only be in the commons area, outside*, or supervised by a teacher in a classroom. *Students who choose to go outside must remain in the triangle area in front of the main entrance or in a supervised area approved by administration. Students are not allowed in the parking lot area during lunch.

CLOSED CAMPUS

All students must remain on campus from the time they arrive on school property until the final bell. Exemptions to this rule are seniors off period, tutors, and school to work students. These students must sign out in the front office before leaving campus. Students who leave campus without a "Permit to Leave" or without signing out will be considered truant. Parents/Guardians are asked to understand the schools intentions to provide a **safe environment** for all students during lunch. Excusing students at lunch for the purpose of just being off of school property during lunch is a conflict with this guideline. Parents wanting to eat lunch with their student must personally sign them out in the school office.

PERMIT TO LEAVE

In order to receive a Permit to Leave, the following is needed.

- Permission from the parent over the phone or by note (except during lunch, which must be in person).
- Permission from the principal in the event the parent cannot be contacted.
- Students must obtain a permit from the office before leaving. If returning to school the same day, the student must check back into school through the office.
- Teachers may not permit students to leave the building without students first obtaining a permit from the office.
- A note or phone call must be received for each absence. Parents may not write a single note excusing a student to leave campus every day. At the discretion of office personnel, notes and phone calls will be scrutinized for authenticity.

HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. A student or student aide should not be allowed to leave class without a pass. **IT IS THE STUDENTS' RESPONSIBILITY TO BRING ASSIGNED MATERIALS TO CLASS.**

HALLWAYS

The first fifteen minutes of class is used by teachers to engage students in the content to be learned for that day. Teachers also use that time to review and lay out activities for the period. The last ten minutes is used by teachers to bring closure and to explain out of class assignments to be completed. Because of the importance of these two time frames, students are not allowed to be in the hallways during the first fifteen minutes and the last ten minutes of any class period. At all other times, students must have a pass to be in the hallway.

EMANCIPATED STUDENTS

Students who have become legally emancipated in another state or who have left the residence of their guardian must report their situation to the principal or assistant principal immediately upon enrollment or change of status. These students will meet with both the principal and assistant principal to receive instruction on their attendance procedure.

WITHDRAWALS

Students who withdraw from school, regardless of the reason, must present to the office a statement signed by either parent or guardian stating the reason for withdrawal. After the office receives this statement, the student will be issued a check-out form which is to be signed by each of the student's teachers he/she has for a class or activity, and the librarian. Upon completion, the form is to be returned to the office. Money owed the school must be taken care of at this time or earlier.

Students will be issued unofficial grades at this time. Official grades will be mailed to the student's new school upon written request from that school, providing all books have been returned and all bills paid. Transcripts cannot be forwarded until a student officially withdraws.

ADMISSION AND DENIAL OF ADMISSION

According to the Colorado Revised Statutes 22-33-106 (2), subject to the district's responsibilities under The Exceptional Children's Education Act (see policy JK-2, Discipline of Students with Disabilities), the following shall 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.

According to C.R.S. 22-33-106 (3) (a-f), the following shall constitute additional grounds for denial of admission to a public school:

1. Graduating from the 12th grade of any school or receipt of any document evidencing completion of the equivalent of a secondary education.
2. Failure to meet age requirements.
3. Having been expelled from any school district during the preceding 12 months.
4. Not being a resident of the district unless otherwise entitled to attend under C.R.S. 22, Articles 23 (migrant children) or 32 (exclusion of non-residents).
5. Failure to comply with the provisions of Part 9, Article 4, Title 25, C.R.S. (immunization requirements). Any suspension, expulsion or denial of admission for such failure to comply shall not be recorded as a disciplinary action but may be recorded with the student's immunization record with an appropriate explanation.
6. Behavior in another school district during the preceding 12 months that is detrimental to the welfare or safety of other pupils or of school personnel.

According to C.R.S. 22-33-106(4) (a), 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:

1. 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;
2. there is an identifiable victim of the expelled student's offense; and
3. 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.

CODE OF CONDUCT & DISCIPLINE

DRESS CODE (JICA)

Students shall be clean and dressed in a manner that will be appropriate and not disruptive to the educational program of the school. Footwear must be worn on campus at all times. Students participating in Physical Education classes must wear a suitable shirt at all times.

The following may not be worn on campus during school hours:

1. Loose fitting tank tops.
2. Clothing which exposes the midriff (ie crop tops).
3. Clothing with lettering and/or pictures depicting drugs, alcohol, sex, nudity, profanity, vulgarity or tobacco.
4. Jewelry with lettering and/or charms depicting drugs, alcohol, sex, nudity, profanity, tobacco, or vulgarity.
5. Caricatures or pictures of individuals who are wearing clothing that does not meet the dress code.
6. Strapless or clear elastic tops may not be worn at school or at school functions.
7. Heavy gauge chains may not be brought on school property.
8. Although hats are allowed, headwear that hides or disguises identities (ie. hoodies, full coverage hats, hats with facemasks, etc.) are not allowed for safety purposes.

In general, the 4 B's should not be visible.

TEE SHIRTS: Students who wear a tee shirt to school with lettering or a logo that does not meet the dress code standard will have to turn their shirt inside-out or change into a shirt provided by the school.

SHORTS: Shorts shall be of a length at the tip of the thumb when arms are fully extended at sides. Pants and shorts shall be worn with the waistband at the waist, and not pulled below the waist.

SKIRTS AND DRESSES: Skirts and dresses shall be of a length at the tip of the longest finger when arms are fully extended down at the sides.

COATS: Coats shall be kept in lockers and not worn to class, except in special circumstances.

Students will be required to comply with existing dress codes in shops, physical education, or classes that may require specific dress regulations.

SCHOLASTIC HONESTY

Pagosa Springs High School urges students to conduct themselves ethically and honorably. It is expected that the grade a student earns is based upon work the student has performed. Cheating is dishonest. It harms you and it harms the other students who do not cheat. We, therefore, will not condone nor will we tolerate any student submitting work that is not produced solely by the student's own initiative.

The following behaviors may be considered as possible acts of cheating: plagiarism, talking during an exam, copying another's test/assignment, allowing others to copy your work, roving eyes, open books or notebooks during an exam, crib sheets/cheat sheets, passing notes during an exam, cell phone use during an exam, printing another's work, having someone do your assignment for you (homework, project, lab, etc.), stealing exams, selling exams, altering a grade (in grade book, on a computer, on a report card), taking an exam for someone else, using bribery/blackmail/threats, intimidation in pursuit of a better grade.

CATEGORY ONE OFFENSE

- Copying homework
- Using cheat sheets/notes during a test
- Roving eyes
- Talking during a test
- Plagiarism
- Any other clear observance of cheating
- Sharing information about a test or assessment

First Offense

Teacher may:

- Give the student a grade of "0"
 - Students will be allowed to retake/redo according to the corresponding retake policy
- Submit a behavior referral
- Communicate with the student's home regarding the incident

Administrator may:

- If a student has a history of prior cheating, the administrator will contact the parent/guardian for a conference.
- Possibly assign the student to ISS.

Second Offense

Teacher may:

- All of the above
- Send the student to the office

Administrator may:

- Assign ISS or possible Out of School Suspension
- Have a parent conference

- Place referral in student's discipline and cumulative file
- Notify student and parent that child is ineligible to take further Honors classes
- Notify student and parent the child ineligible for academic awards
- Forward referral to any scholarship committees

Third Offense

Teacher may:

- See second offense

Administrator may:

- All of the above
- Assign out of school suspension
- Have a parent conference
- **One or more of the following may occur:**
 - Restrict the student from participating in extra and /or co-curricular activities
 - Exclude student from receiving letters of recommendation from school personnel
 - Student may be recommended for alternative programs
 - Student may be recommended for expulsion

CATEGORY TWO OFFENSE

- Stealing exams
- Selling exams
- Receiving stolen exams
- Forging transcripts/report cards
- Altering grades in a teacher's gradebook or computer
- Turning in someone else's work as your own
- Hiring/having someone to do your projects/papers/labs/etc.
- Using bribery/blackmail/threat/intimidation in pursuit of a better grade

First Offense

Teacher may:

- Give the student a grade of "0"
 - Students will be allowed to retake/redo according to the corresponding retake policy
- Will submit a behavior referral
- Communicate with the student's home regarding the incident

Administrator may:

- Assign out of school suspension
- Have a parent conference
- **One or more of the following may occur:**
 - Student will ineligible for academic awards
 - Restrict the student from participating in extra and /or co-curricular activities
 - Referral will be forwarded to any scholarship committees
 - Exclude student from receiving letters of recommendation from school personnel
 - Student may be recommended for alternative programs
 - Student may be recommended for expulsion

BUS CONDUCT (JICC)

It is the bus driver's duty to notify the supervisor of transportation and the principal of the school involved if any student persists in violating the established rules of conduct.

Buses shall run on predetermined schedules each school day. However, in the case of severe storm conditions or emergencies, students and parents should listen to Radio KWUF in the morning to see if the buses will run.

Students participating in activities which require transportation away from the school district must accompany the team or group in buses or cars provided by the district, including the return trip, except when officially released by the proper authority.

Parents/guardians must come to the office in person and complete the proper form naming the person (non-parent/guardian) the student can be released to at the school activity for transportation home.

Bus passes for one day are obtained by the parent calling the school office. A written pass will be issued from the office.

STUDENT CONDUCT ON BUSES (JICC-R)

School bus passengers shall:

- live on a bus route unless the school office has issued an official bus pass to the student
- ride the full distance to and from school and home, or place of pickup
- be at the bus stop at least five (5) minutes before the arrival of the bus
- be orderly and respect other people's property while waiting to board the bus
- stay back at least six (6) feet from the point where the bus stops
- go to assigned seats without crowding or pushing and remain seated while the bus is in motion

- make room for other passengers to be seated on the bus
- not extend arms, legs or heads out of the bus windows
- not talk to the driver while the bus is in motion, except in an emergency
- not tamper with the emergency doors or windows or any other part of the bus equipment
- not harm or deface the bus and its equipment
- not fight or scuffle on the bus or throw objects on or from the bus
- keep books, lunch boxes, musical instruments and other similar objects out of the aisle of the bus
- not possess or use tobacco, drugs, alcohol, controlled substances, narcotics, and/or drug paraphernalia (including E-cigarette/hookah/vape pens and any corresponding paraphernalia)
- not bring glass containers onto the bus
- not eat or drink on the bus unless on an activity trip with a sponsor
- remain seated and facing the front until the bus comes to a complete stop
- not lie down on the bus seat
- leave the bus in an orderly manner
- talk in low levels so the driver's attention will not be distracted from his/her duties
- show respect for the bus driver, bus aide, and any adult sponsors

Students who are not able to meet the requirements of a bus driver's expectations for behavior could lose their bus riding privileges.

The transportation department requires each student to:

- return the transportation contract signed by the parent each year to be eligible to ride a bus.
- notify the transportation department of any changes in pickup, drop off or other transportation needs.
- complete a space available request form when there is a need to ride a different bus.
- get off the bus at the designated stop unless receiving an official bus pass and presenting it to the driver.

BUS MISCONDUCT

Each bus driver is responsible to transport students to and from school safely daily. When a student is not following the rules, this is a distraction for the driver and could cause an unsafe situation for all of the riders on board. Students who do not comply with the bus rules will receive consequences as follows:

Pink slips are given to the student by the driver when the student continues to disobey the bus rules. The driver alerts the parent/guardian that he/she has given their student a pink slip, and that their bus riding privileges have been suspended. Riding privileges will be reinstated when the pink slip is returned to the driver, signed by the parent/guardian, assuring us that you have discussed proper bus behavior with your child.

3 pink slips will result in a three-day bus suspension. Repetitive bus violations could result in permanent bus suspension.

Students will be responsible to pay for replacement/repairs if they damage the seats on the bus, by cutting, tearing, or graffiti that they are unable to remove.

For more serious violations such as defiance of authority, possession or use of drugs, alcohol or tobacco products, vandalism, possession of weapons, bullying and fighting, there will be more serious consequences determined by the principal and transportation director.

If a student's bus privileges have been revoked for misconduct, transportation will not be provided for any purpose including to and from school and all school sanctioned activities until the suspension is completed.

STUDENT CODE OF CONDUCT (JICDA)

The principal 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 activity or district-sponsored activity or event off of school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event. Students under suspension from school are not allowed on school property and may not attend any school function during their suspension. In order to be readmitted, the student must be accompanied by his/her parent(s) or guardian and confer with the principal or assistant principal.

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
4. Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of students or staff.
5. Violation of district policy or building regulations.
6. Violation of the district's policy on weapons in the schools. Expulsion shall be mandatory for using or possession of a firearm in accordance with federal law.
7. Violation of the district's alcohol use/drug abuse policy.
8. Violation of the district's violent and aggressive behavior policy.
9. Violation of the district's tobacco-free schools policy.
10. Violation of the district's policy on sexual harassment.
11. Violation of the district's policy on nondiscrimination.
12. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.

13. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
14. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
15. 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.
16. Lying or giving false information, either verbally or in writing, to a school employee.
17. Scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
18. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.
19. Behavior on or off school property which is detrimental to the welfare or safety of other students or school personnel.
20. Repeated interference with the school's ability to provide educational opportunities to other students.
21. 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.
22. Violation of the district's dress code policy.
23. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
24. Violation of district's policy on bullying prevention and education.

BULLYING (JICDE)

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, or against whom federal and state laws prohibit discrimination upon the bases described in C.R.S. 22-32-109(1)(II)(I), whether such characteristic(s) is actual or perceived.

Common language used with students and parents at Archuleta School District 50 Joint schools will be: The ABC and D of bullying; A – Aggressive: Attacks that are physical social and/or emotional, B – Balance of Power is unequal – bigger vs. smaller, older vs. younger, C – Consistent – It happens more than once over a period of time, D – Deliberate: There is an intent to hurt or harm.

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.

VIOLENT AND AGGRESSIVE BEHAVIOR (JICDD)

The Board recognizes there are certain behaviors that, if tolerated, would quickly destroy the type of learning environment to which the students and staff of the district are entitled. These behaviors, categorized as violent or aggressive, will not be tolerated and shall result in immediate action being taken by the district.

Students exhibiting violent or aggressive behavior or warning signs of future violent or aggressive behavior shall receive appropriate intervention to change behavior before a crisis occurs and shall be subject to disciplinary action when appropriate.

Students shall be taught to recognize the warning signs of violent and aggressive behavior and shall report questionable behavior or potentially violent situations to appropriate school officials. All reports shall be taken seriously.

Acts of violence and aggression shall be well documented and communicated by the staff to the building principal and the superintendent. The Board of Education shall be informed of all students who are receiving intervention. The immediate involvement of the parents/guardians is also essential. Law enforcement officials shall be involved if there is any violation of law.

An act of violence and aggression is any expression, direct or indirect, or 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. The possession, threat or use of a weapon as described in the district's weapon 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 – This includes, but is not limited to: swearing, screaming, obscene gestures or threats directed, either orally (including by telephone) or in writing, at any 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 – Any written or verbal expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school environment as further described in the district’s bullying prevention and education policy.
7. Gang Activity – As described in the district secret societies/gang activity policy.
8. Sexual Harassment – as described in the district’s sexual harassment 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, sex, sexual orientation, religion, national or ethnic background or handicap.
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.

TOBACCO FREE SCHOOLS (ADC)

To promote the general health, welfare and well-being of students and staff, smoking, chewing or any other use of any tobacco products by staff, students and members of the public is prohibited from 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 through the means lighting, chewing, smoking, ingesting or application of any tobacco product 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.

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 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 USE BY STUDENTS (JICH)

Archuleta School District 50 Joint shall promote a healthy environment for students by providing education, support and decision-making skills in regard to alcohol, drugs and other controlled substances and their abuse. In order to accomplish this goal, a cooperative effort must be made among the schools, parents/guardians, community and its agencies.

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 procure 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, medicine, vitamin or other chemical substances not taken in accordance with the Board policy and regulations on administering medicines 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 who is on school property, in attendance at school, in a school vehicle or taking part in any-school sponsored or sanctioned activity 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.

Disciplinary sanctions and interventions for violations of this policy shall be in accordance with this policy’s accompanying regulation.

Situations in which a student seeks counseling or information from a professional staff member for the purpose of overcoming substance abuse shall be handled on an individual basis depending upon the nature and particulars of the case. When appropriate, parents shall be involved and every effort made to direct the substance abuser to sources of help.

The Board, in recognition that drug and alcohol abuse is a community problem, shall cooperate actively with law enforcement, social services or other agencies and organizations, parents and any other recognized community resources committed to reducing the incidents of illegal use of drugs and alcohol by school-aged youths.

Whenever possible in dealing with student problems associated with drug and alcohol abuse, school personnel shall provide parents/guardians and students with information concerning education and rehabilitation programs which are available.

Information provided to students and/or parents about community substance abuse treatment programs or other resources shall be accompanied by a disclaimer to clarify that the school district assumes no financial responsibility for the expense of drug or alcohol assessment or treatment provided by other agencies or groups unless otherwise required.

DISRESPECT

Rudeness, verbal brutality, and intimidation directed at others will be addressed by disciplinary action. Disciplinary action could include a mandatory review of the techniques that deal with anger management, conflict resolution, respect for other's feelings, as well as enhancing one's own self-respect.

Students can be suspended for behaviors including, but not limited to the following: directing profanity at another student, returning profanity as a response to another student's actions, spreading rumors that cause a conflict between students, ridicule directed toward other students, intimidation, verbal abuse, promoting a fight, encouraging a fight during a fight, and any other act that is meant to hurt, ridicule, and/or defame another person.

SEXUAL HARASSMENT (JBB)

The district 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.

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.

What Constitutes Sexual Harassment

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. 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 or demeaning 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. Legitimate non-sexual touching or other non-sexual conduct is not sexual harassment.

Reporting Sexual Harassment

Sexual harassment cannot be investigated or corrected by the district until the district is made aware of such harassment. Therefore, students are encouraged to report all incidences of sexual harassment to either a teacher, counselor or principal in their school building and file a formal grievance, as set forth in regulation JBB*-R. All reports and indications from students, district employees and third-parties shall be forwarded to the grievance officer.

If the alleged harasser is the person designated as the grievance officer, an alternate grievance officer will be appointed by the superintendent to investigate the matter.

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 grievance or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect grades.

DISCIPLINARY REMOVAL FROM CLASSROOM (JKBA*-R)

Staff, including administrators and teachers, must use their training, experience and authority to create schools and classes where effective learning is possible. Students should be able to attend school and classes as free as reasonably possible from unnecessary and unwarranted distraction and disruption. Such behavior interferes with the classroom environment and will not be tolerated.

A student who engages in classroom conduct or behavior prohibited by the code of conduct may be removed from class by a teacher and placed temporarily in an alternative setting in accordance with these procedures.

For purposes of this policy and procedure, a "class" includes regular classes, special classes, resource room sessions, labs, study halls, library time, school assemblies and other such learning opportunities taught or supervised by a teacher. "Teacher" means a person holding a license issued by the state who is employed to instruct, direct or supervise the instructional program. The definition of "Teacher" does not include substitute teachers.

Informal Removal to the Principal's Office

An informal removal from class occurs when a student breaks one or several classroom rules in a class period or during the school day. The teacher may remove a student by using approved discipline management techniques such as using a safe "time out" environment either in or out of the classroom, or sending the student to the principal's office for a short period of time. Generally, the student will be allowed to return to his or her classroom later the same day. The procedures set forth below do not apply to an informal removal from class.

Formal Removal from Class

A teacher may formally remove a student from class for conduct that is prohibited in the student code of conduct. It should be noted that building administrators make decisions regarding suspension and the superintendent makes recommendations for expulsion. Thus, a teacher's decision to remove a student from class for behavior covered by district policies regarding suspension and expulsion may, but does not necessarily mean that the student will also be suspended or expelled.

PROCEDURES TO BE FOLLOWED FOR FORMALLY REMOVING A STUDENT FROM CLASS

Unless the behavior is extreme as determined by the teacher, a teacher shall warn a student that continued misbehavior may lead to removal from class. When the teacher determines that removal is appropriate, the teacher should take one of the following courses of action:

- Instruct the student to go to the main office. Unless prevented by the immediate circumstances, the teacher shall send a note with the student stating the reason for the student's removal and call the building principal's office.
- Obtain coverage for the class and escort the student to the main school office. The teacher shall inform the building principal or designee of the reason for the student's removal from class.
- Seek assistance from the main school office or other available staff. When assistance arrives, the teacher or the other staff member should accompany the student to the main office. The principal or designee shall be informed of the reason for the student's removal.

No later than the end of the day of the suspension or expulsion, the teacher shall submit to the building principal or designee a short and concise written explanation of the basis for the student's removal from class.

Notice To Parent/Guardian

No later than the day following a classroom suspension or expulsion, 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 require 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.

Placement Procedures

Each building principal shall designate a room or other suitable place in the school to serve as the short-term removal area.

When the student arrives at the main office, the building principal or designee shall give the student an opportunity to briefly explain the situation. If the building principal or designee is not available immediately upon the student's arrival, the student will be taken to the designated short-term removal area and the principal or designee will speak to the student as soon as practical.

At the discretion of the building principal or designee, the student may be placed in another appropriate class, program or educational setting, provided students are supervised in such alternative setting.

Students placed in the short-term removal area shall be supervised. During their time of placement, students are expected to do the work of an academic nature. If possible, such work shall be related to the work in the class from which the student was removed or may be related to the student's misconduct. In no event shall a student's time in the short-term removal area be recreation or other free time.

In most cases, a student shall remain in the short-term removal area for the duration of the class from which he or she was removed. Prior to allowing the student to resume his or her normal schedule, the building principal or designee shall speak to the student to determine whether the student is, or appears to be, ready and able to return to class without recurrence of the behavior for which the student was removed. In the event it is not deemed appropriate to return the student to regular classes, the building principal or designee may consider a different placement option.

Behavior Plan

The principal or designee and teacher shall consider whether a behavior plan should be developed for the student upon the student's first removal from class. The behavior plan will be similar, if not the same, as a remedial discipline plan developed for disruptive students in accordance with district policy. A behavior plan shall be developed after the teacher formally removes a student from class for the second time.

Removal for Remainder of Term

Upon the third formal removal from class, a student shall be officially removed from the teacher's class for the remainder of the term. The principal shall be responsible for determining the appropriate placement of the student, which may or may not be another section of the same class, depending on a variety of circumstances. The principal's decision regarding placement is final.

Once a student is officially removed from class, a loss of credit may occur if the principal determines that it would be too disruptive to enroll the student in another class after the start of the term.

Review by Principal

The principal is required to collect data pertaining to the number of students who are removed from class during the year. This information will be reported to the public on the safety section of the school report card. The principal shall review this data with teachers at least annually.

A student may be removed from a classroom by a teacher only in accordance with the requirements of this policy and the applicable provisions of state and federal law. All teacher actions under this policy shall be subject to evaluation and supervision by the teacher's supervisor as provided in school district policies and procedures, including the evaluation policy.

STUDENT EXPRESSION RIGHTS

While students do not shed their constitutional rights when they enter the school or engage in school-related activities, it is the Board of Education's responsibility to adopt rules reasonably necessary to maintain proper discipline among students and create an effective learning environment.

For purposes of this policy, student expression includes expression in any media, including but not limited to written, oral, visual, audio, and electronic media in all classroom and other school-related activities, assignments, and projects.

Students shall not turn in, present, publish or distribute expression that is disruptive to the classroom environment or to the maintenance of a safe and orderly school, as follows:

1. Obscene
2. Libelous, slanderous, defamatory, or otherwise unlawful under state law
3. Profane or vulgar
4. False as to any person who is not a public figure or involved in a matter of public concern
5. Creates a clear and present danger of the commission of unlawful acts, the violation of lawful school regulations, or the material and substantial disruption of the orderly operation of the school
6. Violates the rights of others to privacy
7. Threatens violence to property or persons
8. Attacks any person because of race, color, sex, age, religion, national background, disability, or handicap
9. Tends to create hostility or otherwise disrupt the orderly operation of the educational process
10. Advocates illegal acts of any kind, including the use of illegal drugs, tobacco or alcohol

SECRET SOCIETIES/GANG ACTIVITY (JICF)

The Board of Education desires to keep district school and students free from the threats or harmful influence of any groups or gangs which advocate drug use, violence, or disruptive behavior. The principal or designee shall maintain continual, visible supervision of school premises, school vehicles, and school-related activities to deter gang intimidation of students and confrontations between the members of different gangs.

The School Board prohibits the presence on school premises, in school vehicles and at school-related activities of any apparel, jewelry, accessories, 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. This policy shall be applied at the principal's discretion after consultation with the superintendent or designee as the need for it arises at individual school sites.

SUSPENSION/EXPULSION OF STUDENTS (JKD/JKE)

The Board of Education shall provide due process of law to students, parents, and school personnel through written procedures consistent with law for the suspension or expulsion of students and the denial of admission.

The Board and its designee(s) may consider the following factors in determining whether to suspend or expel a student:

1. The student's age
2. The student's disciplinary history
3. The student's eligibility as a student with disability
4. The seriousness of the violation committed by the student
5. The threat posed to any student or staff; and
6. The likelihood that a lesser intervention would properly address the violation

Depending on the severity of the student's behavior, the length of the expulsion can be up to one calendar year.

Procedures for suspension and expulsions are defined in District Policy JKD/JKE-R.

GROUND FORS SUSPENSION/EXPULSION (JKD/JKE-E)

According to Colorado Revised Statutes 22-33-106 (1) (a-e) and 3 (e), the following shall 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 except that if the child who creates such a threat is a handicapped child pursuant to Section 22-20-103 (4) such child may not be expelled if the actions creating such threat are a manifestation of such child's handicapping condition.
4. Declaration as a habitually disruptive student for which expulsion shall be mandatory.
 - a. For purposes of this paragraph, "habitually disruptive student" means a student who has caused a material and substantial disruption in the classroom, on school grounds, in school vehicles or at school activities or events. 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" and the mandatory expulsion of such students.
5. The use, possession or sale of a drug or controlled substance as defined in C.R.S. 18-18-102(5).
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. The carrying, bringing, using or possessing a dangerous weapon without the authorization of the school or school district, except that if a student discovers that he or she has carried, brought or is in possession of a dangerous weapon and the student notifies a teacher, administrator or other authorized person in the school district, and as soon as possible delivers the dangerous weapon to that person, expulsion shall not be mandatory.
As used in paragraph c, "dangerous weapon" means:
 - a. A firearm, whether loaded or unloaded, or a firearm facsimile that could reasonably be mistaken for an actual firearm.
 - b. Any pellet or 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 measures longer than three inches in length or a spring loaded knife or a pocket knife with a blade longer than three and one-half inches.
 - d. Any object, device, instrument, material, or substance, whether animate or inanimate, 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.
10. Failure to comply with the provisions of Part 9, Article 4, Title 25, C.R.S. (immunization requirements). Any suspension, expulsion or denial of admission for such failure to comply shall not be recorded as a disciplinary action but may be recorded with the student's immunization record with an appropriate explanation.
11. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.

"HABITUAL OFFENSE" SUSPENSIONS

Students who commit a "Habitual Offense" as defined above, will be suspended from school. The length of the suspension will be determined by the severity of the student's actions.

When a student has been suspended because of a "Habitual Offense", the school, in writing and verbally, shall notify the parent, guardian, or legal custodian about the suspension. Before a student can be admitted back in school, the parent, guardian, or legal custodian must meet at the school with an administrator.

Should a student be suspended a second time for a "Habitual Offense", the parent, guardian, or legal custodian will be notified of a second suspension verbally and in writing. A mandatory remedial plan will be developed at the school in a joint meeting with the student, parent, guardian, or legal custodian, and an administrator. The remedial discipline plan for the student will address the student's disruptive behavior, his or her educational needs, and the goal of keeping the student in school. The superintendent of schools will also be notified in writing the student has received a second "Habitual Suspension" and he/she will be recommended for expulsion if a third "Habitual Suspension" should take place during the current school year.

WEAPONS IN SCHOOL (JICI)

The Board of Education determines that possession and/or use of a weapon by students is detrimental to the welfare and safety of the students and school personnel within the district.

Dangerous Weapons

Carrying, bringing, using or possessing 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, whether loaded or unloaded
- 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 measures longer than three inches in length or a spring loaded knife or a pocket knife with a blade longer than three and one-half inches.
- d. Any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury including, but not limited to slingshot, bludgeon, brass knuckles or artificial knuckles of any kind.

The principal may initiate expulsion proceedings for students who carry, bring, use or possess a dangerous weapon in violation of violate this policy. 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.

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. 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.

Local Restrictions

The Board of Education determines that extra precautions are important and necessary to provide for student safety. Therefore, the carrying, bringing, using or possessing any knife, regardless of the length of the blade, 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 express authorization is prohibited. Students who violate this policy provision shall be referred for appropriate disciplinary proceedings.

Referral to Law Enforcement

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.

STUDENT INTERROGATIONS, SEARCHES AND ARRESTS (JIH)

The Board of Education seeks to maintain a climate in the schools which is conducive to learning and protective of the safety and welfare of staff and students. To achieve this goal, it may be necessary for school personnel to search the person and/or the personal property of the student and to seize any property deemed injurious or detrimental to the safety and welfare of students and staff.

Searches Conducted By School Personnel

Searches may be conducted by a school official who has reasonable grounds for suspecting that a search will turn up evidence that the student has violated either the law or Board policy. When reasonable grounds for a search exist, school personnel may search a student and/or the student's personal property while on school premises or during a school activity under the circumstances outlined in this policy and may seize any illegal, unauthorized or contraband materials.

Any search conducted by a school official shall respect the privacy of the student and not be any more intrusive than necessary, considering the age and sex of the student and nature of the suspected infraction.

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.

An administrative report shall be prepared by the school official conducting a search explaining the reasons for the search, the results and the names of any witnesses to the search. If the search produces evidence to be used as a basis for disciplinary action, the report shall be filed in the student's cumulative folder.

Definitions

1. "Reasonable suspicion" is the standard for a search on school property or at school activities carried out by school authorities. Reasonable suspicion is based on facts provided by a reliable informant or personal observation which cause the school official to believe, based on personal experience, that search of a particular person, place or thing would lead to the discovery of evidence of a violation of Board policy or state or federal laws. Reasonable suspicion requires more than a mere hunch.
2. "Contraband" consists of all substances or materials prohibited by Board policy or state law including but not limited to drugs, alcoholic beverages, guns, knives, other weapons and incendiary devices.

Search of School Property

School lockers, desks and other storage areas are school property and remain at all times under the control of the school. School property provided for the use of students is subject to inspection, clean-outs, access for maintenance and search pursuant to this policy.

Students shall assume full responsibility for the security of their lockers and/or other storage areas in a manner approved by the administration. Students shall be responsible for whatever is contained in desks and lockers assigned to them by the school.

The principal or designee may search a desk, locker or any other storage area and its contents when there are reasonable grounds for a search. Whenever possible, another person shall be available to witness the search.

Search of the Student's Person

The principal or designee may search the person of a student if the school official has reasonable grounds to believe that the student is in possession of contraband.

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

Searches of the person shall be conducted out of the presence of other students and as privately as possible. At least one but not more than three additional persons of the same sex as the student being searched shall witness but not participate in the search.

The parent/guardian of any student searched shall be notified of the search as soon as reasonably possible.

Searches of the person which require removal of clothing other than a coat or jacket shall be referred to a law enforcement officer. No strip search shall be carried out by any school employee.

Seizure of Items

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 if it is tagged for identification at the time it is seized. 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.

Appeals

Within 10 school days after a search, the student may appeal the search decision to the superintendent who shall investigate the reason(s) and circumstances of the search. The superintendent shall issue written findings within five school days after receiving the appeal. The superintendent's decision shall constitute the final district determination.

Law Enforcement Officers' Involvement

Search and Seizure

The principal or designee may request a search on school premises be conducted by a law enforcement officer. When law enforcement authorities are involved in the search, the search will be conducted under criminal law standards rather than under the provisions of this policy.

When law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in the search unless under the direct order of the law enforcement officer.

If law enforcement personnel seek permission from school authorities to search a student, the student's personal property or school property to obtain evidence related to criminal activities, school officials shall require the police to produce a valid search warrant before the search is conducted unless:

1. There is un-coerced consent by the student.
2. There is probable cause and circumstances such that taking the time to obtain a search warrant would frustrate the purpose of the search.
3. The search is incident to an arrest and is limited to the person and immediate surroundings.

Interrogation

When law enforcement officials request permission to question students when students are in school or participating in school activities, the principal or designee shall be present. If the student is under 18, the student's parent/guardian also shall be present unless the juvenile is emancipated as that term is defined in state law.

Every effort shall be made not to draw any attention to the student being questioned by conducting the interrogation in private and with as little disruption to the schedule as possible.

Custody and/or Arrest

When custody and/or arrest by the police is involved, the principal shall request that all procedural safeguards as prescribed by law be observed by law enforcement officers. This includes all due process procedures including but not limited to obtaining proper arrest warrants where required.

PARKING LOT SEARCHES (JIHB)

The Board of Education recognizes for various reasons students may desire to drive a vehicle to school. To the extent feasible, the district will make available parking spaces on School District property for the convenience of students. However, the district has a duty to maintain an orderly educational environment and the following guidelines and procedures shall apply to those students who avail themselves of school district parking privileges.

1. No student shall be allowed to use school district parking spaces until the student's parent or legal guardian or, if the student is 18 or older, the student, first signs a notice and consent form. Such forms shall contain at a minimum the following:
 - a. Notice that parking any vehicle on school district property is a privilege and that the use of this privilege will subject the student and his/her automobile to regulation and control by the school district.
 - b. A statement of intent by the student that the student agrees with the requirements of this and other Board policies pertaining to parking vehicles on school district property.
 - c. A consent to allow school district personnel to inspect the interior, trunk and glove compartment or any other part of the vehicle whenever, in the opinion of the school district, an inspection and search is necessary.
 - d. A consent to allow trained dogs to sniff the exterior of the vehicle at any time for the presence of illegal drugs or other items and substances prohibited by law or school district policy.
2. If the school district determines that it is necessary to inspect or search the vehicle of an individual student or students, the student shall accompany the person or persons conducting the inspection or search to the vehicle and shall grant access to any part of the vehicle to which access is requested. If the student cannot or will not provide access to the vehicle, the principal or other school district personnel may still conduct a search of the vehicle. The person or persons conducting the search may remove any materials from the vehicle not properly in the student's possession or on school district

property, and the student shall have a conference with the principal at which time he/she shall have the opportunity to explain the presence of said materials in the automobile. The school district may take whatever disciplinary steps it deems appropriate under school district policies.

INTERQUEST DETECTION CANINES

Archuleta School District 50 JT has an agreement with **INTERQUEST DETECTION CANINES of SOUTHERN COLORADO, INC.** to provide trained detection canines to conduct random unannounced contraband inspection of all campus locations in the district. The canines are trained to detect the presence of illicit drugs, prescription and over the counter drugs, alcoholic beverages, and gunpowder based items.

District owned property such as: all campus buildings, buses or vehicles, all exterior grounds including parking lots will be randomly inspected for prohibited contraband items. **ALL PROPERTY ON SCHOOL GROUNDS IS SUBJECT TO INSPECTION INCLUDING PRIVATELY OWNED VEHICLES.** If detected and found, the district will initiate the appropriate disciplinary action.

STUDENT DISCIPLINE (JK)

The Board believes that effective student discipline is a prerequisite for sound educational practice and productive learning. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline and socially acceptable behavior.

All policies and procedures for handling general and major student discipline problems shall be designed to achieve these broad objectives. Disorderly students shall be dealt with in a manner which allows other students to learn in an atmosphere which is safe, conducive to the learning process, and free from unnecessary disruptions.

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.

All Board-adopted policies and Board-approved regulations containing the letters "JK" in the file name constitute the discipline section of the legally required code.

The Board shall consult with administrators, teachers, parents, students and other members of the community in the development and review of the conduct and discipline code.

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 sanctioned events. The goal of the remedial 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 in the classroom, on school grounds, in school vehicles or at school activities or sanctioned events three or more times during the 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 any other disciplinary interventions.

Distribution of Conduct and Discipline Code

The conduct and discipline code shall be provided distributed to each student upon enrollment in elementary, middle, junior high and high school. The district shall take reasonable measures to ensure each student is familiar with the code. Copies shall be posted in each school of the district. In addition, any significant change in the code shall be provided to students and posted in each school.

USE OF PHYSICAL INTERVENTION (JKA)

In dealing with disruptive students, any person employed by the district may, within the scope of his/her employment, use reasonable and appropriate physical intervention or force as necessary for the following purposes:

1. To prevent a student from an act of wrong-doing.
2. To quell a disturbance threatening physical injury to others.
3. To obtain possession of weapons or other dangerous objects upon a student or within the control of a student.
4. For the purpose of self-defense.
5. For the protection of persons or property.
6. To maintain discipline.

Any such acts are not in conflict with the legal definition of child abuse and shall not be construed to constitute corporal punishment within the meaning and intention of this policy.

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

Any method or device used to involuntarily limit a student's freedom of movement for more than five minutes, including physical force, mechanical restraint, physical restraint, chemical restraint or seclusion, shall be in compliance with state law on protecting persons from restraint. The superintendent shall develop procedures and a training program related to the use of restraint consistent with this policy and state law.

Corporal punishment shall not be administered to students by anyone in any district school.

DISCIPLINE OF STUDENTS WITH DISABILITIES (JK*-2)

Students with disabilities are neither immune from school district's disciplinary process nor entitled to participate in programs when their behavior impairs the education of other students. Students with disabilities who engage in disruptive activities and/or actions dangerous to themselves or others will be disciplined in accordance with their IEP, any behavioral intervention plan and this policy.

Nothing in this policy shall prohibit an IEP team from establishing consequences for disruptive or unacceptable behavior as part of the student's IEP. The plan is subject to all procedural safeguards established by the IEP process.

STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES (JII)

Decisions made by school personnel which students believe are unfair or in violation of pertinent board policies or individual school rules may be appealed to the principal. Students must follow the specific appeal process created for particular complaints.

Grievance procedures shall be available for students to receive prompt and equitable resolution of allegations of discriminatory actions on the basis of race, color, national origin, ancestry, creed, sex, sexual orientation, marital status, religion, disability or need for special education services.

GRADES, GUIDANCE & HEALTH

GRADE POINT SCALE & MARKING SYSTEM (IKA)

All teachers at Pagosa Springs High School use the following 4-point scale for determining letter grades*:

- A -- 4 grade points = 90-100.....Advanced Understanding
- B -- 3 grade points = 80-89.....Proficient Understanding
- C -- 2 grade points = 70-79.....Partial Proficient Understanding
- D -- 1 grade point = 60-69.....In Progress

*Beginning in the 2019-2020 school year, all classes that are "Advanced Placement" will be on a 5-point scale.

GRADING POLICY

1. Gradebooks are set up in the following manner:
 - a. 80% -- Summative Assessments (Summative tests, Papers, Major Assignments, etc.)
 - b. 20% -- Formative Assessments (quizzes, homework, etc.)
2. Quarter Grades
 - a. Gradebooks start over each quarter
 - b. Students will be required to pass each quarter to earn the credit
 - c. Final grades will be determined by averaging the 4 quarters together
 - d. Students will be required to pass (show competency) on each summative assessment to pass the quarter.
 - i. If a student does not pass all of the summative assessments, the grade will be reflected as incomplete (inc.) for that quarter.
 - e. Students have 1 week after each quarter to turn in missing work for that quarter and to complete retakes for work due within that quarter. This is per a teacher's individual guidelines.
3. Retakes/Redos
 - a. Students will be allowed to retake or redo any summative assessment within the quarter per teacher's guidelines
 - b. Students will receive a maximum score of 90% on any assignment which needs to be retaken or redone.
4. Late Work
 - a. Students will receive a maximum score of 90% on any summative assessment turned in after the due date. This includes failure to take a test on the designated date.
5. Midterms and Finals
 - a. These assessments will be part of the "Summative Assessment" grade.
 - i. Though they are factored into the final grade, students are not required to pass them to get credit like all other summative assessments.
 - b. Retakes and Redos on Midterms and Finals are at the teachers discretion.
6. Summer School
 - a. Summer school is offered to students who fail a core class (Math, English, Science, and Social Studies)
 - b. In summer school, students will work to pass any failed summative assessments.
 - i. Credit will be given once all summative assessments are passed.

HONOR ROLL

Being named to the Pagosa Springs High School Honor Roll is a significant mile-stone in a student's school experience. Those students who are named to the Pagosa Springs High School Honor Roll are recognized by their teachers, peers, and the community as examples of students who have made an exemplary academic effort.

The Pagosa Springs High School Student Honor Roll is comprised of any student who obtains a 3.2 grade average with no grade lower than a "B" and who has maintained acceptable attendance.

GUIDANCE SERVICES

A school counselor is someone who is:

- a promoter of the academic success of students
- a resource person for parents and teachers
- a liaison with outside agencies
- a student advocate
- a consultant, friend, and listener
- a guide for career and post-secondary options
- a person to come to for crisis intervention and referral

Why would you see a school counselor?

To talk about: Scheduling, Admissions, Financial Aid, College Applications, Scholarships, Graduation Requirements, Career/Job Planning, Time Management, Loss/Change, Relationships, Peer Pressure, Conflict Management, Substance Abuse, STD/AIDS, Abuse, Eating Disorders, Dropping Out

How do you make an appointment to see a counselor?

Self-Referral

Friend Referral

Teacher Referral

Parent Referral

NATIONAL TESTS

Per direction of the Colorado Department of Education, all juniors will take the Scholastic Aptitude Test (SAT) in April of their junior year. Juniors can also take this national assessment five other times yearly, October through June. The April test is required by CDE for all juniors in the state of Colorado. The Pagosa Springs High School CEEB code is 061135.

CONCURRENT ENROLLMENT ACT (IHCD)

Enrollment in an Institution of Higher Education

Any junior or senior who is enrolled at Pagosa Springs High School may consider Concurrent Enrollment. A freshman or sophomore student may be considered with special approval of the principal.

The student shall give written notice using the standard form provided by the post-secondary institution to Archuleta School District No. 50 Joint and Pagosa Springs High School of his/her intent to enroll not later than sixty days before the end of the academic term that immediately precedes the intended term of concurrent enrollment. Notice will be submitted to the high school principal.

The written notice must specify the course(s) in which the student plans to enroll and the name of the institution of higher education

Determination of Eligibility

Approval and eligibility is determined by the high school principal, on the basis of whether the student is determined to be in need of course work at a higher academic level than available at the high school, or is deemed to be in need of a different learning environment. The principal may request a meeting with the student and his/her parent or guardian to determine the student's responsibility for, and commitment to successfully completing postsecondary courses and thus eligibility for the Postsecondary Program.

Once the student is approved for Concurrent Enrollment, the principal will provide the name of the student, number of credits applied for, and the name of the institution of higher education to the district finance officer and a copy to the high school counselor.

Financial Provisions

Once eligibility for the Concurrent Enrollment has been established, and course(s) approved, it shall be the responsibility of the school district to pay the amount of tuition to which the institution of higher education would be entitled on behalf of a regularly enrolled student taking such course(s), up to four (4) courses per academic term. The tuition rate can be up to but not exceed the Community College tuition rate, which is established by the state board for community colleges and occupational education pursuant to section 23-60-202 (1)(c)(I) C.R.S. The student or student's parent/guardian shall present evidence from the institution of higher education of such passage to the principal and registrar.

Prior to paying the tuition for a student, Archuleta School District No. 50 Joint shall require the student and his/her parent or guardian to sign a promise to repay the amount of tuition paid by Archuleta School District No. 50 Joint on the student's behalf if the student does not complete the postsecondary course for any reason or otherwise fails to pass the course. It shall be the responsibility of the student and/or his/her parent or guardian to reimburse Archuleta School District No. 50 Joint for

the amount of tuition paid to the institution of higher education on behalf of said student. In the event the student and/or his/her parent or guardian does not reimburse the amount of tuition owed to the school district, the student's diploma will be withheld until repayment is made.

Transportation

Archuleta School District No. 50 Joint shall not provide or pay for transportation for the student to or from the institution of higher education.

Definitions

For purposes of this policy, "institution of higher education" means Colorado State University at Pueblo, Adams State College, Colorado Mesa University, Metropolitan State College of Denver, Fort Lewis College, Western State College, University of Northern Colorado, Colorado School of Mines, University of Colorado at Denver, University of Colorado at Colorado Springs, University of Colorado at Boulder, Colorado State University, all independent area vocational schools, all junior college district colleges, all community colleges governed by the state board for community colleges and occupational education, and all nonpublic institutions of higher education operating in Colorado. These nonpublic institutions of higher education may not receive support from general fund moneys in support of its operating costs; it admits as regular students only persons having a high school diploma or GED; it is accredited by a nationally recognized accrediting agency or association; provides an education program for which it awards a bachelor's degree or a graduate degree; is not either a proprietary institution or an institution operated for profit; and is not a pervasively sectarian or theological institution or any branch program or campus of an institution of higher education whose principal campus and facilities are located outside Colorado.

Exclusion-Summer School

The provisions in the policy shall not apply to students enrolled in institutions of higher education during the period from the termination of the regular school term in the spring until the regular school term convenes in the fall.

SCHOLARSHIPS IN ESCROW

Through the Scholarships In Escrow program, students can earn funds for post-secondary education. The funds may be applied to paying expenses at an approved college, university, business or vocational school. Based upon the A's and B's received in science, math, language arts, social studies, and foreign language courses, students may earn \$40.00 for each A and \$20.00 for each B.

SPECIAL AWARDS

- Outstanding Senior Male Student
- Outstanding Senior Female Student
- Outstanding Senior Male Athlete
- Outstanding Senior Female Athlete
- Academic Letter (Students achieving a 4.0)
- Triple Impact Award Female and Male
- Intermountain League Academic All-Conference
- Academic All-State
- 3 Sport Athlete
- 12 Sport Athlete

POST-SECONDARY SCHOOL CATALOGS

Colorado colleges and vocational school catalogs are on file in the counselor's office. Also available is a book listing names and addresses for all two and four year colleges throughout the nation.

GRADUATION REQUIREMENTS

To help ensure that all students have the knowledge, skills and behaviors essential to be prepared to enter college and the workforce and compete in the global economy, including content knowledge, learning and behavior skills, the Board of Education has established the following graduation requirements.

State and District Content Standards

All students must meet or exceed the Colorado Academic Standards prior to becoming eligible to graduate.

General Requirements

Graduation Competencies

Students will need to demonstrate competency in English and Mathematics.

The state's competency level determinations for English and Math are set to match proficiency levels on the state assessment, higher education's cut score for placement in credit bearing classes, industry certificates, and the military's cut scores for academic consideration for preferred career training. They are designed to be of approximate comparable rigor and will be refined, improved, and added to over time.

Students must demonstrate competency in each content area using any one of the items in the competency demonstration menu for that content area.

Competency Demonstration	English	Math
SAT	470	500
<i>The SAT is a college entrance exam that is accepted or required at nearly all four-year colleges and universities in the U.S. The current SAT includes sections on reading, writing, and math. The highest possible score for each section is 800.</i>		
ACT	18	19
<i>ACT is a national college admissions exam. It measures four subjects - English, reading, math, and science. The highest possible score for each subject is 36.</i>		
ASVAB	31	31
<i>The Armed Services Vocational Aptitude Battery (ASVAB) is a comprehensive test that helps determine students' eligibility and suitability for careers in the military. Students who score at least 31 are eligible for service (along with other standards that include physical condition and personal conduct). Students who take the ASVAB are not required to enlist in the military.</i>		
ACCUPLACER -Classic	62 on Reading Comprehension or 70 on Sentence Skills	61 on Elementary Algebra
ACCUPLACER - Next Generation	241 on Reading or 236 on WRiting	255 on Arithmetic (AR) OR 230 on Quantitative Reasoning, Algebra, and Statistics (QAS)
<i>ACCUPLACER is a computerized test that assesses reading, writing, math, and computer skills. The result of the assessment, in conjunction with a student's academic background, goals, and interests, are used by academic advisors and counselors to place students in college courses that match their skill levels.</i>		
Advanced Placement	2	2
<i>AP exams test students' ability to perform at a college level. Districts choose which AP exams will fulfill this menu option. Scores range from 1 to 5 (highest).</i>		
Concurrent Enrollment	Passing grade per district and higher ed policy	Passing grade per district and higher ed policy
<i>Concurrent enrollment provides students the opportunity to enroll in postsecondary courses, simultaneously earning high school and college credit. School districts and institutions of higher education each determine passing grades for credit and concurrent enrollment. An eligible concurrent enrollment course is 1) the prerequisite directly prior to a credit-bearing course or 2) a credit-bearing course.</i>		
ACT WorkKeys - National Career Readiness Certificate	Bronze or higher	Bronze or higher
<i>ACT WorkKeys is an assessment that tests students' job skills in applied reading, writing, mathematics and 21st century skills. Scores are based on job profiles that help employers select, hire, train, develop, and retain a high-performance workforce. Students who score at the bronze level (at least 3) in Applied Mathematics, Graphic Literacy and Workplace Documents, earn the ACT's National Career Readiness Certificate.</i>		

**This chart is pending School Board and State approval.*

*The following chart is current through the graduating class of 2020.

Graduation Competency		
Competency Demonstration	English	Math
SAT	430	460
The SAT is a college entrance exam that is accepted or required at nearly all four-year colleges and universities in the U.S. The current SAT includes sections on reading, writing, and math. The highest possible score for each section is 800.		
ACT	18	19
ACT is a national college admissions exam. It measures four subjects - English, reading, math and science. The highest possible score for each subject is 36		
ACT WorkKeys National Career Readiness Certificate	Bronze or higher	Bronze or higher
ACT WorkKeys is an assessment that tests students' job skills in applied reading, writing, mathematics, and 21st century skills. Scores are based on job profiles that help employers select, hire, train, develop, and retain high-performance work-force. Students who score at the bronze level (at least 3) in applied mathematics, mapping, and reading earn the ACT's National Career Readiness		
Advanced Placement	2	2
AP exams test students' ability to perform at a college level. Scores range from 1 to 5.		
ASVAB	31	31
The Armed Services Vocational Aptitude Battery (ASVAB) is a comprehensive test that helps determine students' eligibility and suitability for careers in the military. Students who score at least 31 are eligible for service (along with other standards that include physical condition and personal conduct). Students who take the ASVAB are not required to enlist in the military.		
Concurrent Enrollment	2- or higher	2- or higher
Concurrent enrollment provides students the opportunity to enroll in postsecondary courses, simultaneously earning high school and college credit. An eligible concurrent enrollment course is 1) the pre-requisite directly prior to a credit-bearing course or 2) a credit-bearing course.		
Accuplacer	62 on Reading Comprehension	61 on Elementary Algebra
ACCUPLACER is a computerized test that assesses reading, writing, math, and computer skills. The results of the assessment, in conjunction with a student's academic background, goals, interests, are used by academic advisors and counselors to place students in college courses that match their skills.		
Senior Capstone	Individualized	Individualized
A capstone is the culminating exhibition of a student's project or experience that demonstrates academic and intellectual learning. Capstone projects often include a portfolio of a student's best work.		
**Students who are english learners, gifted, have an individual educational plan, or other special circumstances can satisfy graduation competency by showing adequate growth on NWEA and/or other school		

Graduation Credits

In addition to proving competency, students will need to earn 28 credits before becoming eligible for graduation. Those credits are broken down as follows:

Career / Technical	4-year College
English – 3 Credits	English – 3 Credits
Speech and Writing – 1 Credit	Speech and Writing – 1 Credit
Senior Literature – 1 Credit	Senior Literature – 1 Credit
Math – 3 Credits	Math – 4 Credits
Science – 2 Credits	Science – 3 Credits
Social Studies – 3 Credits	Social Studies – 3 Credits
Computer Science – 1 Credit	Computer Science – 1 Credit
9 th Grade PE/Health – 1 Credit	9 th Grade PE/Health – 1 Credit
Fitness/PE – 1 Credit	Fitness/PE – 1 Credit
Electives – 12 Credits – Electives will mostly be determined by student's Individual Career and Academic Plan	Foreign Language – 1 Credit
	Electives – 9 Credits – Electives will mostly be determined by student's Individual Career and Academic Plan

Additional Graduation Requirements

1. Students must successfully complete an Individual Career and Academic Plan also known as their ICAP. Students will follow a course of study or pathway based on their ICAP.
2. Students will be required to pass Advisory Period every semester of enrollment. In advisory period, students will engage in and work on:
 - a. ICAP
 - b. Character Development
 - c. Community Service
3. Students will be required to be involved in and complete 4 extra-curricular activities. Activities can be:
 - a. School-based
 - b. Business/Employment
 - c. Service Learning Project

GRADUATING WITH HONORS

With Highest Distinction, 4.0 Grade Point Average

With Great Distinction, 3.9 Minimum Grade Point Average

With Academic Distinction, 3.8 Minimum Grade Point Average

VALEDICTORIAN AND SALUTATORIAN, AND TOP-TEN POLICY

There is only one valedictorian and one salutarian chosen from the graduating class. The students earning valedictorian, salutarian, or top ten are selected based on the cumulative grade point average from their first three years, together with their grade point average of their senior year, through the first three quarters. The date to review students will be the day grades are posted for the third quarter.

The decision for Valedictorian or Salutarian will be made by reviewing the students who share the top grade point average after weighting. The potential Valedictorian or Salutarian must have been a student at Pagosa Springs High School for the entirety of their Junior and Senior year to be considered. For the consideration of these distinctions only, the grade point average will be weighted. For every class that is an honors course or has the honors designation, .5 points will be added to the value of that class. For example, an "A" in English II is worth 4 points, whereas an "A" in Honors English II is worth 4.5 points. All Advanced Placement classes are already on the 5-point scale, so they will not be given additional weighting. If there is a tie after weighting, there is an application offered as a tie-breaker. The positions will be selected from among the applicants according to the following considerations: volunteerism, community service, extracurricular activities, and dedication to others. The valedictorian is the student selected as the top in the class, according to these criteria, and the salutarian is the student selected as the runner-up. The decision as to which student is the valedictorian or salutarian will be made by a committee which reviews all applications. The decision will be announced in the late spring.

For Top-Ten, the students are chosen based solely on the grade point averages through the 3rd quarter of senior year. The Top-Ten students are recognized in the yearbook and participate in the graduation ceremony. To qualify to be in the Top-Ten (other than Valedictorian or Salutarian), a student only needs to be a current student of Pagosa Springs High School.

STUDENT RECORDS/RELEASE OF INFORMATION ON STUDENTS (JRA/JRC)

1. Content and Custody of Records/Information – Student education records may contain, but will not necessarily be limited to the following: identifying data; academic work completed; level of achievement-attendance data; scores on standardized intelligence, aptitude and psychological tests; interest inventory results; health and medical information; family background information; teacher or counselor ratings and observations, and reports of serious or recurrent behavior patterns. All requests for inspection and review of student education records and requests for copies of such records, as well as disclosure of personally identifiable information except as provided by law, shall be maintained as a part of each student's record. The principal is the official custodian of student records in his or her building.
2. Access to Records by Parents/Guardians – A parent/guardian and any student 18 years old or older, has the right to inspect and review the student's education files. If a student is 18 years old or older ("eligible student"), the parent or guardian may not inspect or review the student records without written permission from the student. However, if an eligible student is a dependent for federal income tax purposes, parents/ guardians are entitled along with the student to access to student educational records. During inspection and review of student records by a parent or eligible student and when requested by them, the principal will provide personnel necessary to give explanations and interpretations of the student records. In all cases where access to student records is requested, except as provided in this policy, a written request to see the files must be made by the parent or eligible student. The principal, upon receipt of the written request, shall provide access to inspect and review the records and set a date and time for such inspection and review. In no case will the date set be more than three working days after the request has been made. The parent or eligible student shall examine the student's records in the presence of the principal and/or other person(s) designated by the principal. Only licensed personnel such as the vice principal or counselor may be so designated. The record itself shall not be taken from the school building. However, upon request, one copy of the record shall be provided within a reasonable time to the parent or eligible student at a cost of \$.25 per page. [NOTE: This may not exceed \$.25 per page.]
3. Requesting Records From Other School Districts – When a student transfers to this school district from another district, the receiving school shall request the student's records from the transferring district if the records have not already been forwarded to the receiving school.
3. Transferring Records to other School Districts/Post-Secondary Institutions – Student records, including disciplinary records, may be transferred without consent to officials of another school, school system, or post-secondary institution that has requested the records and in which the student seeks or intends to enroll. The district will provide a copy of the record to the eligible student or student's parents if requested.
4. Requesting and Receiving Information and Records 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 protecting public safety and the 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.

5. Request to Amend Education Records – A parent or eligible students may ask the District to amend a record they believe is inaccurate, misleading or otherwise violates the privacy rights of the student by writing to the school principal or appropriate school official and clearly identifying the part of the record they want changed and specify why it is inaccurate, misleading, or otherwise violates the privacy rights of the student. The request to the principal to amend a student's records must be made in writing within 10 school days of the date the records were first examined. If the principal, after consulting with any other person having relevant information, decides not to amend the record as requested by the parent or eligible student, the principal shall notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures shall be provided to the parent or eligible student when notified of the right to a hearing.
6. Disclosure to Criminal Justice Agencies – The superintendent or designee is authorized by law to share disciplinary and attendance information 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 trial. 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.
7. Disclosure of Directory Information – The Family Educational Rights and Privacy Act (FERPA) allows the school district to disclose directory information without written consent of the parent or eligible student. The parent or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if such refusal is received in writing in the office of the principal no later than September 7th or the following Monday if September 7th is a Saturday or Sunday. Directory information which may be released may include the student's name, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent or previous education agency or institution attended by the student, and other similar information. Student telephone numbers and addresses will not be disclosed pursuant to Colorado law.
8. The district will notify parents and eligible students of their rights pursuant to this policy at the beginning of each academic year.

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

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. 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 Education Rights and Privacy Act of 1974 ("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 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.

WELLNESS POLICY

In compliance with the 2004 Child Nutrition Reauthorization Act, PSHS has initiated the following wellness policy:

- Goals for nutrition education, physical activity, and other school-based activities that are designed to promote student wellness in a manner that the local educational agency deems appropriate;
- Nutrition guidelines for all foods available on each school campus during the school day, with the objectives of promoting student health and reduce childhood obesity, and assuring that school meals guidelines are consistent with federal requirements;
- A plan for measuring implementation of the wellness policy, including the designation of one or more persons charged with operational responsibility for ensuring that the school meets the local wellness policy; and
- Involvement of parents, students, representatives of the school food authority, the school board, school administrators, and the public in the development of the school wellness policy.

STUDENTS WITH FOOD ALLERGIES (JLCDA)

The Board recognizes that many students are being diagnosed with potentially life-threatening food allergies. To meet state law requirements concerning the management of food allergies and anaphylaxis among students, the Board has set forth the following requirements.

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 JLCD, Administration of Medications.

Staff Training

The principal or equivalent school administrator, in consultation with the school nurse, shall determine the appropriate recipients of emergency anaphylaxis treatment training, which shall include those staff directly involved with a student who has a known food allergy during the school day. At a minimum, the training shall prepare staff to have a basic understanding of food allergies and the importance of reasonable avoidance of agents that may cause anaphylaxis, the ability to recognize symptoms of anaphylaxis, and the ability to respond appropriately when a student suffers an anaphylactic reaction. The training shall also include instruction in the administration of self-injectable epinephrine.

SCHOOL NURSE

The school nurse divides his/her time between Pagosa Springs Elementary, Intermediate, Jr. High and High School. He/she is responsible for screenings, health care, immunization and health records and various other health issues with the assistance of each school's Health Aide. **It is not their job to take the place of our local doctors or public health facilities.**

Medications

It is recommended that every possible means be taken to give children medication at home. If it becomes necessary for a student to take any form of medication at school, these steps must be followed:

1. **Written authorization from the physician** for the school stating the student's name, medication, dosage, times, and days to be given. This authorization must be signed by the physician.
2. **Medication properly identified** and in its **original pharmacy-labeled container**.
3. **Written permission from the parents**, giving the school district authorization to assist with medication.

These requirements are the responsibility of the parent. Medication will not be administered at the school unless all of these requirements have been met. Medication can be legally given only by the school nurse or by school personnel who have been trained and delegated the task of giving medication.

Immunizations

The Colorado School Entrance Immunization Law requires all students to provide proof of immunizations to be enrolled in school. The child's immunization record must be presented by the first day the child attends school. Each student's parent/guardian must provide one of the following to the student's school in order to comply with the law:

1. **A completed Certificate of Immunization** certifying that the student has received minimum immunizations, as required by Colorado State Law.
2. If a student's Certificate of Immunization is not up-to-date, the parent, guardian, or emancipated student has **14 days** after notification to provide documentation that the next required immunization was administered and submit a written plan for completion of any additional required immunizations. If the plan is not completed, the student shall be expelled or suspended from school for non-compliance. Exception to this is a shortage of vaccine.
3. Statement of Exemption to Immunization Law printed on the reverse side of the Colorado Department of Public Health and Environment Certificate of Immunization.
 - a) a medical exemption signed by a licensed physician stating that the student's physical condition is such that immunizations would endanger life or health or is otherwise medically contraindicated; or
 - b) a religious exemption signed by the parent, guardian, or emancipated student that the student adheres to a religious belief opposed to immunizations; or
 - c) a personal exemption signed by the parent, guardian, or emancipated student that the student adheres to a personal belief opposed to immunizations.

Immunization requirements will be strictly enforced for all students. Students who do not meet the requirements will be denied attendance according to Colorado Revised Statutes 25-4-902.

MEDICAID REIMBURSEMENT (JLCG)

In all cases in which a student is enrolled in the Colorado Medicaid program, the district shall seek reimbursement for health-related services rendered by qualified district staff. District staff shall make a reasonable effort to coordinate care with the student's health care provider to avoid duplication of services.

As a Medicaid provider, the district shall access Medicaid eligibility information for students from Health Care Policy and Financing ("HCPF"). HCPF is the designated Medicaid agency for the state of Colorado.

The district shall obtain written consent annually from a parent/guardian before release of any non-directory information required for billing. To accomplish this, the district shall include a consent form with IEP packet materials.

All ongoing health and related services shall be rendered by qualified district staff pursuant to an individual health services plan signed by a professional qualified to provide the types of services described in the plan. The plan may be an Individual Education Plan (IEP), Individual Family Service Plan (IFSP), Section 504 Accommodation Plan or any individual health services plan.

SICKROOM

The "sickroom" is available for students who become ill or are injured while in school. The student must obtain permission from his/her teacher before going to the sickroom. The student must check in with the secretaries, principal, or assistant principal before using the room. Students are to enter from the main office. Students may use the room for fifteen minutes. After this time, if the student is too ill to return to class, he/she must notify the parents and have the parent or guardian pick them up. If unable to reach the parent, the student may return to the sickroom, if permission is obtained from the office personnel.

POLICIES & PROCEDURES

SCHOOL LUNCH AND BREAKFAST PROGRAM

The district shall take part as feasible in the National School Lunch Program including free and reduced-price food service available to families who apply. The district will provide forms to parents or guardians on which application can be made. Breakfast and lunch are served daily in the school cafeteria. High school students will be charged \$1.25 for breakfast and \$3.00 for lunch for non-reduced students.

SENIORS

Seniors who come to school during their off-period may only be in the commons area or in the senior perch unless previous arrangements have been made through the front office. Seniors must get permission from the librarian before entering the library during a free block.

PARKING LOT

The school district recognizes the need to provide parking spaces for students who drive their own vehicles to school. To the extent feasible, the district will make available parking spaces, however students need to understand that parking on school district property is a privilege and not a right.

No student shall be allowed to use school district parking spaces until the student's parent or legal guardian or, if the student is 18 or older, the student first completes the "application for school parking lot access" form. Students are only allowed to park in designated student parking spaces and must display a parking permit provided by PSHS. Vehicles not parked in designated spaces will be subject to being towed. Vehicles parked on school property are subject to search and inspection if the administration has reasonable suspicion that the vehicle contains items or substances that are detrimental to the welfare and safety of students and school personnel and/or prohibited by state law or school district policy.

SPEED LIMIT

The maximum speed limit on high school property is 15 mph. If wishing to drive the maximum limit, students must also consider existing road and weather conditions. Students who exceed the speed limit could lose their privilege to operate any motor vehicle on school property from a minimum of one week to a period not to exceed the length of one school year (9 months). Students driving in the parking lot and on school property are required to abide by all traffic laws.

STUDENT LOCKS

Each locker in the high school comes with a built-in locking mechanism. Students may not remove the locking device from the locker. Students are responsible for the cost of repairing or replacing the locking mechanism of their locker should it become damaged.

If you wish to secure your locker, please bring your own lock and provide the front office with your extra key or combination.

The lockers are the property of the school district. Under the rules of "Reasonable Suspicion", the school district reserves the right to search any locker.

Any student found to be tampering with locks not assigned to them will be responsible for replacement costs.

ELECTRONIC DEVICES

The administration discourages bringing electronic devices to school, as they are very small and easily broken, lost or stolen. The school district is not responsible for damage, loss or theft of such items. However, at teacher discretion, they may be used in the classroom. Students must understand there is a difference in the needs of each learning environment as dictated by the subject area and the teacher. Students must respect the policies of each teacher and understand the use and/or presence of electronic devices may be denied in some classrooms.

CELL PHONES

All cell/smart phones should be powered off and placed in the designated cell phone holder during class time. Class time is defined as the tardy bell to the dismissal bell and includes the Advisory period. Students are welcome to use phones during passing and lunch periods, but not during classroom breaks. Parents are encouraged to model proper use of electronic devices by not contacting students during scheduled class periods. In an emergency, parents/guardians should contact the office to get a message to their student.

Failure to comply with this policy may result in a student referral to the office and parent/guardian will be required to pick up the phone at the high school.

LASERS

Laser lights (pointers) are prohibited on school property at all times. Students who possess a laser on school property, including all busses, or at a school event on or off of school property will have their light confiscated and will only be returned to the student's parent/guardian.

TELEPHONE CALLS

If a student's parent calls, a note containing the message will be placed on the bulletin board in the office. In case of emergency, the student will be called to the office immediately.

STUDENT MESSAGES AND SPECIAL ANNOUNCEMENTS

All special announcements not contained in the written announcements, and the names of students and teachers who have messages in the office will be announced during breaks. These messages will be posted on the bulletin board in the office. There will be no all-school public address announcements made at any other time except with the prior approval of the principal or assistant principal.

SKATEBOARDS

Skateboards are not to be ridden on school property. Students are allowed to bring skateboards to school. Skateboards brought to school are to be kept in student lockers or in the office throughout the day.

STUDENT USE OF THE INTERNET (JS)

The Internet, a global computer network referred to as the World Wide Web, and electronic communications (e-mail, 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 and consult with experts, communicate with other students and individuals, and locate material to meet educational and personal information needs.

The Board believes the educational opportunities inherent in these tools far outweigh the possibility that users may procure material not consistent with the educational goals of the district. However, 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. The Board acknowledges that while it is impossible to predict with certainty what information students might locate or come into contact with, it desires to take all 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 technology devices to avoid contact with material or information that may be harmful to minors.

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 each technology device provided by the district that allows for access to the Internet by a minor, from any location. Students shall report access to material and information that is obscene, child pornography, harmful to minors 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 the Internet or electronic communications. The district reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of district computers and computer systems, 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 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 without express consent
- 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 the Internet or electronic communications 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 systems
- 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 and electronic communications.

Safety

In the interest of student safety, the district shall educate students about appropriate online behavior, including cyberbullying awareness and response, and interacting on social networking sites and 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 school disciplinary action and/or legal action. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse or disrupt the 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-owned 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 every effort 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 communication. 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 and electronic communications is a privilege, not a right. Failure to follow the procedures contained in this policy may result in the loss of the privilege to use these tools and may result in school disciplinary action and/or legal action. 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 issues or access shall be allowed.

School District Makes No Warranties

The school district makes no warranties of any kind, whether expressed 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 School 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.

BOOKS

Students are responsible for the books that are checked out to them at the beginning of the year. If these books are lost or returned in poor condition, the student will be expected to pay for them.

LIBRARY POLICY

All books must be checked out at the main circulation desk. Taking library books or materials without checking them out constitutes scholastic dishonesty and violates other students' rightful use of these materials. Students caught taking or defacing materials will lose their library privileges.

Students coming to the library individually must have a hall pass. Students are expected to use individual library time for study and research, not for visiting with other students.

The library computers are for research and academic purposes.

Without permission of the librarian, students who change system software or operating procedures on a computer can lose their privilege to use the library computers.

TEXTBOOK AND LIBRARY CHARGES (JQ)

The Board of Education can require the replacement of damaged textbooks or library resources or the return of loaned textbooks or library resources by withholding the diploma, transcript, or grades of any student who fails to return or replace any such textbooks or library resources at the completion of any semester or school year. If the school district determines a student is unable to pay, the school district may obtain payment through other methods, including but not limited to payment plans or service within the school in which the student is enrolled.

STUDENT ORGANIZATIONS (JJA)

All school clubs and organizations are to be considered for their contribution to the improvement of the moral, social and educational experiences of youth. All such clubs shall be under the direction and supervision of the regular school personnel and in conformity with the policies of the Board.

Each building principal shall develop general guidelines for the establishment and operation of student organizations within the particular school.

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.

SCHOOL-RELATED STUDENT PUBLICATIONS (JICEA)

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. Creative student expression is an educational benefit of the school experience. It encourages freedom of comment, both oral and written, in a school setting with a degree of order in which proper learning can take place.

We encourage students to express their views in school-sponsored publications and to observe rules for responsible journalism. This means expression which is false or obscene, libelous, slanderous or defamatory under state law; presents a clear and present danger of the commission of unlawful acts, violation of school rules or material and substantial disruption of the orderly operation of the school; violates the privacy rights of others; or threatens violence to property or persons shall not be permitted.

Student editors of school-sponsored publications shall be responsible for determining the news, opinion and advertising content of their publications subject to the limitations of this policy and state law. The publications advisor within each school shall be responsible for supervising the production of school-sponsored publications and for teaching and encouraging free and responsible expression and professional standards of journalism.

The publications advisor has authority to establish or limit writing assignments for students working with publications and to otherwise direct and control the learning experience that publications are intended to provide when participation in a school-sponsored publication is part of a school class or activity for which grades or school credits are given.

All school-sponsored publications shall contain a disclaimer that expression made by students in the exercise of freedom of speech or freedom of the press is not an expression of Board policy. The school district and employees are provided immunity from civil or criminal penalties for any expression made or published by students.

The superintendent shall develop, for approval by the Board, a written official school publications code which shall include:

1. A statement of the purposes of official school publications.
2. Responsibilities of official school publications' advisors and student editors.
3. A list of prohibited materials.
4. Reasonable provisions for the time, place and manner of distributing school-sponsored student publications within the school district's jurisdiction.
5. Procedures for resolving differences.

STUDENT DISTRIBUTION OF NON CURRICULAR MATERIALS (JICEC)

To understand Constitutional values such as the right to free speech, students must not only study such principles but also have an opportunity to put them into practice. However, there are limitations on the right of student free speech in the school setting that have been upheld by the courts because of the unique nature of the school community.

It is the goal of this policy to strike a necessary balance between a student's right of free speech and the school's responsibility to maintain an orderly and safe school environment which respects the rights of all students on school grounds and during school-sponsored activities.

Students shall be allowed to distribute non-curricular student-produced written materials on school property subject to restrictions on time, place and manner of distribution set out in the procedures which accompany this policy and the prohibitions set out below and in state law.

No materials shall be distributed which contain advertisements for cigarettes, liquor or illegal drugs or drug paraphernalia. Students who distribute student-produced materials in violation of this policy and/or other materials that cause a material and substantial disruption or damage to a person or property, in the judgment of school officials, shall be subject to appropriate disciplinary action.

School equipment and supplies shall not be used for publication of the written material.

Students shall be advised each school year in the student handbook of procedures for distributing non-curricular materials.

STUDENT VISITORS

Students may not bring student visitors to school. On a limited basis and through administrative approval and coordination, non-students wanting to visit the school in preparation for attending Pagosa Springs High School in the future may make visitation arrangements.

VISITORS TO SCHOOL (KI)

The Board encourages parents/guardians and other citizens of the district to visit classroom, activities, and functions at any time to observe the work of the school. In order to ensure that no unauthorized persons enter the buildings with wrongful intent, all visitors shall report to the school office when entering, show proper identification and the reason for being at school. Visitors will wear name tags, which identify them as visitors. Visitors as well as staff and students will refrain from smoking, chewing or any use any tobacco products.

DANCES

High School dances are not open to the public. Anyone 21 years of age or older will not be allowed to attend a dance. Students who have dropped out of school may not participate in any dance or school activity until after the date of their original graduation. Junior High students are also not allowed at High School dances.

Once students have arrived at a dance, they may not leave the building and return later. Tobacco, alcohol, and/or drug use is not allowed and school rules apply to these functions as they do during the school day. **STUDENTS WHO ARE SUSPECTED TO BE UNDER THE INFLUENCE OF DRUGS OR ALCOHOL WILL BE DETAINED UNTIL THEIR PARENTS CAN COME TO THE SCHOOL TO GET THEM. IF THE PARENTS/GUARDIANS OF THE STUDENT CANNOT BE NOTIFIED, THE STUDENT WILL BE RELEASED TO LOCAL AUTHORITIES.**

Dancing policy

1. No inappropriate or suggestive dancing will be allowed.
2. No simulated sex acts (including but not limited to, genital touching or pelvic thrusting).
3. No straddling legs or wrapping legs around another person or object.
4. No front to back dancing.
5. No "sandwiches".
6. No lap dancing.
7. No dancing, which could cause harm to one's self or others. ("Slam dancing", "Moshing")

If a student violates the dancing policy, the student will receive a warning. If a student violates the dancing policy a second time, they will be immediately removed from the dance. School administration will make the final decision of what is "inappropriate."

****Any student who knowingly violates any of the above guidelines, will be subject to losing his/her privilege to attend future High School dances.**

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

In order that a meaningful set of rules and regulations be established for the safety and well-being of all, each student participating in extracurricular activities and athletics is expected to recognize that the school's authority and responsibility extends from within the building itself to any area or activity which is sponsored by the School District. Students should become familiar with the Pagosa Springs High School Student & Parent Athletic Handbook and each activity's specific rules and regulations.

EXTRACURRICULAR ACTIVITY ELIGIBILITY (JJ)

For purposes of this policy, the following definitions apply.

- "Activity" means any extracurricular or interscholastic activity including but not limited to any academic, artistic, athletic, recreational or other related activity offered by a public school.
- "School of attendance" means the school in which a student is enrolled and attends classes.
- "School district of residence" means the school district in which a student resides.
- "School of participation" means a school in which the student participates in an activity but is not the student's school of attendance.

Participation in activities

All students meeting eligibility requirements are entitled to participate in extracurricular activities at their school of attendance. Subject to the same eligibility requirements, the district shall allow students enrolled in any school (including charter schools, nonpublic schools and home schools) to participate on an equal basis in any activity offered by the district that is not offered at a student's school of attendance.

Students who are residents of the school district but who are being educated in a home school may participate provided they comply with all laws governing non-public home-based education.

Eligibility requirements

To participate in activities at a school of attendance, a student shall meet all of the requirements imposed by the school of attendance.

To participate in activities at a school of participation students must comply with:

- all eligibility requirements imposed by the school of participation.
- the same responsibilities and standards of behavior, including related classroom and practice requirements that apply to enrolled students.

If a student has not met all of the eligibility requirements or if the student would have become ineligible to participate at a school, the student cannot gain or regain eligibility by applying to participate in activities at another school. Any penalties assessed to the student must first be paid at the school of attendance or participation before regaining eligibility to participate at another school.

FIREARMS

Firearms of any kind are not allowed on school property. This is to include plays, class demonstrations, exhibits and shop projects.

SAFETY PROCEDURES (STANDARD RESPONSE PROTOCOL)

In cases of extreme emergency that involves the general safety of the students and all school personnel, the following procedures should be followed:

- **Lockout!** *Get inside. Lock outside doors.* Students will remain in or return to the inside of the building. Perimeter doors will be locked; classroom learning will take place as usual.
- **Lockdown!** *Locks, Lights, Out of Sight.* Students will move away from sight and remain silent. Teachers will lock classroom doors, turn out the lights, take roll, maintain classroom silence, and wait for the responder to open door.
- **Evacuate!** *To the announced location.* Students will leave stuff behind and follow teacher to a predetermined evacuation site. Teachers will lead students to the site, take roll, and notify supervisor/authorities of a missing or injured student. This safety procedure includes fire drills. Fire drills will be conducted regularly in accordance with State Fire Laws, with each room using an assigned exit. Detailed instructions to assigned exits are posted in the classrooms and on the bulletin boards.
- **Shelter!** *Hazard and safety strategy.* Usually in the event of a tornado, bomb, or hazardous material spill. Students will either be evacuated to another location or will be instructed to drop, cover, and hold. Teachers will instruct students in the shelter type and method and then take roll.
- **Hold!** *In your classroom. Clear the halls.* For situations that require students to remain in their classrooms. For example, an altercation in the hallway may demand keeping students out of the halls until it is resolved.

From The Standard Response Protocol K12 & The Standard Reunification Method PK-12 COLORADO

Cell Phones

It is not uncommon for school administrators to ban cell phone use during a lockdown. Parent instincts may be at odds with that ban. Often, one of the first things a parent will do when there is a crisis in the school is text their child.

In evaluating actual lockdown events, the initial crisis may only take minutes. After the threat is mitigated, Law Enforcement typically clears the school one classroom at a time. This process may take significant time. During this time, both parents and students can reduce stress through text communications.

There is also an opportunity to ask the students to text their parents with crafted messages. For example, "Pick me up at Lincoln Elementary in one hour. Bring your ID."

The staff of Archuleta School District 50 JT and Pagosa Springs High School have worked with local law enforcement to determine the best course of action regarding cell phone use during an emergency. Following the guidance of the Standard Response Protocol, staff will instruct students to wait for a specified amount of time prior to allowing intermittent text messages to communicate with those outside of the building. Although this may cause stress to not be in communication during the event, there are several safety factors which have led the creators of this protocol to instruct schools in this way.

STAFF PERSONAL SECURITY AND SAFETY (GBGB)

Offenses against school employees: Procedures shall be followed in instances of assault, disorderly conduct, harassment, knowingly providing false allegations of child abuse, or alleged criminal offense directed towards a teacher or school employee. The principal shall inform any teacher or counselor who is assigned a student with known serious behavior problems about the student's behavior record.

CUSTODIAL AND NON-CUSTODIAL PARENTS RIGHTS AND RESPONSIBILITIES (KBBA)

The Board presumes the person who enrolls a student in school is the student's custodial parent. Unless a Colorado court specifies otherwise and a certified copy of the order is submitted to the school, the custodial parent shall be the one whom the school district holds responsible for the education and welfare of the child.

If the rights of a non-custodial parent are restricted by a Colorado court order, the custodial parent must submit a certified copy of the order to the school. Unless informed through the submission of such a court order, the school district assumes there are no restrictions regarding a non-custodial parent's rights, including the right to:

- be kept informed of the student's school progress and activities.
- access all of the student's educational records including, but not limited to the student's cumulative file and the student's special education file, if applicable.
- participate in teacher conferences, except that no decisions regarding the child's education or activities shall be made unless the custodial parent is also present.

Students shall not be permitted to visit with or be released to anyone, including a non-custodial parent, without the approval of the custodial parent.

MODEL NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Archuleta School District 50 Jt, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Archuleta School District 50 Jt may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures.

The primary purpose of directory information is to allow the Archuleta School District 50 Jt to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories — names, addresses and telephone listings — unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Archuleta School District 50 Jt to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by October 1, 2009. Archuleta School District 50 Jt has designated the following information as directory information: [Note: an LEA may, but does not have to include all the information listed below.]

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:
Family Policy Compliance Office

BELL SCHEDULES

Schedule 1

Mon - Thurs

Black / Gold

Rtl	7:45 - 8:10
1 / 2	8:10 - 9:34
3 / 4	9:41 - 11:05
Advisory	11:12 - 11:58
Lunch	11:58 - 12:28
5 / 6	12:35 - 1:59
7 / 8	2:06 - 3:30

Friday

Black / Gold

Rtl	7:45 - 8:10
1 / 2	8:10 - 9:17
3 / 4	9:24 - 10:31
5 / 6	10:38 - 11:45
Lunch	11:45 - 12:16
7 / 8	12:23 - 1:30

Schedule 2

Mon - Thurs Delay

Black/Gold

Rtl	9:45 - 10:10
1/2	10:10 - 11:04
3/4	11:11 - 12:05
Advisory	12:12 - 12:58
Lunch	12:58 - 1:28
5/6	1:35 - 2:29
7/8	2:36 - 3:30

Schedule 3

Friday Delay

Black/Gold

Rtl	9:45 - 10:10
1/2	10:10 - 10:47
3/4	10:54 - 11:31
Lunch	11:31 - 12:01
5/6	12:08 - 12:45
7/8	12:52 - 1:30