

# Calhan Middle School Parent/Student Handbook



2018-2019

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**MISSION STATEMENT (AD)**

The Mission of Calhan School District is to create, through a collaborative effort, an accepting, supportive, and safe learning environment that encourages growth in each individual. Our purpose is to promote high standards of educational achievement and social responsibility and to develop lifelong learners with the skills, the knowledge, and the understanding that are necessary to succeed in the twenty-first century.

*“Promoting high standards and social responsibility”*

**ABSENCES-SCHOOL ACTIVITIES (JJ-R)**

A student must be in school 4 periods the day of an activity in order to participate. In the case that the event is not on a day school is in session (Saturday), the student must be in school 4 periods the day previous to that activity. The Principal may make exceptions if extenuating circumstances exist (funerals, medical appointments, etc.). Students must return to school promptly following appointments.

**ACTION COUNCIL (JJJ)**

Action Council provides for student activities, serves as a training experience for both leaders and followers, promotes the common good, gives the students a share in the management of the school, develops high ideals of personal conduct, promotes student interest in school affairs, and helps solve problems that may arise.

**ACTIVITY SUSPENSION (JIC)**

One of our expectations at Calhan Middle School is to promote an environment where the focus is on learning and appropriate social interactions. We expect students to display acceptable behavior throughout the school day. If a student does not meet these expectations, the student may not be allowed to participate in after-school activities. This could include not playing in an after-school athletic competition or not being permitted to attend an event as a spectator. The decision for this consequence will be made by the Principal and/or Dean of Students, and parents will be notified whenever this disciplinary action is taken.

**ADMISSION/WITHDRAWAL (JF/JFC)**

The enrollment of a new student begins in the office. The student will be given a schedule of classes. To formally withdraw from school, a student must secure a withdrawal form from the Principal's office. This form must be signed by all teachers and personnel listed on the form indicating that all books and equipment have been checked in and all outstanding bills have been paid. Once completed, the form should be returned to the Principal's office.

**ADVANCED LEARNING PLANS (IHBB)**

Advanced Learning Plans (ALPs) will be created and considered in educational planning and decision making for those students identified as gifted. The ALP will guide the student's progress toward specific academic performance goals. The ALP is initiated after comprehensive assessment, developed by teachers and parents, and supported by the instructional staff and the Principal.

**ALCOHOL AND/OR - CONTROLLED SUBSTANCES (JICH)**

Calhan School District R J1 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, community and its agencies. It shall be a violation of Board of Education policy and considered to be behavior which is detrimental to the welfare, safety or morals of other students or school personnel for any student to possess, use, sell, distribute or procure, or to be under the influence of alcohol, tobacco, 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 drugs, medicine, vitamin or other chemical substances not taken in accordance with the Board of Education policy and regulations of 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 and/or expulsion from school and referral for prosecution.

Suspension and recommendation for expulsion shall be mandatory for sale or distribution of drugs or other controlled substances, in accordance with state law. 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 of Education, 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 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. The Board of Education shall conduct a biennial review of its drug prevention program to determine its effectiveness, to implement any required changes and to insure that the disciplinary sanctions are consistently enforced.

#### **ARRIVAL AT SCHOOL (JLIA)**

The school is open during school days from 7:45 a.m. to 4:15 p.m. Students are not to be on the premises before 7:45 a.m. as there is no supervision before that time. Students are to leave directly upon dismissal. Classes are from 8:00 a.m. to 4:00 p.m. Upon arrival, all middle school students must be in the middle school hallway or a middle school classroom. Students must be supervised by a teacher or a coach. Students are not to be outside or in the high school area.

#### **ASBESTOS PLAN (EB/EBAB/EC)**

The school district has an approved asbestos plan on file in the district office. This plan is available for inspection by request.

#### **ASSESSMENT (ILBA/ILBB)**

The District will use a variety of assessment tools to determine student achievement, possibly including the Measurement of Academic Performance (MAP). MAP is a computerized adaptive assessment that provides educators the information they need to improve teaching and learning. Educators use the growth and achievement data from MAP tests to develop targeted instructional strategies and to plan school improvement. State mandated tests are also administered to measure whether our students are learning what we expect them to learn, and to find out what we need to do to help them achieve at higher levels.

#### **ATTENDANCE POLICY (JH/JH-R)**

Students need to attend school on a regular basis. One criterion for a student's success is regular and punctual attendance. Frequent absences from school leads to poor academic work and possible failure in classes. **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 absenteeism. Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving school.** The Board of Education believes that students must satisfy two basic requirements to earn full class credit: (1) satisfy all academic requirements and (2) exhibit good attendance habits as stated in this policy. If a student is not going to be in school, parents should make every effort to call the school office at 347-2766 prior to 9:00 a.m. If parents cannot call the school, a note should be sent with the student when he/she returns to school explaining the reason for the absence. A student must present a note (or phone call from parent) within two days of returning to school. For pre-arranged absences (family trip, doctor, or dentist appointment, etc.) students must bring a note from parent(s) in advance which must be approved by the Principal.

**Note: Parents should attempt to make all appointments on Mondays.**

The following shall be considered excused absences by the Principal:

1. A student who is temporarily ill or injured or whose absence is approved by the Principal/or designee of the school of attendance on a prearranged basis.
2. A student who is absent for an extended period due to physical, mental or emotional disability.
3. A student who is attending any school-sponsored activity or activities of an educational nature with prior approval of the Principal.

**Note:** The administration may require suitable proof regarding the above exceptions, including written statements from the medical sources, etc. The final decision for a student's absence to be excused or unexcused shall rest with the Principal.

#### **Excessive Absenteeism:**

After a student has four absences in a single class, a letter will be sent to the parents informing them of the absence problem and the possible consequences.

#### **Truancy:**

Absence from class without parental/guardian consent (this includes leaving the building without checking out at the office).

1. First Offense – Bulldog/Lunch Detention
2. Second Offense – One day of in-school suspension
3. Third and subsequent offenses – In-school suspension to match the number of truanancies and conference with the parents upon each truancy

#### **Tardiness:**

Reporting to class after tardy bell rings without authorization from staff is considered an unexcused tardy. Consequences to be determined by the Principal and may include the following actions after the allowance of two tardies per quarter:

1. First Offense – No Action
2. Second Offense – No Action
3. Third Offense – Bulldog and/or Lunch Detention
4. Fourth Offense – 2 Bulldog and/or Lunch Detentions
5. Fifth Offense – After school activity suspensions
6. Sixth and Subsequent Offenses – Parent conference with the Principal

The District is aware that such things occur as missing the bus, oversleeping, car problems, sudden work conflicts, or alarms not sounding. Therefore, students are allowed two tardies per quarter before disciplinary action is taken. Students are urged to use the two tardies sparingly.

#### **Misleading School Personnel:**

Any attempt to mislead school personnel may result in a one to three day suspension from school. Such violations include but are not limited to:

- (a) lying to school personnel
- (b) writing, or having written for you, false notes
- (c) making, or having made for you, false phone calls
- (d) altering, or having altered for you, passes, attendance sheets, or other school records or documents

#### **BOARD OF EDUCATION (BE)**

The Board of Education meets regularly on the third Tuesday of each month. These meetings are open to the public. If people desire to have their concerns placed on the agenda, they should notify the District Office at 347-2541 no later than the Thursday preceding the Board meeting, stating name, purpose, and approximate time needed to make the presentation.

#### **BUILDINGS, GROUNDS, OR EQUIPMENT (KF)**

Any student organization wanting to use the school facilities outside of regular school hours must complete a facilities use form and have it turned in to the Principal's office for approval. A notice of no less than one week is recommended.

#### **BULLDOG TIME**

Bulldog Time is unstructured time for 6-8 grade students. This time is to be used by teachers for class meetings, club meetings, detention time for unacceptable classroom behavior, information distribution, extra help from a teacher at either the student's

or the teacher's request. Students are not allowed to go to the parking lot or off-campus during Bulldog Time. This is a privilege and should not be abused.

### **BULLYPROOFING (JICDE)**

The Board of Education supports 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 to obtain control over another person and/or to be habitually cruel 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 on District property, at District or school-sanctioned activities and events when students are being transported in any school 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 is subject to appropriate disciplinary action including 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.

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

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

### **SAFE2TELL**

Safe2Tell provides young people a way to report any threatening behaviors or activities endangering them or someone they know, in a way that keeps them safe and anonymous. Now, using Safe2Tell, they only have to make a call to make a difference. By calling 1-877-542-7233 or submitting a tip through the website: [www.safe2tell.org](http://www.safe2tell.org), young people can help anyone who is in trouble or prevent a tragedy.

### **Cyber Bullying (JICDF)**

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.

Cyber bullying is the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that defames, intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another student or staff member in a deliberate, repeated, or hostile and unwanted manner under a person's true or false identity. This includes the use of any technological tool to send or post inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, social network sites or website posting (including blogs) which has the effect of:

1. Physically, emotionally or mentally harming a student or staff member, or



2. Placing another student or staff member in reasonable fear of physical, emotional or mental harm; or
3. Placing a student or staff member in reasonable fear of damage to or loss of personal property; or
4. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities;  
or
5. Creates an intimidating or hostile environment that substantially interferes with a staff member's ability to conduct their educational duties.

The District may discipline for cyber bullying conduct off school premises when it materially and substantially interferes with the educational process.

The District will take any report of cyber bullying seriously and will investigate credible reports promptly. Students are encouraged to report an incident immediately to a teacher or Principal. Students who make a report are requested to preserve evidence of cyber bullying. For example, a student may save or bring a copy of an email, text message, picture, or other electronic transmission that the student believes was intended to harm, insult, or humiliate.

Staff will take appropriate action and will bring it to the attention of the Principal when students report an incident of cyber bullying. Staff will attempt to preserve evidence of the cyber bullying and will submit any evidence to the Principal.

The District may revoke the privilege of a student or third party, who uses District equipment or electronic communication system to engage in cyber bullying, to use any district electronic equipment under the procedures for policy JS; Student Use of the Internet and Electronic Communications. The District may revoke the privilege of a student or third party, who uses a personal communication device to engage in cyber bullying, to bring any personal communication device onto district property or to district-sponsored activities under policy JICJ; Use of Electronic Communication Devices.

Students whose behavior is found to be in violation of this policy shall be subject to loss of privileges, and discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. All parties whose behavior is found to be in violation of this policy will be subject to appropriate actions as determined by the administration. The District may also report individuals and violations to law enforcement if necessary.

#### **BUS PERMISSION ([EEAC-R](#))**

If your child is riding a bus other than his/her own, he/she must bring a permission slip from home (or a parent must call the school office). The note should include what bus they will be taking, and where they will be getting off the bus. Also, if your child will not be taking their bus home, please notify the school by 3:00 p.m. Students will not be allowed to call home to make arrangements to go home with another student after school is dismissed. Bus riding is a privilege. Appropriate behavior is expected or the privilege will be revoked. The buses leave the school building at 4:05 p.m.

#### **BUS REGULATIONS ([JICC](#))**

School bus transportation is a privilege, not a right. This privilege can and will be suspended for violation of rules. The privilege of riding a school bus is contingent upon a student's good behavior and observance of established regulations for student conduct both at bus stops and on board buses. The driver of a school bus shall be responsible for the safety of the students on his/her bus, both during the ride and while students are entering or leaving the vehicle. Therefore, it is the bus driver's duty to notify the Transportation Director if any student persists in violating the established rules of conduct. After due warning has been given to the student and his/her parents, the Transportation Director may withhold from the student the privilege of riding the school bus. The student may also be denied admission to school, suspended or expelled, in accordance with established policies, for flagrant violation of school bus rider conduct regulations or conduct detrimental to the safe operations of the bus. Any student with continuing unacceptable behavior may be placed on a behavior contract. This contract will be developed by the student, parents, school administrator, and bus driver.

**Prior to Loading (on road and at school) (JICC-R)**

1. Be on time at the designated school bus stop. Keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus. Conduct yourself in a safe manner while waiting.
3. Be careful in approaching the bus stop.
4. Do not move towards the bus at the school loading zone until the bus has been brought to a complete stop.
5. When loading at school, do not leave the bus without permission from the bus driver.

**While on the Bus**

1. Follow driver's directions immediately and consistently.
2. Stay in your seat, facing forward, while the bus is moving.
3. Keep hands, arms, legs and objects to yourself.
4. Keep volume level down and use only appropriate language.

**After Leaving the Bus**

1. Cross the road when necessary after getting off the bus, at least ten (10) feet in front of the bus, after looking at the driver and receiving the signal that it is safe to cross.
2. Help look after the safety and comfort of small children.
3. Be alert to the danger signal from the driver. Wait for safe crossing signal from driver.

The driver will not discharge riders at places other than the regular bus stop, at the home or at school, unless by proper authorization from the parent or school official

**Extracurricular Trips (JICC/IJOA)**

The above rules apply to any trip under school sponsorship. Also, remember to follow the sign out procedure as outlined in the Activities Handbook. Students shall respect the wishes of the adult(s) in charge.

**NOTE:** A SCHOOL BUS IS CONSIDERED SCHOOL PROPERTY; THEREFORE, ALL RULES APPLY TO ANY INCIDENT THAT OCCURS ON A SCHOOL BUS THE SAME AS THOSE THAT HAPPEN ON SCHOOL GROUNDS.

**STORM ROUTES (EEAC)**

In order to assure student safety, Calhan School District will implement "Storm Routes" again this year for use on days when dirt roads are hazardous but the pavement is safe to drive on. Parents will be alerted on the TV and Radio as well as receiving phone calls, just as for snow days, only the message will be that Calhan School is running storm routes. On these days, we will run buses only on paved roads. Please bring your child to the listed bus stop that is nearest your home. If the designated time is an issue, you are welcome to meet the bus at another listed location. Keep in mind that these times are approximate. While we will do our best to keep to this schedule, please be flexible and make allowances for road conditions. Because of this, please DO NOT leave your child at the bus stop; wait for the bus to arrive to pick up your child. In the afternoons, please be at the stop several minutes ahead of the estimated drop time. The bus cannot safely wait on the road for parents to arrive. We will plan to run the same storm route morning and afternoon unless the conditions change greatly, in which case you will be notified again by our reverse calling system. You can find the list of stops for your child on our website, calhanschool.org, under the Transportation Section. For any further information or clarification, please talk to your child's driver or call the Transportation Director at 719-347-2766.

**CHEATING (JICDA)**

Whenever a student is caught cheating, the teacher shall collect the student's paper, mark a zero for the work, and notify the Principal immediately. Parents will be notified of the incident and disciplinary action to be taken.

#### **CLASS FUNDS/DEPOSITS (DM)**

Money should not be kept in lockers or in classrooms. Any class funds should be deposited in the office by a class/organization officer. The class/organization treasurer should periodically compare financial figures with those of the activity fund bookkeeper office to see that totals balance.

#### **CLOSED LUNCH (JHCA)**

Middle School has a closed lunch. Students must remain in the cafeteria or under the direct supervision of a staff member. Students are not permitted in the hallways during lunch.

#### **CLOSINGS (EBCE)**

School closings or emergency early dismissals because of inclement weather or other conditions will be broadcast over the radio stations KOA (850 AM), KKCS (101.9 FM & 1460 AM), KKFM (98.1 FM), KVOR (1300 AM), Television Stations KOAA 5 & 30, KKTU 11, and KRDO 13 will also be notified as well as it being posted on the school website @ [www.calhanschool.org](http://www.calhanschool.org). Additionally, the reverse call system will be activated and notification will be sent via the school app. No extra-curricular activities (i.e. athletic practices, drama rehearsals) will take place on days that school is not in session due to closing.

#### **COLORADO GROWTH MODEL (ILBA/ILBB)**

The Colorado Growth Model provides a common understanding of how individual students and groups of students progress from year to year toward state standards based on where each individual student begins. The model focuses attention on maximizing student progress over time and reveals where, and among which students, the strongest and weakest growth is happening. Student progress is assessed using TCAP results with the 3<sup>rd</sup> grade scores being a benchmark. In the fall, parents will receive individual reports indicating their child's rate of growth (high growth, adequate growth, low growth) for each subject tested the previous year. Please visit [www.SchoolView.org](http://www.SchoolView.org) for more information about how our school performs compared to other schools in Colorado.

#### **COUNTY SHERIFF'S OFFICE (JIH)**

Students and patrons are hereby given due process that the Calhan School District has obtained the service of El Paso County Sheriff's Department for random searches of the school grounds and vehicles on the campus for contraband. Contraband is defined as "all drugs of abuse" (in the broadest terms), alcoholic beverages, firearms, ammunition, prescription drug, and over the counter medications not prescribed to the student. Violations of the policy will be considered detrimental to the welfare of students and contrary to Calhan School District's desire to foster an atmosphere conducive to safety and education.

#### **DETENTION (JK)**

Detention is held daily from 4:05 p.m. to 4:35 p.m. If students are required to be in detention, they and their parents will need to make arrangements for transportation home after detention. Any student who fails to show up at detention will be assigned additional time.

#### **DETRIMENTAL BEHAVIOR (JK)**

Conduct determined to be detrimental to the welfare of other students or the orderly operation of the school will be addressed by assessing Detention, Suspension or, in extreme or repeated cases Expulsion.

#### **DRESS CODE (JICA)**

The school community has high expectations regarding student dress. Students are responsible to dress within the expected guideline. Part of the school's responsibility is to prepare students to enter the work place with an idea of employer expectations. Any employer will expect a reasonable dress standard.

Students will not be allowed to wear sagging or baggy pants that are worn below the waist. Should a student arrive in this style of clothing, he/she will be issued appropriate clothing, assisted in amending the clothing to comply with the standard, or asked to go home to change.

Students will not be allowed to wear billfold chains, or any chains that are draped from pants, hanging from the neck or wrists, or other clothing. Chains such as this will be confiscated and will be returned to the student at the Principal's discretion.

Students are encouraged to dress appropriately for all school activities and to maintain a high standard of dress. The following standards will be in effect:

1. Reasonable cleanliness of person and wearing apparel is expected as a matter of health and aesthetics. Ripped and dirty clothes, pants with holes in them, and cut off shorts and pants with ragged hems set a poor tone in the school.
2. To avoid injury and disease, shoes, sandals or boots must be worn in the buildings. This is a state law.
3. Beach wear and athletic wear are inappropriate except in the gym and athletic fields. A decent coverage of the body is expected. Tank tops(**to include t-back tank tops**), tube tops, halter tops, net shirts, shirts/blouses with spaghetti straps, or low cut blouses or shirts are not allowed. Blouses/shirts or dresses must have straps at least 2 ½ inches wide. Also, muscle shirts, swim suits, and bare midriff, etc. are for a more casual time and not for school.
4. Dress will not be worn that causes or is likely to cause disruption of the educational process. Clothes making statements with sexual innuendoes, alluding to, suggesting, or advocating violence, or advertising alcohol, drugs and/or tobacco don't belong in school. Students wearing such attire will be asked to change or turn them inside out.
5. Wearing apparel that interferes with or endangers self or others while he/she is participating in classroom activities will not be worn. The decision as to the safety or unsuitability of the clothing is a matter of the judgment of school personnel.
6. Pupils must not wear hats or dark glasses in the building without permission of an administrator. Hats, sunglasses, glasses or contacts that are not prescribed to correct vision problems are banned during school hours. Hats, scarves, and headbands cannot be worn anytime between 7:45 a.m. and 4:00 p.m. on school days. Students wearing hats during the school day will have the hats confiscated and will have them returned at the teacher's or Principal's discretion. The primary reason for this Board policy is to establish an atmosphere of courtesy during the student's "working day".
7. Any manner of grooming or apparel, including clothing, jewelry, chains, emblems and badges, bandanas, baggy and saggy clothing that by virtue of color, arrangement, trademark or other attribute is associated with or denotes membership in, or affiliation with, any gang will not be allowed.
8. Students are allowed to wear shorts to school. An appropriate length of shorts will be determined by having students fully extend their arms. The length should be no less than where clothing meets a student's extended fingertips. The same guideline shall apply when students wear skirts.
9. Sleepwear, lounging attire, and slippers are not permitted.
10. Any student improperly dressed may be issued clothing from a lending locker, assisted in amending the clothing to comply with the standard, or sent home from school to change clothes. A second offense may result in a disciplinary consequence.

### **ELECTRONICS (JIC)**

Unissued electronic devices such as cell phones, pagers, handheld video games, laser pointers, head phones, radios, and I-Pods are not permitted in any classroom, locker, or in the school. The middle school staff is aware of student reliance on cell phones. This is understood and cell phones should not be utilized during the school day. The school is not responsible for lost or stolen electronics. Any students found to be using an electronic device during the day will have that device confiscated and turned in to the Principal. Retrieval policies are as follows:

1. First Offense – student may pick the device up at the end of class
2. Second Offense – student may pick device from the office at the end of the day
3. Third and subsequent Offenses – Only the parent may pick the device up – detention may be assigned as well

### **EMERGENCY PROCEDURE CARDS (JLCE/JLCE-E)**

Emergency cards must be completed by each student's parent/guardian and placed on file in the school office. **It is the parent/guardian's responsibility to inform the office of the changes during the year.**

### **EMERGENCY RESPONSE PLAN (EBCB-E)**

Calhan School District RJ1 is committed to ensuring the safety and security of our students, staff and visitors. During an emergency situation, school officials must act quickly to secure schools, safeguard students and staff, and communicate promptly. All emergencies impact schools including local and national events. The following are some examples of emergencies that a school may take in response: Severe weather, Fire, Weapons, Bomb Threat, Chemical/Hazmat/Biological Materials, or Intruder. Periodic drills are conducted to ensure students, staff and visitors have knowledge of the procedures to follow in each situation. School Actions: **Lockdown** secures the building and safely shelters all students, staff, and visitors inside the school building. **Shelter-in-Place** is a modification of a lockdown which moves students, staff and visitors away from rooms on the perimeter to safe areas within the school. **Evacuation** requires students, staff, and visitors to exit an unsafe school building.

In an emergency situation, the first reaction of parents may be to call or come to the school. While that is a natural response, it may interfere with emergency agencies that are dealing with the situation. We ask that instead of going to the school, you get information from the following sources: 1. Call the Calhan School District Office at 719-347-2541; 2. Visit the Calhan School Website at [www.calhanschool.org](http://www.calhanschool.org); 3. Tune to local TV and radio stations for new alerts; 4. Call the El Paso County Sheriff at 719-390-5555. Parents can help by being prepared before an emergency happens. Here are a few critical things they can do: Give school officials accurate contact information. Talk to your children about what to do, where to meet and how to contact you. Provide names and contact information for people authorized to pick up your children. Notify school officials if you see a dangerous or suspicious situation at school. If your child is on medication, please refer to the school District medication policy for requirements.

### **SAFETY DRILLS (EBCB, EBCB-R, EBCB-E)**

Fire, tornado and lock down drills are conducted as necessary during the school year. All students and staff should vacate the classrooms according to instructions on signs posted in classrooms for fire and tornado emergencies. Lock-down procedures require that students stay in the classroom. Students on a pass from the classroom should report to the nearest classroom during a lock down. All alarms should be treated as if they were signaling a real emergency. (Tornado drills will be announced over the PA system.)

### **FOOD AND DRINK**

**Food and beverages are not to be consumed in classrooms, hallways, or the mall/commons area unless teachers have given permission due to a special occasion.** The only other exception is when school organizations hold a special fundraiser such as a bake sale. Food and beverages are to be consumed only in the lunchroom. **Open containers of soda and other beverages are not to be kept in lockers at any time.**

### **HALL PASSES**

Students should be in the halls only at the beginning and close of school and while moving from one class to another unless they have special permission to complete special duties. Running or shouting in the hall is not permitted. Students in the halls during class time must have passes. Students moving about without a pass will be subject to disciplinary action.

### **HOMEWORK (IKB)**

In order to accomplish educational outcomes, homework will be assigned on a reasonable basis. Long-term assignments such as term papers, research projects, etc. shall be made well in advance of due dates. Due dates shall be adhered to by students. Short-term assignments will not be assigned to be completed during scheduled vacation dates. Students who do not turn in homework or assignments on time may be assigned detention by individual teachers.

It is the responsibility of parents/students to request make-up work. This can be done in advance. If a request is made, a 24 hour notice for each day the student will be gone is needed to gather assignments. Because of the time it takes the office staff and teachers to complete the request, the student should make every effort to have the work completed upon returning to school.

When students have been absent (excused), they will have one (1) day to turn in make-up work for each day missed. A zero credit will be recorded by teachers for all work not handed in within the allowed time. This policy may not necessarily be applied in cases when the assignment has been given long in advance of the absence, and sufficient time has been given to complete assignments. Teachers may use discretion when assignments are of such a brief nature that the students can complete them during class time.

#### **HONOR ROLL (IKD)**

The Board of Education believes that students demonstrating academic excellence should be honored for their efforts. Students with a 3.0 grade average or higher may qualify for one of the school's three honor rolls each quarter: Gold (4.0 or above), Silver (3.5-3.999), or Bronze (3.0-3.499). A student with a "D" or "F" grade is disqualified from earning honor roll status.

#### **INCOMPLETE**

Students may request that teachers give an incomplete grade for the quarter/semester whenever extenuating circumstances prevent them from completing course assignments. Incomplete grades WILL NOT be given simply for failure to complete work on time. Incomplete grades will become failing grades two weeks after the completion of the semester. In extenuating circumstances, additional time may be granted with permission from the teacher and Principal.

#### **INELIGIBILITY (JJJ/JJJ-R)**

Teachers will compute averages each Wednesday at the conclusion of the school day. Any student receiving **two D's or one failing grade (F)** in any class(es) will not be allowed to participate in any extra-curricular activities scheduled for the following week (Monday-Saturday).

#### **INSURANCE (JLA)**

All students are given the opportunity and are encouraged to purchase student accident & health insurance offered through Markel Insurance Company. School-time, 24-hour, and football coverage options are available. Details about the insurance plan are on the District website. Please apply online for this insurance. All students not covered under a family medical insurance plan are strongly encouraged to purchase a Markel Insurance policy. Parents should be aware that this is not a replacement for major medical insurance but is designed to provide some minimal assistance.

#### **INTERROGATIONS/SEARCHES (JIH)**

**Police interrogation:** The District has legal responsibility for pupils during the school day and during extra-curricular activities. The school shall make every effort to protect student rights with respect to interrogations by law enforcement. When law enforcement officials find it necessary to question pupils during the school day or during extra-curricular activities, the Principal or his/her designee shall be present. An effort shall be made to contact the parents.

**Staff searches:** Principals or their designees are granted the legal authority to inspect student's school lockers. This authority may be exercised as needed in the interest of safeguarding student and school property. Searches of student's automobiles or of the student during the school day and during extra-curricular activities shall be conducted in a manner respecting the student's rights and consistent with the responsibility for the District to provide an atmosphere conducive to forwarding all aspects of the educational process.

#### **LEAVING SCHOOL PREMISES (JLIB)**

Under no circumstances is a student to leave school premises without first checking out at the Principal's office. If it is necessary for students to leave school premises, they must present to the school office written permission from a parent. If no written permission is presented to the office, parents must call the Principal's secretary. Any student leaving school without permission will be assessed a truancy upon returning and be subject to consequences thereof.

### **LIBRARY (JQ)**

The library is open from 7:45 a.m. to 4:15 p.m. each school day. Students may use the library throughout the day with a pass from classroom teachers. Books not in the library may be obtained through inter-library loan.

Each book will have a label that is necessary for inventory and circulation reasons. Any student who is seen removing or disfiguring the labels will have library privileges suspended. Any student with overdue books will not be allowed to check out additional materials. Additionally, students who have fines will not be allowed to participate in special events (socials, field trips, etc.) until fines are paid.

### **LOCKERS**

Students will be assigned to a specific locker and no changes will be permitted without permission from a teacher or the Principal.

Any unauthorized change in locker may result in loss of locker privileges. Lockers are to be kept clean and free of trash at all times. Locker decorations (interior and exterior) cannot be permanent. Lockers are property of the School District and may be inspected at any time by the Superintendent, Principal, or authorized faculty member. Inappropriate offensive material is not to be displayed inside or outside of the locker. If the locker door cannot be opened or closed, it should not be kicked or tampered with; instead, the office should be notified immediately. Students are encouraged to keep locks on their lockers. The Principal's office will provide locks for students. Soda and other beverages are not allowed in the lockers.

### **LOST AND FOUND**

Lost and found articles are to be left in a designated spot. Students having lost articles may check that spot at appropriate times throughout the day.

### **MEDICATION PROCEDURES (JLCD)**

All medication must be in a prescription bottle properly labeled with the name of the drug, dosage, and student's name. All medication must be safeguarded at school with a dated and signed note from the parent and doctor giving the child's name, dosage amounts, specific dosage times, and other instructions if necessary. Students are not to keep medication on their person or in their locker, or ask teachers to keep it for them. The school nurse or office personnel will give medication. Any medication in the possession of students will be confiscated by staff and turned into the office. Parent cooperation is necessary and greatly appreciated. Prescription medications must be in the original container and must be clearly identified as to the name and type of medication and dosage instructions. The same procedures apply to non-prescription medications. A student with asthma, severe allergies, or other related life threatening conditions may possess and self administer medication to treat the student's asthma, anaphylaxis or other related life threatening conditions.

### **MONDAY SCHOOL (JK)**

Monday School may be convened as necessary to meet students' academic needs or disciplinary resolutions. When scheduled, Monday School is in session from 8:00 AM – 12:00 noon on unscheduled Mondays throughout the school year. Monday School can be arranged at the request of students for supplemental academic help. Students wishing to attend Monday School should make arrangements with the principal or dean of students. Students required to attend Monday School will report for instruction from 8:00 AM – 12:00 noon as assigned. Students will be notified of their requirement to attend Monday School when disciplinary referrals are resolved.

### **NONDISCRIMINATION/EQUAL OPPORTUNITY (AC)**

In compliance with the Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972; Section 504 of the Rehabilitation Act of 1973, Calhan School District RJ-1, does not unlawfully discriminate on the basis of race, color, national origin, sex or handicap in admissions, access to, treatment or employment in educational programs or activities which it operates.

Information regarding grievance procedures, for Title IX and Section 504, has been established for students, parents and employees. The following person(s) have been identified as the designated employee(s) to coordinate compliance activities for the District.

Specific complaints of alleged discrimination under Section 504 (Handicap) or Title IX (Sex) should be referred to:

School Counselor  
Calhan School District RJ 1  
800 Bulldog Drive  
Calhan, CO 80808

Complaints may also be filed with the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, Colorado 80204.

#### **OVERNIGHT TRIPS (IJOA/IJOA-R)**

Any student who is suspended from school may forfeit his/her opportunity to participate in overnight activities. Furthermore, any student disciplined for behavior on an overnight trip may forfeit overnights for a period of up to one calendar year. If it becomes necessary for a student to be sent home during a trip, parents will be responsible for the transportation of the student.

#### **PARENT PICK-UP (JLIB)**

Teachers are not to release students to anyone unless there is written authorization from the Principal. In some cases, the secretary will make a release request over the intercom. Students are to meet their parents in the Principal's office before leaving school. Parents are to wait in the Principal's office rather than outside of their child's classroom.

#### **POSTERS (JICEA)**

Students wishing to place posters on the walls and bulletin boards must first obtain permission from the Principal and the Principal will initial each poster. Any unauthorized posters will be removed immediately.

#### **PROFANITY (JICDA)**

Students are not permitted to use profanity while on school premises or on school buses. This includes inappropriate language on T-shirts, jewelry, written notes, etc. Teachers and bus drivers are to complete disciplinary referral forms when this rule is violated.

#### **PROGRESS REPORTS (IKAB)**

Students and parents can access student progress through *Infinite Campus*, the online student data management system, at any time. Parents are encouraged to request a conference with a teacher at any time regarding the progress of their child. Printed grade reports are available upon request.

#### **PROMOTION AND GRADUATION (IKE-R)**

Academic success relies heavily on acquiring skills in a logical and intentional progression. Advanced skills are built upon a foundation of basic and intermediate skills. If steps in the progression are compromised or absent, the entire process is diminished. To ignore this fact is to do a disservice to students by placing upon them academic expectations for which they are unprepared. With that in mind it is important to ensure that students demonstrate competence at each grade level before being promoted to the next. This policy defines the required standard for promotion from grade level to grade level and to high school.



## Calhan Middle School Student Handbook

For promotion from a student's current grade level to the next, Calhan Middle School students must demonstrate competence in the four academic core classes of Language Arts, Math, Science, Social Studies, and also demonstrate executive function according to the following standard:

6<sup>th</sup> and 7<sup>th</sup> grade students may progress, by class, to the next grade level:

- With a final class grade of at least 75% in Math, ELA, Science and Social Studies and at least 60% or a passing grade average in all enrichment classes.

Or

- With a final class grade of at least 60% in Math, ELA, Science and Social Studies, at least 60% or a passing grade average in all enrichment classes and a proficient score on the district administered external assessments in Math, ELA, Science and Social Studies.

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

8<sup>th</sup> grade students may be graduated to high school:

- With a final class grade of at least 75% in Math, ELA, Science and Social Studies and at least 60% or a passing grade average in all enrichment classes.

Or

- With a final class grade of at least 60%, in Math, ELA, Science and Social Studies, at least 60% or a passing grade average in all enrichment classes and a proficient score on the district administered external assessments in Math, ELA, Science and Social Studies.

### Exceptions

- For classes where there is no district approved external assessments, a score of 60% or higher is required for promotion

Every effort will be made to help students achieve the promotion and graduation standards. However, if students fail to meet the requirements, a remediation plan will be implemented. Students placed on a remediation plan will remain in remediation until the standard is achieved. Options for remediation include but are not limited to:

After school tutoring  
Supplementary Instruction Time (SIT)  
Monday school (for academic reinforcement and/or absence recovery)  
Summer school

Eighth grade students who have not met the requirements for graduation to high school by the time of 8<sup>th</sup> grade graduation will not be included in the 8<sup>th</sup> grade graduation ceremony, but will be entitled to receive the 8<sup>th</sup> grade graduation diploma at the

time the standards are achieved. Those students may be graduated to high school by completing the requirements, and presenting proof of completion, no later than one calendar week prior to the first day of instruction of the high school year.

**PUBLIC DISPLAYS OF AFFECTION (JK)**

Out of respect and courtesy to school employees and students, excessive displays of affection will not be allowed during school hours or at school activities. Any student not adhering to this rule will be given a warning from the Principal. The second time a student is warned; the student will be suspended from classes and be given zero credit for classes missed. **(Note: Only holding hands will be tolerated in the school.)**

**PUBLICATIONS (JICEA)**

Students are encouraged to express their views in school through sponsored publications, but they must observe the rules for responsible journalism. Sponsors of student publications have the responsibility to review content before publications and to assist the students in improving their skills. Reviewing the content before the publication is not censorship, but part of the educational process. Literature to be distributed must be submitted to the Principal in advance and approved by him/her.

**RECORDS (JRA/JRC)**

**FERPA**

The Family Education Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law that protects the privacy of student education records. Students have specific, protected rights regarding the release of such records and FERPA requires that institutions adhere strictly to these guidelines. Questions regarding FERPA can be directed to the school office.

The Family Educational Right and Privacy Act of 1974 authorized parents or guardians of students and students 18 years of age or older access to the student files by submitting a written request and following established procedures.

1. A written request must be presented to the Building Principal.
2. The parent or legal guardian shall review the records in the presence of the Principal or the Guidance Counselor.
3. The parent or legal guardian may not remove any materials from the file.
4. Parents shall be granted a hearing to challenge the content of the record folder if they submit to the Building Principal a written request for such a hearing. This hearing shall be held within ten calendar days after receipt of such request and should follow procedures established by the Board of Education.
5. Notice of the right of access shall become a part of each parent handbook or official registration guide.
6. All persons 18 years of age have the same right as their parents.

**REPORT CARDS (IKA/IKA-R)**

Parents may view their student’s progress any time during the school year. In progress grades will be available online at any time during the semester with grades posted to grade reports/transcripts at the end of the first and second semester. Grades are but one method of reporting the evaluation of a student's progress in subjects. It is assigned for the purpose of informing the student, parents, and the school of student achievement. Letter grades are assigned on the following percentages of demonstrated mastery:

90 -100	A	Excellent or outstanding work
80 - 89	B	Good or above average work
70 - 79	C	Standard or average performance
60 - 69	D	Below average, but passing
60 and below	F	Unacceptable - Failing
INC		Incomplete - work in progress must be completed for a grade to be assigned; otherwise, an "F" will be recorded.

**SCHEDULE CHANGES-** Schedule changes must be approved by the gaining teacher, the releasing teacher, and the Guidance Counselor and/or the Principal.

## **SCHOOL MEALS (EF/EFC/EFEA)**

### **BREAKFAST**

All students, Preschool -12<sup>th</sup> grade are invited to eat a free breakfast at school. Our Award Winning School Breakfast Program provides an excellent opportunity for students to start the day with a healthy morning meal. A good breakfast gives children the energy they need to succeed in school. Participating in the School Breakfast Program has been associated with increased math scores, decreased school absences, tardiness rates and decreased emotional and behavioral problems. Middle and High School breakfast will be served at Bulldog time.

### **LUNCH**

Calhan School offers nutritional balanced, healthy, student approved meals that meet the strict government guidelines. It is recommended that parents send weekly or monthly amounts to be put in their child's lunch account. If a student should forget lunch money they will be allowed to charge a lunch. However, charges must be paid promptly. Your child is only allowed to charge two lunches. You can send cash or check with your student to pay at the school kitchen, mail your payment to Calhan School 800 Bulldog Dr, Calhan CO 80808 attn: Deb Yirku OR you may use our online bill pay system which takes credit and debit cards. Our website is located at calhanschool.org, left hand side under Food Service, click on Food Service to preview the month's menus; or click on Food Service Links, then click on NutriKids for nutritional information or click on My School Bucks to check your student's account balance and when they are eating, set up low balance email reminders, or make an online payment. Parents are invited to eat with their children in the cafeteria. Please register in the front office, first. If your child brings a sack lunch, please help them develop healthy eating habits by sending nutritious food for them to eat.

### **FREE AND REDUCED LUNCHES**

We encourage all parents to fill out the free and reduced application. The information is confidential. This is a program that helps parents and the higher percentage of free and reduced students helps with grant and funding opportunities for the school. This results in better and varied programs for our students. Please take a moment and fill out the application and return it to the office.

### **SNACK**

The cafeteria will be open at various times during the day for students to purchase snacks. These snacks range in price from \$0.50 to \$1.25. Snacks cannot be charged to the student's lunch account.

### **PRICES**

BREAKFAST – Free for all students PK-12<sup>th</sup> Grade

LUNCH –

- PK-5<sup>th</sup> Grade -- \$2.50 Daily; \$10.00 Weekly; \$40.00 Monthly
- 6<sup>th</sup>-12<sup>th</sup> Grade -- \$2.75 Daily; \$11.00 Weekly; \$44.00 Monthly
- Adults - \$3.50 Daily

## **SEXUAL HARRASSMENT (JBB)**

The School Board recognizes that sexual harassment can interfere with a student's academic performance and emotional and physical well-being and that preventing and remedying sexual harassment in schools is essential to ensure a nondiscriminatory, safe environment in which a student 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. 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 to harass students or for students to harass other students through conduct or communications of a sexual nature or to retaliate against anyone who 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 necessary steps to end the harassment, to make the harassed student whole by restoring lost educational opportunities, to prevent harassment from recurring, and to prevent retaliation against anyone who reports sexual harassment or participates in a harassment investigation. Sexual harassment may result in school disciplinary action up to and including expulsion and/or legal action.

#### **SMOKING OR USE OF TOBACCO PRODUCTS AND NICOTINE DELIVERY DEVICES (JICG-R)**

The use/or possession of tobacco, tobacco products, including herbal chew, and all nicotine delivery devices is prohibited. Use or possession of these items is prohibited by school policy and use or possession by a minor is a violation of town ordinance. Minor students using or possessing these items will be subject to school discipline and prosecution by law enforcement.

**Note:** Incendiary devices (lighters, matches, etc.) will not be allowed at school. Appropriate discipline will be administered.

#### **STUDENT ACCESS TO FACILITIES (ECA/ECASTUDENT ACB)**

All school facilities, including hallways, are closed to students before school, after school, during Bulldog time, and during lunch periods unless a faculty member assumes responsibility for supervision.

#### **STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES (JII/ JII-R)**

Students are encouraged to discuss concerns with teacher, coach, etc. before talking with the Building Principal. However, decisions made by school personnel who students believe are unfair or in violation of pertinent Board of Education policies or individual school rules, may be appealed to the Principal or a designated representative, or by following 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, sex, age, or disability that students are encouraged to report.

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

1. Conduct of an individual.
2. Department procedures.
3. Building procedures.
4. Board of Education policies and regulations.
5. Curricular programs.
6. Civil rights.
7. All others.

Complaints must be initiated within sixty (60) calendar days of the incident in writing, dated, and signed by the complainant. Forms for this purpose are available in the Principals' offices. Completed forms must be filed with the appropriate persons as follows:

1. **Complaints about an individual:** Immediate supervisor or the individual. The Building Principal is the supervisor of the teachers and classified employees; the Superintendent is the supervisor of the Principal.
2. **Departmental procedures:** School Principal.
3. **Building procedures:** School Principal.
4. **Board of Education policies and regulations:** Superintendent.
5. **Curricular programs:** School Principal.
6. **Civil rights (Unlawful Discrimination):** See Policies: AC, ACA, JB, JBA, and JBB.
7. **All others:** School Principal.

When a complaint is filed in writing, a conference shall be held with the complainant within five (5) school days. A written response shall be given to the complainant within ten (10) school days following the conference.

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

Appeals must be made in the following order: School Principal, Superintendent, and Board.

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

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

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

#### **STUDENT DISMISSAL PRECAUTIONS (JLIB)**

Under no circumstances shall teachers dismiss a student from school prior to the end of the school day or into any person's custody without the prior approval of the main office. All visitors must report to the school office to check in and out of the building. School personnel will obtain/copy/check the picture ID of each visitor and will be required for each visit. If the visiting party is not listed on the emergency procedure card, office personnel will contact the parent/guardian to determine if the party is authorized to visit or pick up the student. Visitor sign in/out time will be documented on visitor log.

#### **STUDENT USE OF THE INTERNET (JS/JS-E)**

The Board of Education believes the internet should be available in school as a learning resource to educate and inform. The District has installed software on the server which helps block or filter obscene information. District technology devices are owned by the District and 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 electronic communications access and transmission/receipt of materials and information. Students must sign the *Student Use of the Internet and Electronic Communications* agreement annually.

#### **STUDENT USE OF THE INTERNET AND ELECTRONIC COMMUNICATIONS (JS-E)**

##### **TERMS & CONDITIONS:**

All technology must be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this agreement will result in revocation of access privileges.

1. **ACCEPTABLE USE:** The use of technology must be consistent with the educational objectives of the Calhan School District. Transmission of any material in violation of any US or state regulation is prohibited. This includes but is not limited to:
  - a. Copyrighted material
  - b. Threatening or obscene material
  - c. Material protected by trade secret
  - d. Political lobbying or product advertisement
  - e. Chat channels or social networking unless part of class assignment or project
  - f. Personal entertainment
  
2. **PRIVILEGE:** The use of technology is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator(s) will deem what is inappropriate use and that decision is final. The system administrator(s) may close an account at any time, as required. The administration, faculty and staff may request the system administrator to deny, revoke, or suspend specific user accounts. Inappropriate use may also result in district disciplinary action, and/or legal action. Students must never provide their password to anyone or use anyone else's password.

3. **NO WARRANTY:** Calhan School District makes no warranties of any kind, whether expressed or implied, or the service it is providing. Calhan School District will not be responsible for any damages suffered in using the internet and/or technology. This includes loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions. Use of any information obtained via the internet or any other technologies, is at your own risk. Calhan School District specifically denies any responsibility for the accuracy or quality of information obtained through this service.
4. **SECURITY:** Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the internet, you must notify a system administrator. Do not demonstrate the problem to other users. Do not give out personal information or share passwords and usernames. Attempts to log on to the internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk, or as having a history of problems with other technology may be denied access to district technologies.
5. **SOCIAL MEDIA:** Students are not permitted to “friend” a Calhan School District staff member on any form of Social Network. Students may no text with staff members unless through an approved Calhan District program. Online electronic conduct that distracts or disrupts the learning environment or other conduct in violations of this or related district policies may form the basis for disciplinary action.
6. **VANDALISM:** Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the internet, any agencies or other networks that are connected to the internet or district technology equipment. This includes, but is not limited to, the uploading or creation of computer viruses.

**STUDENT AGREEMENT:**

I understand and will abide by the above agreement. I further understand that a violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, I may face school disciplinary actions, I may face appropriate legal action that may be taken, and I may be required to compensate the School District for losses.

**PARENT/GUARDIAN AGREEMENT:**

**IF THE USER IS LESS THAN 18 YEARS OF AGE, A PARENT/GUARDIAN ALSO MUST SIGN THE AGREEMENT:**

As the parent or guardian of this student, I have read the acceptable use agreement. I understand that this access is designed for educational purposes and that the Calhan School District has taken precautions to eliminate controversial material. I also recognize, however, that it is impossible for the Calhan School District to restrict access to all controversial materials and I will not hold the District responsible for materials acquired on the network. Furthermore, I accept full responsibility for supervision if and when my child’s use is not in a school setting.

**SUSPENSION/EXPULSION PROCEDURES (JKD/JKE & JKD/JKE-E)**

1. The student shall be informed of the charges brought against him/her upon being detained by the administration.
2. The student may be given opportunity to question witnesses and confront accusers (informal hearing) before being further detained. If a meeting cannot be arranged immediately, the student may be detained until one can be arranged within a reasonable amount of time during the school day.
3. The student shall be informed of sanctions imposed by the school authorities, including duration of the sanction and the reason for the sanction. Grounds for suspension/expulsion are listed in the student handbook. The sanctions shall be stated no later than within 24 hours of collection of all necessary information.
4. The parent shall be immediately contacted by phone and asked to pick up the student from school. If the parent cannot be reached, the student shall remain in school under supervision but not be returned to the classroom. If the parent cannot be reached prior to the next school day, the person listed on the student’s emergency card shall be contacted.
5. A letter outlining the charges, consequences, and procedures, shall be sent to the parent as a follow-up to the telephone contact. The letter shall be sent within 48 hours of the phone contact.
6. Any student suspended will be given zero credit for any classes missed during the suspension but as a condition of re-enrollment to classes, assignments must be completed at satisfactory level.

7. A copy of appeal procedures shall be made available to the student at the time sanctions are announced and shall be communicated to the parent by telephone.

According to Colorado Revised Statutes 22-33-106 (1) (a-f) and 3 (e) and 22-12-105 (3), 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.
4. Declaration as a habitually disruptive student.
  - a. For purposes of this paragraph, "habitually disruptive student" means a child who has caused a material and substantial disruption in the classroom, on school grounds, in a school - vehicle or at school activities or sanctioned events three or more times during the course of a school year. 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 suspension 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 as the home or the place of employment of the parent or legal guardian of the definition of "habitually disruptive student."
5. Serious violations in a school building or in or on school property for which suspension or expulsion may be mandatory.
  - a. The sale of a drug or controlled substance as defined in C.R.S. 12-22-303.
  - b. 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.
  - c. 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.
    - 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.
6. Repeated interference with a school's ability to provide educational opportunities to other students.
7. Carrying, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual fire arm in a school building or in or on school property.
8. 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.
9. Making a false accusation of criminal activity against a district employee to law enforcement or to the District.

According to C.R.S. 22-33-106 (2), subject to the district's responsibilities under the Exceptional Children's Education Act and applicable federal law (*see policy JK\*-2, Discipline of Students with Disabilities*), the following 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 there from to be a threat to the welfare of other students.

**SUSPENSION RESTRICTIONS**

Students serving suspension are prohibited from participating in and/or attending all school functions including but not limited to classes, class events, and extra-curricular activities for the length of the suspension. Out-of-school suspensions are served off of school property; students do not report for school while suspended. In-school suspensions are served at school; students do report for school and serve the suspension under supervision.

**TELEPHONE**

The school phones are intended for school business purposes and must be kept open. To reduce the need for telephone use, please make sure that your children know daily how they will get home. If any changes happen to this normal routine, a parent must send a note or place a call to the school office to notify him or her of the change. The phones in classrooms will not be answered during instructional time

**TEXTBOOKS (JQ)**

Textbooks are loaned to students for their use during the school year. Students should make sure that their name is written on the book label in case the book is misplaced. It is the student's responsibility to see that books are cared for properly. All textbooks should be covered and kept either in a student's locker or backpack. Fines will be assessed at the end of the school year for any damage to books that is not due to ordinary use. The District will not issue new books until fines are paid. Teachers will report textbook problems and conditions when issuing books on the proper form.

**Book fines:**

Functionally okay:	Fine:
Drawing/writing inside	5% of replacement cost
Pages ripped but intact	5% of rebinding cost
Cover damaged---slight	25% of current rebinding cost
---moderate	50% of current rebinding cost
Not functionally okay:	
Cover ripped	Current rebinding price
Back broken	Current rebinding price
Pages ripped out	Replacement price less 20% per year used
Water damage/rippling	Replacement price less 20% per year used
Lewd drawing/writing	Replacement price less 20% per year used

Alternative payment methods, such as installment plans or school service shall apply to students who are unable to pay.

**TRIPS (IJOA)**

Transportation will be provided by the school for all activity trips, athletic events, music trips, etc. Students riding to an activity on school-supplied transportation must return by the same means of transportation unless the parents have made other arrangements in advance with the sponsor. Students on the ineligibility lists or on activity suspension will be denied the privilege of going on a school trip unless the trip is a classroom trip for instructional purpose.

**VIDEO RECORDERS (EEAEF/EEAEF-R)**

The District has installed video recording equipment on school buses to monitor school transportation and will be videotaping on bus routes at random during the school year. There are also cameras located throughout the building. Information can be recorded on these videotapes and be used as evidence. Tapes will be reviewed as needed by the Principal, and evidence of student



misconduct will be documented. Students found to be in violation of the District's conduct rules will be notified and disciplinary action will be initiated.

#### **VISITORS (K)**

Parents are always welcome and encouraged to come in to visit their child's class. We request that you make prior arrangements and check in at the office. A visitor pass, for all visitors is required and available in the office. All guests must check in at the office and pick up a visitor pass after signing in. Visitors must wear the visitor pass where it can be easily seen. Upon check in: school personnel will obtain/copy/check the picture ID of each visitor (the initial copy of the ID will be filed in a *Visitor Notebook* located in the office). If the visiting party is not listed on the emergency procedure card, office personnel will contact the parent/guardian to determine if the party is authorized to visit. Visitor sign in/out time will be documented on visitor log. **No student visitations are allowed.**

#### **WEAPONS (JIC)**

Carrying, bringing, using, or possessing a dangerous weapon in any school building, on school grounds, in any school vehicle, or at any school sponsored activity without the authorization of the or the school district is prohibited. In accordance with federal law, expulsion shall be for no less than one full calendar year for a student who is determined to have brought a firearm to school in violation of policy. If a student discovers that he/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 the person, expulsion shall not be mandatory and such action shall be considered when determining appropriate disciplinary action, if any.