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If conflicts exist between handbook rules and Board Policy/State Statutes, Board Policy/State Statutes will take precedence.

Updated: August 10, 2010



**ELBERT SCHOOL DISTRICT #200
BOARD OF EDUCATION MISSION STATEMENT**

Elbert School District #200 has the responsibility to the community, our state and the nation to educate children, under the philosophy of education, to problem solve and to accept global responsibility in a safe, nurturing environment. Our future strength lies in a traditionally strong fundamental education and development of well-adjusted, socially responsible citizens who are able to secure employment, go to college, pursue careers, and communicate, as well as, compete in a technological and information based world.

PHILOSOPHY OF EDUCATION

It is the operating philosophy of Elbert School District #200 to provide the opportunity of academic excellence for every child in the District, to the best of the District's ability and available resources, so that their knowledge, wisdom, creativity, athleticism, and passion for learning will empower and reward their future.

DISTRICT FOCUS

- ➔ Increase academic performance
- ➔ Increase communication with key constituents
- ➔ Find, maintain and develop quality staff
- ➔ Enhance facility excellence
- ➔ Maintain financial excellence
- ➔ Increase governance team effectiveness

GENERAL INFORMATION

School Day Runs
7:55-4:06

HS/JH CLASS SCHEDULE

Period 1	7:55 -8:57	Lunch JH	11:30-11:57
Period 2	9:00-9:57	Period 4	12:00-12:57
Period 3	10:00 -10:57	Period 5	1:00-1:57
Lunch HS	11:00 -11:27	Period 6	2:00-2:57
Advisement JH	11:00-11:27	Period 7	3:00-4:06
Advisement HS	11:30-11:57		

ELEMENTARY SCHOOL REGISTRATION

1. Pre-K Enrollment: To be eligible to enroll in pre-kindergarten, a child must have reached his/her 4th birthday prior to June 1st.
2. Kindergarten Enrollment: To be eligible to enroll in kindergarten, a child must have reached his/her 5th birthday prior to June 1st.
3. First Grade: To be eligible to enroll in first grade, a child must have reached his/her 6th birthday prior to June 1st of that year or have completed kindergarten or a comparable program.
4. Parents are required to present a birth certificate or previous school records when registration is being completed.
5. An immunization form must be completed in accordance with the provisions of Part 9, article 4, Title 25, 1979 C.R.S. (immunization requirements). Failure to comply with the provisions of Part 9, article 4, Title 25, 1979 C.R.S. (immunization requirements) is grounds for suspension, expulsion or denial of admission. 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. An authorization form to obtain school records from the previous school attended must be completed.

HIGH SCHOOL REGISTRATION

1. Preliminary registration will be completed in the spring of the previous year. Your schedule should be carefully considered by both you and your parents.
2. Final registration will be completed before the first day of school.
3. All students enrolled in the Elbert School shall carry a full schedule of classes.
4. All full year classes, except student aides, are for full unit of credit. (Student aide is 1/2 unit of credit.) Semester classes are a 1/2 credit. No credit is given for the advisement period.

H.S. GRADUATION REQUIREMENTS

A. Graduation Requirements

25 credits

The Classes of 2008-2010 may choose to meet the more rigorous graduation requirements for the Classes of 2011 and beyond, however if an individual chooses this option they must fully abide by those requirements and no exceptions will be allowed. Approval must be obtained from both administration and a parent/guardian.

Graduation requirements are based on the units of credit earned in grades 9 through 12. Half credits will be given for completing successfully one-half of a full year's course.

Required Credits:

Classes of 2011 & Beyond	Suggested For College Bound
English 4 Units	English 4 Units
Social Studies 3 Units	Social Studies 3 Units
Mathematics 3 Units	Mathematics 4 Units
Science 3 Units	Science 3 Units
Physical Ed. 1/2 Unit	Physical Ed. 1/2 Unit
Health 1/2 Unit	Health 1/2 Unit
Foreign Language <u>2 Units</u>	Foreign Language <u>3 Units</u>
16 Units	18 Units

*Required Social Studies Courses: Geography (1 unit), World History or American History (1unit), Civics (1/2 unit).

*Required English Courses: English 9 (1 unit), English 10 (1 unit), English 11-12 or College Prep. English (2 units).

* Physical Education: 1/3 credit will be granted for the successful completion of each sports season if needed to fulfill the physical education requirement for graduation.

College Courses, with the approval of the administration, may be approved for high school credit and/or may take the place of required courses.

Correspondence Courses, with the approval of the administration may be taken for credit and/or may take the place of required courses.

B. Transferred Credits: Transferred credits from other accredited school districts will be accepted upon enrollment of the student in the Elbert School District.

C. Schedule Change: No schedule changes will be permitted after the first week of the semester. All changes must be approved by the administration, the counselor, the teacher involved, and the student's parents. A request to change class schedule must be obtained from the administration or counselor. Any semester class dropped after the first week of a semester will be recorded as withdraw failing and will be listed on the students transcript as such. Exceptions can be made for the above policy by the administration if deemed appropriate.

D. Failure of Course: Any student failing a required course must repeat the course the following year or as soon as schedule permits. Any student failing only a semester must repeat that semester as soon as the schedule permits or the following year.

E. Completion of Requirements: Only those students completing all requirements for graduation as set by law and the school will receive diplomas and participate in graduation ceremonies.

F. Failure to Meet Requirements: All students not meeting those requirements may receive a certificate of participation that states which requirements were not met for graduation.

G. Valedictorian/Salutatorian: Valedictorian of the class shall have a grade point average of no less than 3.6. Salutatorian shall have a grade point average of 3.4 or above. Valedictorian and Salutatorian grade point averages will be figured to the nearest tenth. In case of a tie in grade point average for either Valedictorian and/or Salutatorian, the school will recognize co-winners. On years that no one meets these requirements, graduation will proceed without that position being filled. A student must have attended Elbert High School their junior and senior years to be eligible for valedictorian or salutatorian. (If at any time during their senior year, the valedictorian or salutatorian violates a school rule/policy, they will be put on probation. A second offense would result in the removal of the student from valedictorian/salutatorian eligibility. Violation of a state statute involving alcohol, drugs, weapons, and/or physical assault will be immediate removal. If a student is removed from either of these honors, the student next in line will be moved up if qualified).

H. Weighted Classes /Grade Point Average: The 4.00 method will be used to determine grade point averages. A weighted grading system will be used in conjunction with the 4.00 method to determine grade point average and class rank. Weighted grading is used when the curriculum is deemed more difficult to obtain an "A" to encourage students to take more difficult classes and for class ranking. Off campus, correspondence, and online classes will warrant weighted grading if they are transferable for college credit to any accredited 4-year college. The classes to be included are: Calculus, Trigonometry, Physics, Chemistry, College Prep English and Spanish IV. Prerequisites are required. The Principal and Superintendent will together determine if the college class is an advanced class and to be weighted. The classes on the weighted grading system will be worth- A=5, B=4, C=3, D=1, F=0.

I. Handicapped/Special Ed. Students: Handicapped / Special Ed. Students who successfully complete an individualized course of study, but who have not completed the graduation requirements set by the local school board, may be granted a diploma, which certifies the completion of that course of study. This course of study is probably best outlined in the Individualized Education Plan (IEP), which is developed for individual students.

J. Foreign Exchange Students: Foreign Exchange Students and other students attending Elbert Schools from another country other than the U S A, will be classified as eleventh graders and will not be eligible for graduation.

K. Promotion Policy for Grades 7-8: Students must pass English, Math, Social Studies and Science, and will be allowed only one failure of another subject during grades 7 and 8. They must be competent on an achievement test in English and Math with a level of 6.7 or greater when the 8th grade achievement tests are given. No student may be promoted from the 8th grade whose reading level is below 6.7 without administrative approval. Any student who fails two classes during the 7th and 8th grade will not be promoted. If a student fails only one class, then they must repeat the class before or during the ninth (9th) grade year. The Board must approve any exceptions.

Independent Study, work experience and experience-based programs, approved by the administration, may be taken for high school credit upon presentation of an instructional outline and objectives to be monitored by a faculty member.

L. Elementary Promotion for Grades K-6

Students in grades K-6, who can demonstrate the knowledge and skills to be successful in the next grade level and have met the attendance policy regulations, will be recommended for promotion by the teacher.

ACADEMIC REPORTS

- | | |
|--|--|
| <p>1. Grading system for 3rd-12th:</p> <p>A 90 to 100
 B 80 to 89
 C 70 to 79
 D 65 to 69
 F 0 to 64</p> | <p>Grading system for K-2nd:</p> <p>A Advanced
 P Proficient
 PP Partially Proficient
 U Unsatisfactory</p> |
|--|--|
2. The cumulative record is a permanent and official record of the student's school career. It is the most important single item among school records. These records are kept in the school administration office and include testing records, grade records, and credits earned and other information. Information in these records is available only under the records law.
 3. The semester grades are recorded in the permanent records. Grade cards should be reviewed by the parents. If there are any questions, a conference with the teacher should be arranged. Incomplete grades must be made up at the discretion of the teacher at the close of the grade period. Exceptions for special cases must be approved by the superintendent.
 4. Report cards are available on-line at anytime or a hard copy may be requested to be mailed. If a student is doing unsatisfactory work, the teacher may send an academic report at the end of each week to alert parents so appointments may be made for conferences. Parents are encouraged to contact the school and teachers for information and ways to seek help for their child.

"P" and "F" grades may be used for students who have been included into regular education classes, but unable to meet curriculum requirements for the class.

PROMOTION AND RETENTION OF STUDENTS

A student may be retained for the second year if he/she has not reached a standard of achievement that would allow him/her to progress satisfactorily in the next grade. Retention may also be utilized occasionally for a student who is not sufficiently mature socially, emotionally, mentally, or physically. No more than two years in a grade shall be permitted. The principal shall make the final recommendation with the advice of the superintendent, parents, and teachers involved. Documentation criteria will be provided. If a parent wishes not to retain a child against the teacher's recommendation, they may appeal the decision by requesting a decision from the Board of Education.

The Board shall be the final authority in all matters of student placement as provided by law. The Board hereby delegates to the building principals the authority to retain in grade, pass to the next succeeding grade or make accelerated advancements of any and all students. The Board directs the principals to consider the welfare of the student and the recommendations of the teachers, other administrators, other certified staff and parents in their decision.

The Board shall retain the right to be the final authority in any case of appeal by a parent or guardian pertaining to retention, passing to the next grade or accelerated advancement. Adopted: July 25, 1995

Student Acceleration Promotion

Double promotion or skipping shall only be used in rare and extreme cases and then only with the approval of the teacher, principal, superintendent and parent. In the case of a student who is considerably ahead of their fellow students, teachers shall be urged to utilize methods and materials that will substantially broaden the interests and achievements of the student.

Elbert District students may be advanced a maximum of one full grade within any one school year or students may receive advance grade subjects, to be pursued on the student's own time under applicable faculty supervision to build toward grade advancement. The following eligibility requirements must be met to permit grade acceleration or receive advance grade subjects:

1. Professional staff approved classroom grades and standard test scores
2. Professional staff approved emotional and social maturity
3. Professional staff approval that the student needs such acceleration or advanced grade study in order to provide motivation
4. Parental or guardian approval regarding Items 1-3 above
5. Board of Education approval

ASHES

(After School Helping Everyone Succeed)

Elbert School is currently offering an after school program for students looking for the opportunity to receive homework help or who need to work on skills beginning the second week of school. Please have permission slip turned in prior to starting.

Homework HELP!

Requirements of Attendance:

- Permission slip signed by parents.
- Phoned permission by 3:00 p.m. of the day of attendance, if need for help does not arise until that day. The office will have the required forms.
- Parents and or guardians must pick up student at 5:15.
- Parents who are late picking up their student more than once will be billed by the ASHES program at a rate of \$20 per hour with a minimum charge of \$5. This money will be used to continue the program.

ASHES Room Rules:

- Come prepared with required materials to accomplish tasks.
- Students will not be allowed to leave the room after 4:20 unless picked up by parent.
- Door will close at 4:20 and anyone not in the room will need to leave the building.
- Food and snack are allowed.
- Student handbook policies apply and will be enforced.
- ASHES rules are subject to change according to need.

ELBERT SCHOOLS GIFTED & TALENTED PROGRAM

Definition of "Gifted and Talented"

We define giftedness as the potential achievement in any number of areas. Elbert School District #200 uses the term "gifted and talented" to describe students in grades K-12 who by virtue of outstanding abilities are capable of high performance. They are identified as possessing demonstrated or potential promise in general intellectual ability, specific academic aptitude, creative or productive thinking, psychomotor ability, leadership and achievement in visual and performance arts. Accordingly, these students require services or activities beyond those provided through the regular school curricula. The district recognizes that gifted and talented students are not only those who have demonstrated high accomplishments, but also those who have potential to achieve high levels. The specific areas of achieved or potential performance may include the following:

1. Specific areas of the school curricula, such as math, science, language arts, social studies, the fine arts, the practical arts or physical education.
2. Outstanding reasoning, problem solving, leadership, creative or productive thinking.

ADVANCED COLLEGE PLACEMENT

The Board believes that students who are capable of and wish to pursue college level work while in high school should be permitted to do so.

There are two options in state law available to high school students meeting specified criteria for post-secondary study. Any student participating in either of these programs shall be granted a high school diploma upon evidence that he has completed the required academic work.

Post-Secondary Program

Any 11th or 12th grade student who is under the age of 22 who is deemed by the student and his parent/guardian on the advice of his/her principal to be in need of course work at a higher academic level than that available at his school or who is deemed by the high school administration to be in need of a different environment, and who has given two month's written notice to the school district, shall be eligible to apply to an institution of higher education through the post-secondary options program. The written notice shall specify the courses in which the student intends to enroll.

Academic credit granted for course work successfully completed by a student under this program shall count as high school credit toward graduation requirements unless credit is denied by the principal and the denial is upheld by the superintendent and the Board of Education on the basis that such credit is inappropriate. An appeal procedure is provided in the event that a student is denied high school credit. A student participating in this program shall be considered as enrolled in the district and eligible for all high school activities as long as they are taking at least 2.5 Carnegie Units of Credit during that semester. The program is not available for summer school.

When a student enrolls in courses at an institution of higher education for high school credit, the school district and the participating institution shall enter into a written cooperative agreement, which shall include but not be limited to payment of tuition. The agreement shall include statements that any courses taken by students under this program also shall qualify as credit toward earning a degree or certificate at the institution of higher education.

The school district shall reimburse the tuition for the first two post secondary courses taken by a student for high school credit in any one academic term if a C or better is achieved.

The school district shall not provide or pay for transportation, books, room and board, or other fees needed to take classes through an institution of higher education.

The Board shall comply with all reporting requirements of the State Board of Education.

Fast Track Program

Any student who has completed the requirements for graduation may take one or more higher education courses during his/her senior year. He/she shall remain eligible for sanctioned high school activities if he meets the academic and residency qualifications.

The district in accordance with the formula shall reimburse tuition for successful completion of higher education courses. The district shall not be responsible for the costs of transportation, room and board, fees, books or equipment.

WITHDRAWAL FROM SCHOOL

Any student who withdraws from school shall notify the superintendent's office at least one day in advance and secure a withdrawal form from the office.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

Please notify the superintendent's office (303-648-3030) promptly if you change your home address or telephone number. In case of an emergency, it is to your advantage to have the correct information on file.

SCHOOL CLOSING

In case of bad weather, or for some reason we need to close school, the following TV and Radio stations will be announcing Elbert School District closings:

KCNC-TV Channel 4	KRDO-TV Channel 13	KMGH-TV Channel 7
KKTU-TV Channel 11	KWGN-TV Channel 2	KDVR-TV Channel 31
KOA-Radio 850 AM	KUSA-TV Channel 9	

Families will be notified via Global Connect

EMERGENCY DRILLS

See the Crisis Manual for all procedures.

VISITORS

1. Any visitor must report directly to the main office upon entering the building. Visitors must obtain permission to visit the school. Visitors will be allowed to attend classes with prior approval by the administration, but will be required to wear a visitor's badge.
2. Parents are encouraged to visit their children's class. Please check before coming so that you will not come when a test is being given. Again, please check in at the office so we know that you are in the building. Please do not bring younger siblings, as they may be distracting.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences will be scheduled twice a year, at the conclusion of the first and third quarters. Report cards are available on-line at anytime or a hard copy may be requested to be mailed.

BACK-TO-SCHOOL NIGHT

This event will be scheduled so parents can meet teachers and learn about the classes their children are taking.

MARRIED STUDENTS/PREGNANT STUDENTS

1. Married students may attend Elbert School District #200 and participate in any and all school activities as any other student.
2. Pregnant students may participate in school activities with written authorization from a physician. The physician's approval must be renewed each 6 weeks. The physician's name, office location and telephone number must be on file in the superintendent's office. The student also may request a Home Study Program

GUIDANCE AND TESTING

The counselor will be available to pupils who request the service or whom teachers refer. Assistance is offered in personal and/or academic problems, in the planning of future academic programs, and in vocational areas. Special testing may be done with referral and follow-up work provided in matters of physical and mental health and welfare. Guidance is regarded as an integral feature of the instructional and supervisory service. It is devoted to the broad fields of personality development, morals, etiquette, academic progress and vocational planning. It emphasizes training and experience in the making and execution of decisions.

FOOD/BEVERAGES IN CLASSROOMS

Students will only be allowed to have water in clear containers in the classroom. The teacher may make exceptions for their classroom if kept clean.

LUNCHES

1. Elementary Snacks: Due to Elbert's extended school day, Preschool through 3rd grade students may receive a snack.
2. The lunch menu will be listed in the daily and weekly bulletins. Daily and weekly (4 meals) can be purchased. The following price list is for this school year. **ALL MEALS MUST BE PAID IN ADVANCE. NO LUNCH CHARGES WILL BE ALLOWED.** Every student must have paid to go through the lunch line. Free and Reduced Lunch applications are available for families who qualify.

Elementary K-6 Grades

Daily - \$2.25

Grades 7-12

Daily - \$2.50

Staff Daily - \$3.00 (milk is included)
Adult Visitors - \$3.00 (milk is included)
Child visitors - \$2.50 (milk is included)

Milk price - 50¢
Juice price - 50¢

"Super Size Meals" will be offered to students and adults for an additional \$1.00. THIS REPLACES "SECONDS" and will be a double entree ONLY.

USE OF CELL PHONES AND OTHER ELECTRONIC COMMUNICATION DEVICES

Elbert School administration recognizes that electronic communication devices, including but not limited to cell phones, pagers, and blackberry devices, can play a vital communication role during emergency situations. However, the ordinary use of electronic communication devices at school and during school functions is disruptive to the educational environment and is not permitted.

Students may carry electronic communication devices but these devices must be turned off and put away during school hours and at school functions in which the student is participating. Electronic communication devices may only be used during these times only in the presence of a staff member with their permission or during their lunch period.

Violation of this policy may result in disciplinary action and confiscation of the electronic communication device. A conference between the parent/guardian, student and school personnel may be required in the event an electronic communication device is confiscated.

STUDENT VALUABLES

Students are not to bring valuables to school. If, however, it is necessary to do so, bring them to the office for safekeeping. Do not tempt anyone by leaving money in the locker room. Also, do not store valuables in your locker.

LOCKERS AND LOCKS

Locker assignments will be made for grades 3-12, the first week of school. This locker is not being rented to the student. Therefore, the school reserves the right to inspect this locker at any time. Students are responsible for their assigned locker. Students are not to write, mark or paint in or on the lockers at any time. If a locker is damaged, the student will be charged for repair and/or cleaning. All lockers will be locked at all times with a school provided lock. The school is not responsible for lost items in lockers.

STUDENT ACCIDENT INSURANCE

A student accident insurance program providing broad coverage at nominal cost to parents shall be made available to all students. Such protection, when purchased by the parent, shall cover the student while at school, on the way to and from school, and when engaged in school-sponsored activities either on school grounds or elsewhere. Through this plan, additional insurance coverage may also be purchased which will cover students participating in interscholastic athletics.

Before any student will be permitted to participate in any school sports activities, this insurance must be purchased or proof of other insurance which covers the student. The school is not responsible for any doctor, hospital, or chiropractor bills for injuries related to school or its athletic programs. This insurance is accident only, it is not medical insurance. Check with the office for additional information.

TELEPHONE USE

The telephone in the office is to be used for school business only. Students will not be allowed to use phone except for emergency calls for illness or calls for class business. Students should NOT expect to be allowed to call for forgotten homework, clothes, etc. or to make arrangements with friends for after school. Calls may be made from the office phone only after securing permission. Junior high and high school students are to use the telephone in the secondary secretary's office. (Classes will be billed at the end of the year for long distance calls.) Students are not to use classroom phones.

PRINTED ANNOUNCEMENTS/ BULLETINS

From time to time, printed announcements, bulletins and school papers will be given to students for their information and the information of their parents. Sponsor approved announcements may be placed in any of these. A weekly bulletin will be posted on the web site.

STUDENT MESSAGES

All student messages received by the office prior to 2:30 pm will be delivered to the student at the time and/or place when deemed appropriate by the school secretary or designated representative.

LOST AND FOUND

All found items are to be turned in to the office where students may come to claim them.

ANIMALS

Students are not to allow their dogs or other animals to follow them to school.

BOCES

Elbert School District #200 is a member of the Pike's Peak Board of Cooperative Education Services. This membership helps supply some special needs such as Special Education and Title I services.

LIBRARY PROCEDURES

Elbert School is a member of Plains and Peaks Regional Library System and Elbert County Libraries. Research and other educational materials are obtainable from there and come by courier twice a week. The library is open all periods for use by students. Individual students may go to the library with their teacher's permission.

Student Use of the Internet and Electronic Communications

The Internet, a global computer network commonly referred to as the World Wide Web, as well as electronic communications such as e-mail possess the potential to support learning in the educational setting. The school district, administration and teachers are committed to providing a framework of education which builds on core subjects teaches students how to keep learning through out their lives, helps them to be proficient in information and communication technologies, provides academic content through real world applications, enhances global awareness, business, financial and civic literacy and whose purpose is student achievement. The district strives to create a learning environment which equips all learners equitably with access and aptitude and fuses ever expanding information resources with the tools of technology necessary for its students to acquire the skills to solve problems, make strategic decisions, exchange information and be socially responsible.

The Board of Education believes the educational opportunities inherent in these tools far outweighs the possibility that users may procure material not consistent with the educational goals of the district. 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, profane, sexually oriented, threatening, racially offensive, illegal, containing child pornography or otherwise harmful to minors. In accordance with the Neighborhood Children's Internet Protection Act, the school district shall provide a specific technology protection measure to block access to visual depictions deemed obscene, child pornography or material that is harmful to minors and staff members will monitor online activities of all minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes by district appointed network administrators. _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. The district, in accordance with the Protecting the Children in the 21st. Century Act, will include education to minors relating to appropriate online behavior in the curriculum.

Students shall take responsibility for their own use of district computers and computer systems to avoid contact with material or information that may be harmful to minors. Use of this educational resource demands personal responsibility and an understanding of the acceptable use procedures for the Internet. Students and their parents/guardians will be required to read and sign an Acceptable Use Contract annually that legally binds them to ethical procedures on the Internet. Failure to follow the acceptable use procedures will result in the cancellation of privileges and may result in school disciplinary action and/or legal action. If the student has access to the Internet at home, it is the responsibility of the parent/guardian to monitor information gathered by that student.

Student use of the Internet at school is a privilege, not a right. District computers and computer systems 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 all usage of district computers and computer systems at any time and without any prior notice. All material and information accessed or received through district computers and computer systems shall remain the property of the school district.

The school district makes no warranties of any kind, whether expressed or implied, related to the use of the district computers and computer systems. Providing access to the Internet and electronic communications

does not imply endorsement by the district of the content, nor does the district make any guarantee as to the accuracy or quality of information received. The district shall not be responsible for any damages, losses or costs a student suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the student's own risk.

Student Use of the Internet/Electronic Mail Acceptable Use Agreement

Terms and Conditions

All computers belonging to Elbert School District #200 having Internet and electronic mail access will be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this Agreement will result in the revocation of access privileges, possible disciplinary and/or legal action.

1. **Acceptable Use:** The use of the Internet or email must be consistent with the educational objectives of Elbert School District #200. The transmission or access of material in violation of any U.S. or state regulation is prohibited. Because technology is constantly evolving, every unacceptable use of the district computers and computer systems cannot be specifically described. Therefore, examples of unacceptable uses include, but are not limited to, the following: *{Note: The Board has the discretion to determine which uses are unacceptable. The following list provides examples the Board may wish to consider.}*
 - Violating copyright or intellectual property rights. Students should assume all materials on the Internet are subject to copyright protection unless the material expressly grants permission to copy or use them.
 - Threatening, harassing or insulting others.
 - Sending or displaying offensive messages or pictures.
 - Promoting violence or advocating destruction of property including access to information concerning the manufacture or purchase of destructive devices or weapons.
 - Inappropriate or profane language.
 - Commercial advertising, or other commercial purposes, such as purchasing products or services.
 - Gambling, access to social networking or chat rooms, instant messaging, other forms of direct electronic communication and online games.
 - Use of an electronic mail system for which the district could incur expenses or use of the Internet through a carrier not selected by the district.
 - Accessing email accounts on district computers that are not assigned to the student by the district or school.
 - Downloading software/programs music files, ect.
 - Impersonating another or transmitting through an anonymous re-mailer.
 - Gaining or attempting to gain unauthorized access to district computers or computer systems, unauthorized access, including so-called hacking and other unlawful activities.
 - Damaging or using another's folder, work or files.
2. **Security:** Security on district computer systems is of high priority. Students who identify a security problem while using the Internet or electronic communications must notify a system administrator. Students should not demonstrate the problem to other users. Logging on to the computer network, Internet or email as a system administrator is prohibited. Any user identified as a security risk, or as having a history of problems with the computer systems, may be denied access to the district computers.
3. **Vandalism:** Vandalism will result in cancellation of privileges and may result in disciplinary action and/or legal action. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse or disrupt operation of any network connected to the Internet, operation of any form of electronic communications, the data contained on any network, the data of another user, usage by another user, or district-owned software or hardware. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

4. **Privilege:** Student use of the Internet and electronic communication is a privilege, not a right. Failure to follow the use procedures will result in the loss of this privilege. The school district may deny, revoke or suspend access to district technology at any time.
5. **Privacy:** District computers and computer systems are owned by the district and are intended for educational purposes only. Students shall have no expectation of privacy. The district reserves the right to monitor, inspect, copy, review and store all usage of district computers and computer systems at any time without prior notice.
6. **Safety:** Students shall not reveal personal information, such as home address or phone number, while using the Internet or electronic communications. 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.
7. **Warranty:** The Elbert School District #200 makes no warranties of any kind, whether expressed or implied, for the access it is providing including but not limited to the effectiveness of the internet filter. The school district will not be responsible for any damages you suffer in using the Internet and email system. This includes loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions. Use of any information obtained through the Internet and electronic communications is at the student's own risk. The school district does not imply endorsement of the content, nor does the district make any guarantee as to the accuracy or quality of the information received.
8. **Web Pages:** Web pages created by students on the school district's computer systems will be considered school district publications and will be subject to the district's standards. The school district reserves the right to exercise editorial control over such publications and the use and modification of the districts own web site.
9. **Software:** The illegal use of copyrighted software is prohibited. Any data uploaded, downloaded, or copied from disk shall be subject to "fair use" guidelines.

Education, Supervision and Monitoring: It shall be the responsibility of all members of the Elbert School District #200 to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act and the Protecting Children in the 21st Century Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Technology Coordinator or designated representatives of the district.

Consequences for Inappropriate Use

- ~ All users will be held financially responsible for damages to equipment, systems, or software.
- ~ Students who violate the terms of this agreement will be subject to the loss of computer and Internet access and other disciplinary action.
- ~ Illegal use of the network and/or Internet, violations of copyright laws, theft of computer equipment, uploading, downloading or creating computer viruses or the intentional deletion or damage to files belonging to the school district or others will be reported to the school and appropriate legal authorities for possible prosecution.

BUS REGULATIONS AND POLICIES

Transportation to and from school is provided for students of Elbert School who live more than 1 mile from the school. Since the school district is not legally obligated to furnish transportation, riding a school bus is

a privilege, not a right. The following regulations have been adopted by the State of Colorado and/or the Board of Education for passengers riding on school buses:

1. All passengers shall enter and leave the bus through the service door on the forward right-hand side of the bus. The emergency door and exits shall be used only in the event of an emergency.
2. Passengers shall enter and leave the bus in an orderly manner and shall remain seated while the bus is in motion. They shall not stand while the bus is in motion, nor shall they move from one seat to another.
3. The use of tobacco for smoking and/or chewing shall not be permitted on the bus at any time.
4. No animal, firearm, explosive or any other item that might endanger the lives or health of the passengers shall be permitted on the bus.
5. Passengers shall not talk to the driver while the bus is in motion, except in an emergency.
6. Passengers shall not extend arms, legs or head out of the bus window.
7. Passengers shall not tamper with the emergency door or windows or any other bus equipment.
8. Passengers shall not fight or scuffle on the bus or throw objects within the bus or from the bus windows.
9. Passengers shall not mar or deface the bus and/or its equipment.
10. Passengers shall not open the bus windows except by direction of the bus driver.
11. All materials and objects of any kind must be kept out of the aisle of the bus.
12. Passengers may engage in conversation in a normal tone of voice, but shall refrain from loud or boisterous behavior on the bus at all times.
13. School buses may not stop in town either coming to school in the morning or leaving school in the afternoon, except by prior arrangement through the administration. The school bus will not go off the main roads to pick up or drop off passengers.
14. If you are ill, or for any other reason will not ride to school on the bus, please telephone your bus driver and notify him/her of this fact. (If there are several students in the family that ride the bus and the others will ride, it is not necessary to call.)
15. Violators of the bus regulations will be subject to disciplinary action and may be denied the privilege of riding the school bus.
16. Written permission from parent/guardian, or school administrator must be given to the bus driver in order for him/her to take student to another home other than his/her own.
17. The buses will wait 8 minutes after the dismissal of school for passengers. It is the responsibility of the parents to find transportation home for a student who has missed the bus.
18. School buses will wait a maximum of 2 minutes past scheduled pickup time at any designated bus stop.
19. No pickup of nonresident students beyond regular routes.
20. Kindergarten and Preschool: The children may ride the school bus to school in the morning (A.M. Session), but parents must supply the transportation home. Parents of the P.M. Session students must supply the transportation to school and the children may ride the school bus home.

STUDENTS' ACTIVITIES ELEMENTARY STUDENT COUNCIL

The Elbert Elementary has a Student Council, with teacher sponsors, which meets in accordance with the constitutional requirements.

HIGH SCHOOL STUDENT COUNCIL

The Elbert High School Student Council will meet in accordance with constitution requirements. Each student who has a concern or suggestion should tell his/her representative so the matter can be discussed and a decision made to bring the matter to the attention of the superintendent, head teacher or whoever is necessary. Information on Student Council requirements and rules can be obtained from the Student Council Sponsor.

SCHOOL YEARBOOK

The Elbert annual will be produced and you will be given an opportunity to purchase your own copy.

STUDENT REPRESENTATIVE

Elbert Student Body President will be the representative to the Board. This student is your voice to speak directly to the Board and encouraged to attend school board meetings when the need arises.

JUNIOR/SENIOR PROM

Each year the junior class honors the senior class with the annual Junior/Senior Prom. This activity must be held at Elbert or within a 50 mile distance from Elbert. Voting for Senior King and Queen will be done by the juniors at 10:00 PM, during the Prom. King and Queen must be present to win. The dance will terminate at 12:00 AM. Parents/guardians should be aware that students are allowed to leave the Prom and Banquet at any time prior to 12:00 AM, and once they choose to leave, they cannot return to the activities and they are no longer the responsibility of the school. A time will be set-aside for parents to observe and take pictures. The Junior and Senior sponsors and at least one administrator are to be in attendance.

SENIOR CLASS FUNDS AND TRIP POLICY FUNDS

Funds raised by the senior class will be turned over to the senior class executive officers. This fund may be expended for whatever purpose chosen by the class pending eligibility and approval by the administration.

Funds raised by the classes can be used for senior trips as follows: Funds solicited from the community through school-sponsored activities cannot be expended personally by any member of the class. The only exception is the division of funds for personal spending while on the senior trip. Students who choose not to attend the trip will not be entitled to any personal use of the funds.

Those class members who work on the fund-raisers should be the ones to go on the trips. Each class sponsor(s) with their class should determine the requirements for participation of the fund-raisers in order for a student to go on the trips. This plan should then be approved by the administration. Should the class, or members, elect not to go on a trip then the remaining money should be used to purchase a gift for the school in memory of the class. Senior trips are sponsored activities of the school district and are to be subject to standard school policies.

Senior Trip(s):

The senior day trip(s) can be taken each year during the school year with school sponsors and school transportation. The senior trip(s) will be for one day with no overnight trips. A class may take up to six (6) one day or evening trips as their funds allow. Only two (2) of these six (6) trips may be taken when school is in session with school administrative and sponsor approval. At least one class sponsor must go on each trip with parent sponsors as needed.

All funds earned will be used to cover the expenses of these trips, with no money going to a student that chooses not to participate. Substitutes for sponsors going on senior trips during a school day will be paid for by the senior class. Transportation needs for all senior trips, (gas and driver expense), will be paid for by the senior class as well. Adoption Date: January 23, 1996

CONCESSIONS

Volleyball and Basketball concessions will be sponsored by the Junior Class. Track and Baseball concessions will be sponsored by the Cheerleaders. Football concessions will be sponsored by the Booster Club.

HIGH SCHOOL PARTIES AND DANCES

School parties and dances are for students of Elbert Junior/Senior High School. However, students may bring one guest. A form like the one below must be obtained and turned in to the office prior to the dance.

OUT OF DISTRICT DANCE GUEST PERMISSION

The form must be submitted for review four (4) working days prior to the scheduled dance for the out-of-district guest to attend. You may pick up a form in the office.

Students are expected and required to behave in a socially appropriate manner while on school grounds or at school activities. This means students are expected to comply with school rules and regulations, to be courteous to each other and employees of the school district and to follow the policies of the Board of Education.

In the event of illness or injury, the guest student's parent or guardian will be contacted. When immediate medical treatment seems essential, Elbert School personnel will contact emergency medical personnel to transport my child to an appropriate medical facility by ambulance.

Dance Rules and Expectations

- All dances will end by 11:30 p.m. with the exception of homecoming and prom. Prom and homecoming will end by 12:00 a.m.
- Prom King and Queen will be voted on by the juniors at 10:00 p.m. the night of the prom and announced at 11:00 p.m.

- This form must be completed and turned in at least 4 working days prior to the dance if bringing an out of district guest.
- All students who wish to attend a school dance must buy a ticket.
- Students must turn in their tickets when entering the dance.
- Prom will be held at Elbert or within 50 miles of Elbert. All other dances will be held in Elbert.
- Leaving the building without a sponsor escort is not permitted. Students leaving without a sponsor escort will be denied re-entry.

Guest Policy

- An Elbert student may bring only one guest to a dance or prom.
- The guest may not be 21 years of age or older.
- The guest must be in good disciplinary standing at his/her school.
- The Elbert student assumes responsibility for his/her guest.
- The Elbert student must pick up an Out-of-District Dance Guest Permission Form from the Main Office, provide all information and signatures and submit it for administrative approval at least 4 days prior to the dance.

Homecoming: The Homecoming is a cooperative venture between the teachers and the students. The program consists of homecoming ceremonies and a dance. The dance will terminate by 12:00 AM. The homecoming queen and king shall be elected by a majority vote of members of the student body. The queen and king shall be crowned at the homecoming game.

ELEMENTARY PARTIES AND BIRTHDAYS

Class parties and birthdays will be held at the discretion of the classroom teacher.

NATIONAL HONOR SOCIETY

The purpose is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and encourage the development of character in students of Elbert High School. An NHS member who transfers to another school and brings a letter from the principal or chapter adviser to the new school adviser shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership. Nominated students will be inducted each year. Information on selection process and criteria can be obtained from National Honor Society sponsor.

GENERAL RULES FOR ACTIVITIES

Students attending school functions are expected to remain at the function or activity. If you leave the building or designated area, you will not be allowed to return. An activity must have an initial approval of the sponsor, the principal, and final approval is required by the superintendent prior to the function (normally 2 weeks before the requested activity).

FINANCIAL ACCOUNTS

All club and activity money shall be turned in to the office. All bills due shall be paid by check.

MONEYMAKING PROJECTS

Classes, clubs & activities have a maximum of one (1) moneymaking project each year. Eleventh grade will also be allowed to run concessions and this will not count against their one project. Each project must be approved by the class sponsor and brought to the superintendent for approval and scheduling. Every project must be approved 2 weeks in advance. A sponsor must be in attendance of all funding activities.

ASSEMBLIES

Assemblies must be scheduled in the office at least 2 weeks in advance. A notice may be posted reminding students of the assembly a few days prior to the event so they may invite parents and friends. Special assemblies may be called at any time with approval of the school administrator.

HONOR ROLL

1. Board of Education's Honor Roll is a list of students who have received all "A's" on their report card at the end of each Semester.
2. Superintendent's Honor Roll is a list of students who have an average of 3.5 on a 4.0 scale.
3. Teacher's Honor Roll is a list of students who have an average of 3.0 on a 4.0 scale.

TRIPS

1. Students riding to an activity in a school vehicle will return from that activity in a school vehicle unless the student's parent makes a request to have said student ride home from the activity with that parent or a written request from the parent if they wish to go home with other parent-approved arrangements. These written notes should be turned in to the coach prior to leaving for the activity. From time to time special circumstances may arise; the administrator on duty will make decisions as needed.
2. On all bus trips the girls and boys will be separated with at least one coach sitting in between boys and girls.
3. Field Trips: Teachers are encouraged to take students on field trips that will contribute to the overall subject matter. A limit of three (3) field trips per year will help all classes be able to schedule trips and keep the scheduling of buses within a reasonable number of trips. The transportation director, principal, and the superintendent must approve all plans for excursions, field trips, and parties at least two weeks in advance. A permission slip signed by a parent or guardian must be presented by each student participating in the activity at least one day in advance of the activity. All field trips are taken in school buses, and a sponsor must be present as chaperone.
4. When on field trips, the sponsor is responsible for the students who are taking the trip.
5. For special trips like skiing, basketball tournament, etc., all classroom work due must be completed and handed in to teachers before student will be eligible to participate in the trip. No student who is academically ineligible will be allowed to go on a field trip unless the trip is part of a class requirement.

STUDENT VEHICLES

Students who drive cars to school are to park them in the parking lot north of the school. All students will have a permission form completed and signed by their parents in order to show financial responsibility (insurance coverage), thus releasing the school of any liability. No student will be allowed to drive on school property except in the designated areas. All students must have a valid operator's license or permit. (Note: The school will provide the form needed.) Students' driving during the school day is prohibited.

STUDENT DRESS CODE

Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. In this case, there shall be no further penalty. Student will be allowed to:

1. Change into clothing provided by the principal or clothing that they have in their locker.
2. Have parents bring a change of clothes.
3. Students will remain in in-school suspension if the student does not change.

Unacceptable Items

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

1. Dresses, skirts or shorts shorter than length of fingertip extended down by side or having a slit shorter than that length.
2. Sleeveless shirts cannot expose undergarments and must cover the shoulder.
3. Sunglasses or hats inside the building. Chains hanging out.
4. Inappropriately sheer, tight, or low-cut clothing that expose undergarments or parts of the body including, but not limited to, the stomach, back or chest.
5. Any advertisement, symbol, word, slogan, or picture that:
 - Refers to drugs, tobacco, alcohol, or weapons
 - Are sexual in nature
 - Denote gang membership

Exceptions

Appropriate athletic clothing may be worn in physical education classes. Clothing normally worn when participating in school sponsored extra curricular or sports activities (i.e. cheerleading uniforms) may be worn to school when approved by the principal.

CORRIDOR COURTESY

The halls will be kept quiet. Students will keep to the right and talk in normal tones while in the halls. There shall be no running or playing in the halls at any time.

HALLWAY PASSES

Any student who is out of class for any reason must have a pass or note from the teacher responsible. Students who wish to go to the library for special help or to another teacher's room for make-up or special help, must secure permission from both teachers at the beginning of the period.

GYM RULES

No student will be allowed in the gym without teacher supervision. Shoes used outside the gym are not permitted on the gym floor during recreational activities.

STUDENT FEES, FINES AND CHARGES

There shall be no instructional fees. Books shall be provided on a loan basis; no rental fee will be assessed for textbooks and workbooks used in the classroom for reference. However, students shall be assessed fines for lost, damaged or defaced books (including those checked out from the library), materials or equipment. The fines will be for the amount of the loss. In computing a fine, 20 percent of the original cost of a book will be deducted for each year it has been used.

No student shall be charged a shop, crafts or art class fee. However, students shall be required to pay for materials that go into shop, craft or art projects that are above basic requirements for the course and are to be retained by the student.

Fees for the use of items such as choral robes, band uniforms and school-owned instruments shall be approved by the Board upon the recommendation of the superintendent.

Students participating in activities, which are not required by the teacher or used in the determination of a grade may be required to pay charges covering the cost of the activity. Such charges may include but are not limited to admission fees, food costs, and transportation costs on field trips.

All fees shall be waived or reduced for indigent students. For purposes of determining if a student is able to pay, an indigent student is defined as any child who is eligible for free or reduced price lunch under the poverty income guidelines.

Any fee collected shall be used for the purpose set forth by the Board in authorizing collection of the fee and shall not be expended for any other purpose. A complete list of fees and their purposes shall be prepared and made available upon request.

STUDENT CONDUCT AND DISCIPLINE CODE

SMOKING BY STUDENTS

Smoking and the conspicuous possession of tobacco products by students while in or on school properties, or under the school's jurisdiction during school hours, or while participation in a school-sponsored event are prohibited.

Disciplinary measures for students who violate this policy shall 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 shall be expelled solely for tobacco use.

CLOSED CAMPUS

Students are not to leave the school grounds during school hours without advance permission from an administrator.

STUDENT ILLNESS

You should keep your child at home if he or she has any of the following symptoms:

1. Temperature above 100 degrees (orally) or 99 degrees (under arm)
2. Strep throat until treated with an antibiotic for 24 hours
3. Vomiting or diarrhea
4. Respiratory infection that causes the child to cough constantly or to have yellow, brown or green discharge from the nose
5. Illnesses that cause a child to be too sleepy or make him feel too bad to continue with his normal school activities
6. Seizures occurring more frequently or more severely than is usual for the child
7. Rash or skin lesions not diagnosed or being treated by a physician

8. Lice or nits until appropriately treated
9. Contagious diseases such as chicken pox

Should your child become ill at school, we will call you to take him or her home. It is helpful to know if your child has a contagious disease, ear infection or other significant health problem. We also appreciate being informed of any medical or surgical procedures, changes in medication and the results of evaluations done by doctors or agencies.

ADMINISTERING MEDICINES TO STUDENTS

Medication may be given legally by school personnel whom a registered nurse has trained and delegated the task of giving such medication. No prescription or nonprescription medication shall be administered at school by the school nurse or other school designee without the following requirements being met:

1. Medication shall be in the original properly labeled container. If it is a prescription medicine, the student's name, name of the drug, dosage, time for administering, name of physician, and current date shall be printed on the container.
2. The school shall have received written permission from the doctor or dentist to administer the medication.
3. The school shall have received written permission from the parent/guardian to administer the medication.

When such a request is made by a parent/guardian, a full release from the responsibilities pertaining to the administration of such medications also must be presented to the principal by the student's parent or guardian.

All medication shall be kept in a locked cabinet at school to avoid any risk that it may be improperly ingested by anyone.

Medication may be given legally only by school personnel whom a registered nurse has trained and delegated the task of giving such medication.

An individual record will be kept of such prescription medications administered by school personnel.

STUDENT ABSENCES AND EXCUSES

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.

According to state law, it is the obligation of every parent to insure that every child under his care and supervision receives adequate education and training and, if of compulsory attendance age, attends school. Each year the Board establishes the school attendance period by adopting a school calendar. Secondary students are required to be in attendance 1,080 hours and elementary students 990 hours during each school year.

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.

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 in the custody of a court or law enforcement authorities.

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

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 or guardian of the student receiving an unexcused absence shall be notified orally or in writing by the district of the unexcused absence. If a student walks out of a class without permission, they are considered truant.

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

Students and parents or guardians may petition the Board of Education for exceptions to this policy or the accompanying regulations provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception.

The maximum number of unexcused absences a student may incur before judicial proceeding are initiated to enforce compulsory attendance is 5 days or 5 classes for High School students during any calendar year or school year. According to law, absences for suspension or expulsion shall be considered as unexcused.

Make up work may be allowed for absences. Make-up work shall be provided for any class in which a student has an absence unless otherwise determined by the building; administrator. It is the responsibility of the student to pick up any make-up assignments permitted on the day he returns to the class. There shall be one day allowed for make-up work for each day of absence.

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, penalties shall be imposed for excessive tardiness. Parents or guardians shall be notified of all penalties regarding three (3) or more tardies.

In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter his next class. Teachers shall honor passes presented in accordance with this policy. However, late for any other reason will be considered a tardy. The first three (3) within a semester are for unavoidable circumstances.

The following consequences will be used if a student has four (4) tardies or more within a semester:

4th tardy to a class in a semester= 30 minutes after school

5th tardy to a class in a semester= 45 minutes after school

6th tardy to a class in a semester= 1 hr detention

7th+ tardy to a class in a semester= 2 hr detention

MISLEADING SCHOOL PERSONNEL

Any attempt to mislead school personnel, whether it is for themselves or for someone else, will result in a 3 day suspension from school with "0" credit for classes missed. Such violations include but are not limited to:

1. Lying to school personnel
2. Writing, or having others write for you, false notes
3. Making, or having made for you, false phone calls
4. Altering, or having altered for you, passes, attendance sheets, or other school records or documents.

The provisions of this policy shall be applicable to all students in the district, including those above and below the age for compulsory attendance, as required by law, and including those students who are 18 years of age and older.

SAFETY & SECURITY

While no one can actually guarantee absolute safety at school, there are some practices and procedures that we could employ to more effectively supervise our buildings and make them safer for our students.

1. All the outside doors to the building will be locked with the exception of the front door near the office. Visitors to the building will be directed to report to the office when entering the building regardless of the nature of their business. This does not apply to part-time employees who frequently come in and out of the building in conducting their business.
2. School keys are issued only to authorized personnel.
3. Overcoats having deep pockets and coats of any kind will be stored in lockers during the school day.

4. Backpacks will be allowed. However, if you are contemplating buying new backpacks for the school year, we suggest you buy the mesh see-through style. Other backpacks will be subject to inspection if there is reason to suspect an individual.
5. Locker inspections will be conducted periodically and will be unannounced.
6. Students will not be allowed to enter the building prior to 7:50 a.m. unless a teacher or staff member makes a request for a specific purpose.

Code of Conduct

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 school grounds, on district property, when being transported in vehicles dispatched by the district or one of its schools, off of school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event. Suspension or expulsion shall be mandatory for serious violations in a school building or on school property.

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. Expulsion shall be mandatory in accordance with state law except for commission of third degree assault.
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 dangerous weapons in the schools. Expulsion shall be mandatory for carrying, bringing, using or possessing a dangerous weapon without the authorization of the school or school district, unless the student has delivered the firearm or weapon to a teacher, administrator or other authorized person in the district as soon as possible upon discovering it, in accordance with state law.
7. Violation of the district's alcohol use/drug abuse policy. Expulsion shall be mandatory for sale of drugs or controlled substances, in accordance with state law.
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 discrimination by engaging in any unwelcome, hostile and offensive verbal, written or physical conduct based on or directed at a person's race, color, national origin, religion, sex, age, or disability that: (1) results in physical, emotional or mental harm, or damage to property; (2) is so severe, persistent, or pervasive that it creates an intimidating, hostile or threatening environment; or (3) substantially disrupts the orderly operation of the school.
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. There shall be no displays of affection between students in the classroom and anything in excess of handholding is considered inappropriate anywhere in the school buildings, on the grounds, at any school function at home or away.

STUDENT CONDUCT AND DISCIPLINE CODE REMEDIAL DISCIPLINE PLAN

The following plan was mandated by State Legislation and adopted by Elbert School District #200:

Staff members must refer incidents of disruptive behavior to appropriate building principal. Staff members will provide written documentation when a student initiates disruptive behavior in the classroom, on school grounds, on school vehicles or at school activities or events which is willful and overt, and which requires the attention of the staff member reporting the incident.

The disciplinary officer will develop a remedial discipline plan for a student when it is determined that the student has been disruptive for the third time in a school year, based on the incident reports on file. The student, parent/guardian and school personnel will be involved in the development of the remedial discipline plan.

A student will be declared "habitually disruptive" if he/she initiates overt and willful misbehavior more than five times during the school year and violates his/her remedial discipline plan. Expulsion shall be mandatory for habitually disruptive students.

Steps Involved with the Discipline Code:

First Step: On the first documented occurrence of disruptive behavior, the student and parent will be notified of the infraction and the appropriate consequence. In addition, the student will be placed on the first step of the discipline/disruption plan.

Second Step: Parent and student will be notified of the second infraction and the placement of the student on the second step. Additional discipline/intervention action will also be taken if appropriate.

Third Step: After the third infraction, the student, parent/guardian and school personnel will develop a remedial discipline plan for the student to follow in hopes of correcting the disruptive behavior. This will be done individually for each student and could involve several additional hours outside school time.

Fourth and Fifth Steps: The parent and student will be notified, the remedial plan reviewed and any additional discipline/intervention action will be taken, if appropriate.

SECRET SOCIETIES/GANG ACTIVITY

The Board of Education desires to keep district school and students free from the threats or harmful influence of any groups or gangs that advocate drug use, violence or disruptive behavior.

The superintendent or his designee shall establish open lines of communication with local law enforcement authorities so as to share information and provide mutual support in this effort.

PREVENTION EDUCATION

The Board realizes that many students become involved in gangs without understanding the consequences of gang membership. Early intervention is a key component of efforts to break the cycle of gang membership.

DRUG AND ALCOHOL USE BY STUDENTS

In accordance with the accompanying policy, the following procedures are established for disciplining students for alcohol- or drug-related misconduct.

Use

1. When a student is suspected of use, the person having the suspicion should notify the principal or his or her designee. Notification must include reasons for such suspicion (observed use, unusual behavior, etc.). The principal or his/her designee will conduct a check of the suspected student and collect data. This action must comply with the Board policy on interrogations and searches.
 - a. If information is not sufficient to warrant further action, the principal or his/her designee may have a personal conference with the student expressing awareness and concern.
 - b. If information warrants, the parent/guardian will be requested to attend a conference at school. The conference may include sharing the data collected, explaining consequences

- of involvement with drugs/alcohol, developing a plan of action and offering the parent or guardian general information and resources related to substance abuse.
2. When necessary, emergency health and safety care will be provided and any procedural or disciplinary issues postponed until the student's immediate needs are treated. While waiting for the parent/guardian or further medical aid, the student will not be left alone but placed in a quiet situation where he/she will remain under observation.

Possession

Students who possess alcohol, drugs, other controlled substances or drug-containing paraphernalia in violation of Board policy will be handled in the following manner:

1. A staff member who comes in contact with evidence and/or contraband must notify the principal or his/her designee immediately.
2. A staff member who has reasonable cause to believe that a student possesses alcohol, any controlled substance or drug-containing paraphernalia in violation of Board policy will request that the student accompany him/her to the principal or his/her designee. If the student refuses, the staff member will notify the principal or his/her designee immediately.
3. The principal or his/her designee will attempt to obtain evidence by requesting it directly from the student or through search procedures as outlined in Board policy.
4. The principal or his/her designee will place any evidence in an envelope or alternative container as necessary, which will be sealed, dated and initialed by the individual who originally obtained the materials and by the principal or his/her designee.
5. The principal or his/her designee will call appropriate law enforcement officials in each instance of possession or sale of controlled substances by a student. The school or testing by the authorities will make a mutual decision as to retention of the contraband.
6. When there is evidence of a student possessing illegal drugs, the student will be suspended and his/her parent/guardian notified.

First Offense for Use and/or Possession

1. The student will receive five- (5) days out-of-school suspension, and a parent/guardian conference will be scheduled prior to re-admittance.
2. Parent/guardian and student will be provided information concerning voluntary drug and alcohol treatment programs.
3. The student may elect to participate in a voluntary drug/alcohol abuse-counseling program with attendance verification submitted to the school administration. Upon choice of this option, the student will be readmitted. If counseling is not elected, the superintendent may suspend the student from school for an additional five days. The student and his/her parent/guardian must attend a readmission conference during the suspension. At the end of the five days, the student will be readmitted.
4. The principal or his designee will attempt to develop, with the parent/guardian and the student, a procedure that will outline the responsibilities of the parent/guardian, the student and the school in an effort to keep any further offenses from occurring.

Second Offense for Use and/or Possession

1. The student may be suspended or expelled from school. If suspended, the length of the suspension shall be for ten (10) days or more. Information concerning voluntary drug or alcohol treatment programs will be given to the student and his parent/guardian. The principal or his designee will require evidence of the student's enrollment and/or participation in a voluntary program prior to the student's re-admittance to school.
2. Appropriate law enforcement officials will be notified.

Third Offense for Use and/or Possession

The student will be recommended for expulsion.

Distribution

Students who sell, give or exchange alcohol, drugs, other controlled substances or drug-containing paraphernalia in violation of Board policy will be handled in the following manner:

1. If an employee witnesses an act in which alcohol, drugs, other controlled substances or drug-containing paraphernalia are being transferred from one student to another, the staff member will immediately attempt to detain the student and request that the student accompany him to the

- principal or his/her designee. If the student refuses, the staff member will notify the principal or his/her designee immediately.
2. The principal or his/her designee will attempt to obtain evidence by requesting it directly from the student or through search procedures in accordance with Board policy.
 3. Any student who distributes, trades, exchanges or sells controlled substances will be suspended and recommended for expulsion.

These procedures will supplement and complement authority conferred elsewhere by Board policy and will not be deemed to limit or suspend such other authority.

Elbert School District #200 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 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, 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 another 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 that may include suspension and/or expulsion from school and referral for prosecution. Suspension or 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, in recognition that drug and alcohol abuse is a community problem, shall cooperative 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 district shall provide all students and parents with a copy of this policy and its accompanying procedures on an annual basis.

The Board 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 required are consistently enforced.

WEAPONS IN SCHOOL

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.

Mandatory expulsion in accordance with state and federal law

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 school or the school district is prohibited. As used in this policy, "dangerous weapon" means:

- a. A firearm, whether loaded or unloaded, or a firearm facsimile
- 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

The Principal shall initiate expulsion proceedings immediately for students that violate this policy. A student may, but need not be expelled for violating this policy, if as soon as possible upon discovering that he or she is in possession of the dangerous weapon, the student notifies and delivers the weapon to school officials.

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. The Superintendent may in writing modify the length of this federal requirement for expulsion on a case-by-case basis.

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 of any knife, regardless of the length of the blade, in any school building, on school grounds, in any school vehicle or at any school-sponsored activity without express authorization is prohibited. Students who violate this policy shall be referred for appropriate disciplinary proceedings.

The district shall maintain records, which describe the circumstances involving expulsions of students who bring weapons to school including the name of the school, the number of students expelled and the types of weapons involved as required by law.

School personnel shall refer any student who brings a firearm or weapon to school to law enforcement. An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms.

Carrying, bringing, or possessing a dangerous weapon without the authorization of the school or the school district shall not require mandatory expulsion if, when the student discovers that he/she has carried, brought, or is in possession of a dangerous weapon, the student notifies a teacher or administrator as soon as possible and delivers the dangerous weapon to the teacher or administrator.

Corporal Punishment

Reasonable corporal punishment may be administered to students pursuant to regulations developed by the administration and approved by the Board.

Any person employed by the district may, within the scope of his employment, use and apply such amounts of force as are reasonable and necessary for the following purposes:

1. To restrain 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. For the preservation of order.

Any such acts shall not be construed to constitute corporal punishment within the meaning and intention of this policy.

GROUNDS FOR SUSPENSION/EXPULSION

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.
4. Declaration as a habitually disruptive student for which expulsion shall be mandatory.
 - a. For purposes of this paragraph, "habitually disruptive student" means a child who has been suspended pursuant to paragraph (a), (b), (c), or (e) of this exhibit three times during the course of the school year for causing a material and substantial disruption in the classroom, on school grounds, in school vehicles or at school activities or events because of behavior that was initiated, willful and overt on the part of the child. Any student who is enrolled in a public school may be subject to being declared an 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 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. Serious violations in a school building or in or on school property for which suspension or expulsion shall be mandatory.

Expulsion is mandatory for:

- 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 C.R.S. 18-3-202 and 18-3-203 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 this paragraph, "dangerous weapon" means:

 - A firearm, whether loaded or unloaded, or a firearm facsimile that could reasonably be mistaken for an actual firearm
 - Any pellet or BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air
 - 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
 - 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. Failure to comply with the provisions of Part 9, Article 4, Title 15, 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.

According to C.R.S. 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. Physical or mental disability or disease causing the attendance of the child suffering there from to be detrimental to the welfare of other students.

Annual Reports

The Board annually shall report to the State Board of Education the number of students expelled from district schools for disciplinary reasons or for failure to submit certificates of immunization. Expelled students shall not be included in calculating the dropout rate for the school or the district. Adoption Date: 08/24/93

Student Discipline

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 discipline problems for all students of the district shall be designed to achieve these broad objectives. Disorderly students also 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 district shall enforce provisions of the code so that students demonstrating unacceptable behavior and their parents, guardians or legal custodians understand that such behavior shall not be tolerated and shall be dealt with according to the code.

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

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 civil liability unless the person is acting willfully or wantonly. It is an affirmative defense in any criminal action that a person is acting in good faith and in compliance with the discipline code.

The superintendent shall arrange to have the conduct and discipline code distributed once to each student in elementary, middle, junior high and high school and once to each new student in the district. Copies shall be posted in each school of the district. In addition, any significant change in the code shall be distributed to each student and posted in each school.

Discipline of Special Education Students

Appropriate discipline for special education students shall be determined by the student's individual education plan (IEP). The special education director shall be contacted prior to the use of any disciplinary measure, which is not authorized by the student's IEP as additional procedural considerations are required in accordance with the district's responsibilities under state and federal law. Adoption Date: 08/24/93

Student Discipline (Remedial Discipline Plans)

1. Staff members must refer incidents of disruptive behavior to the appropriate building principal, who for purposes of these procedures will be called the "disciplinary officer".
 - a. School personnel will provide written documentation to the disciplinary officer when a student initiates disruptive behavior in the classroom, on school grounds, on school vehicles or at school activities or events which is willful and overt and which requires the attention of the school official reporting the incident.
 - b. The disciplinary officer will confer with the staff member reporting an incident of disruptive behavior. If determined necessary, the disciplinary officer will contact the student's parent/guardian either by telephone or in person to discuss the nature of the incident.
 - c. The disciplinary officer will prepare a brief written summary of the incident based on these conferences. The parent/guardian will be given a copy of the summary, which will be placed in the student's cumulative file. The student and/or parent/guardian may submit a written response to the incident report that will be attached to the written summary.
2. The disciplinary officer will develop a remedial discipline plan for a student when it is determined that the student has been disruptive for the third time in a school year, based on the incident reports on file.

- a. The disciplinary officer, at his discretion, may develop a plan for any student prior to the filing of the third disruptive incident report.
 - b. To develop the plan, the disciplinary officer will arrange for a meeting with the student, the student's parent/guardian and any members of the staff whom the officer deems need to attend.
 - c. The purpose of the meeting will be to address the reasons for the student's disruptive behavior and to cooperatively establish goals, objectives and timeliness to modify such behavior. A written plan will be prepared which establishes behavior goals and objectives and any other information deemed necessary. It will include the consequences in the event the student is disruptive in violation of the plan.
 - d. The plan may be written in the form of a contract, which the student and his parent/guardian will sign and date.
 - e. The parent/guardian will be provided a copy of the remedial discipline plan, and it will be placed in the student's cumulative file.
3. Disruptive behavior by special education students will be dealt with in accordance with the student's individual education plan (IEP). These procedures for disruptive student behavior apply only to the extent that staff members must file incident reports on disruptive behavior by all students. It will be the responsibility of the disciplinary officer and other appropriate district personnel to coordinate these procedures with a special education student's IEP.
 4. A student will be declared "habitually disruptive" if he initiates overt and willful misbehavior more than five times during the school year and violates his remedial discipline plan.
 - a. The principal will inform the superintendent if a student is disruptive for the fifth time in violation of his remedial discipline plan.
 - b. District procedures for expulsion will be followed prior to expulsion of a habitually disruptive student.

Approval Date: 08/24/93

SUSPENSION/EXPULSION OF HANDICAPPED STUDENTS

Special education students are neither immune from a school district's disciplinary process nor entitled to participate in programs when their behavior impairs the education of other students.

A special education student may be temporarily suspended from school if exclusion is warranted because of the student's disruptive activities and/or actions that present a physical danger to himself, other students, school personnel or school property.

A special education student whose behavior is determined to be a manifestation of his handicap may not be expelled but shall have his individual education plan (IEP) reviewed by the appropriate IEP team. The team shall review the IEP for appropriateness of services and the need for a more restrictive or alternate placement.

A special education student whose behavior creates a threat of physical harm to himself or other students may not be expelled if the actions creating the threat are a manifestation of his handicap. However, the student shall be removed from the classroom to an appropriate alternative setting within the district for a length of time that is consistent with federal law. Within 10 days, the school in which the student is enrolled shall arrange for a reexamination of his IEP to amend the plan as necessary to insure that the needs of the student are addressed in a more appropriate manner or setting which is less disruptive to other students.

Legal counsel and the special education director shall be consulted prior to consideration of expulsion of a special education student for misbehavior that is not related to his handicapping condition.

Adoption Date: 08/24/93

SUSPENSION/EXPULSION OF STUDENTS

Procedure for Suspension of Ten (10) Days or Less: Through written policy, the Board of Education has delegated to any school principal, the power to suspend a pupil for not more than five (5) or ten (10) days, depending upon the type of infraction. Pursuant to policy JKD/JKE, the superintendent has been delegated the power to suspend a pupil for additional periods of time. However, the total period of suspension will not exceed 25 school days. As a general rule, a suspension will be ten (10) days or less. The following procedures shall be followed in any suspension, unless the student is suspended pending an expulsion

proceeding, in which case the expulsion procedures will apply. When the term “parent/guardian” is used, it refers to the parent/guardian of students under 18 years of age; if the student is 18 years or older, it refers too the student. All references to parent/guardian are intended to also include legal custodian.

1. Notice: The principal, designee or superintendent at the time of contemplated action shall give the student or parent/guardian notice of the contemplated action. Such notice may be oral or in writing. If oral, such notice shall be given in person. If written, delivery may be by United States mail addressed to the last known address of the student or his/her parent/guardian.
2. Contents of Notice: The notice shall contain the following basic information:
 - a. A statement of the charges against the student.
 - b. A statement of what the student is accused of doing.
 - c. A statement of the basis of the allegation. Specific names may be withheld if necessary to shield a witness. This information need not be sent out formally, but should sufficiently inform the student and his/her parent/guardian of the basis for the contemplated action.
3. Informal Hearing: In an informal setting, the student will be given an opportunity to admit or deny the accusation and to give his/her version of the events. The administrator may allow the student to call witnesses or may personally call the accuser or other witnesses. The administrator may hold a more extensive hearing in order to gather relevant information prior to making a decision on the contemplated action.
4. Timing: The notice and informal hearing should precede removal of the student from school. There need be no delay between the time notice is given and the time of the hearing.
5. If Student’s Presence in School Presents a Danger: Notice and an informal hearing need not be given prior to removal from school where a student’s presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. In this case, an informal hearing will follow as soon after the student’s removal as practical.
6. Notification Following Suspension: If a student is suspended, the administrator delegated the authority to suspend shall immediately notify the parent/guardian that the student has been suspended, the grounds for such suspension and the period of such suspension. The notification shall include the time and place for the parent/guardian to meet with the administrator to review the suspension.
7. Removal from School Grounds: A suspended student must leave the school building and the school grounds immediately following the meeting with the parent/guardian at which time the best way to transfer custody of the student to the parent/guardian will be determined. At no time during the student’s suspension or expulsion will they be granted access to school property or school functions.
8. Re-admittance: No student shall be readmitted to school until the meeting with the parent/guardian has taken place or until, in the opinion of the administrator, the parent/guardian has substantially agreed to review the suspension with the administrator. However, if the administrator cannot contact the parent/guardian or if the parent/guardian repeatedly fails to appear for scheduled meetings, the administrator may readmit the student. The meeting will address whether there is a need to develop a remedial discipline plan for the student in an effort to prevent further disciplinary action.
9. Makeup Work: Suspended students will be provided an opportunity to make up school work during the period of suspension, so the student is able to reintegrate into the educational program of the district following the period of suspension. Students will receive fifty- (50) percent credit for make-up work, which is completed satisfactorily. (Note: In determining the amount of credit, the goal is to reintegrate the student back into the classroom.)

PROCEDURE FOR EXPULSION OR DENIAL OF ADMISSION

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

1. Notice: Not less than five (5) days prior to the date of contemplated Board action, the Board of Education or an appropriate administrative officer of the district shall cause written notice of such proposed action to be delivered to the student and his/her parent/guardian. Such delivery may be by the United States mail or by personal delivery. If mailed, delivery shall be deemed to be completed at such time as the notice is deposited in the United States mail addressed to the last known address of the student or his/her parent/guardian.
2. Emergency Notice: In the event the Board of Education determines that an emergency exists necessitating a shorter period of notice, the period of notice may be shortened to the extent the

- Board may direct, provided that the student or his/her parent/guardian have actual notice of the hearing prior to the time it is held.
3. Contents of Notice: The notice shall contain the following basic information:
 - a. A statement of the basic reasons alleged for the contemplated denial of admission or expulsion.
 - b. A statement that a hearing on the question of expulsion or denial of admission will be held if requested by the student or his/her parent/guardian within 3 days after the date of the notice.
 - c. A statement of the date, times and place of the hearing in the event one is requested.
 - d. A statement that the student may be present at the hearing and hear all information against him/her. He/she will have an opportunity to present such information as irrelevant and may be accompanied and represented by his/her parent/guardian and an attorney.
 - e. A statement that failure to participate in such hearing constitutes a waive of further rights in the matter.
 4. Conduct of Hearing: the superintendent shall conduct the hearing. The hearing may be conducted in open session or may be closed except to those individuals deemed advisable by the Board of Education, but including, in all events, the student, his/her parent/guardian, and, if requested, an attorney. Such individuals as may have pertinent information shall be admitted to a closed hearing to the extent necessary to provide such information. Testimony and information shall be presented under oath. However, technical rules of evidence shall not be applicable and the Board of Education or superintendent may consider and give appropriate weight to such information or evidence it deems appropriate. The student or his/her representative may question individuals presenting information. A sufficient record of the proceedings shall be kept so as to enable a transcript to be prepared in the event either party so requests it. Preparation of the transcript shall be at the expense of the party requesting the same. The Board of Education may retire to executive session to review and discuss the evidence. However, the final decision shall be made in public session.
 5. The student may, within 3 days after the decision of the superintendent, appeal the decision to the Board of Education.
 6. 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:
 - a. Having been expelled from any school district during the preceding 12 months.
 - b. 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.

SCHOOL MEDICAID PROGRAM

In 1988 a Federal law, PL-100-360, was passed permitting Medicaid partially reimburse schools for health and related services provided to any child enrolled in a state Medicaid program. In 1997 a Colorado law, SB-101, was passed authorizing school districts and BOCES to obtain reimbursements for health and related services.

Health and related services are those types of professional services provided by audiologists, nurses, occupational therapists, physical therapists, speech pathologists, licensed counselors, licensed social workers, psychologists, orientation and mobility specialists, and some other additional services.

Participation in the school Medicaid program will not affect individual Medicaid benefit coverage. The Re-imbusement the district receives is totally separate from the Medicaid coverage supported by the state of Colorado in that it is federally funded specifically for schools.

The district is a Medicaid provider. The district will conduct a billing process to obtain reimbursement for services provided.

Participation in the school Medicaid program is voluntary and does not affect school services that may be provided to a student. Any parent/guardian or eligible student (18 years or older) who does not want to participate in the school Medicaid program must notify the school in writing.

Not allowing the district to bill for services provided reduces the amount of reimbursement the district receives.

EQUAL EDUCATIONAL OPPORTUNITIES

Every student of this school district shall have equal educational opportunities regardless of race, color, religion, sex, marital status, national origin or handicap. Further, no student shall on the basis of sex be excluded from participating in, be denied the benefits of, or be subject to discrimination under any educational program or activity conducted by the district.

More specifically, as prescribed by legal requirements, the school district will treat its students without discrimination on the basis of sex as this pertains to access to and participation in course offerings, athletics, counseling, employment assistance and extracurricular activities.

NONDISCRIMINATION ON THE BASIS OF SEX

(Compliance with Title IX)

Grievance Procedure

It is the policy of the Board of Education that any student shall have ready means of resolving any claim of discrimination on the basis of sex in the educational programs or activities in the district. To this end the following policies are adopted. In the event a student believes there has been a violation of Title IX or its administrative regulations, he shall mail or deliver to the employee designated as Title IX compliance officer a written statement setting out the alleged violation in specific terms, describing the incident or activity involved, the individuals involved and the dates, times and locations involved.

The Title IX compliance officer shall provide the individual filing the written statement an opportunity to discuss the matter personally, if requested.

The Title IX compliance officer shall make such additional investigation as is necessary to determine the complete facts involved and shall report to the superintendent of schools his findings and recommendations regarding resolution of the matter. The superintendent shall take such action as is necessary, in his judgment, to resolve the matter. At the next succeeding regular meeting of the Board of Education the matter shall be reported to the Board for its review and action if it deems further action necessary.

If the student submitting the written statement of an alleged violation is not satisfied with the handling of the matter by the superintendent he may appear before the Board of Education and present the matter directly to the Board.

Dissemination of Policy

The superintendent of schools shall notify applicants for admission, students, parents of elementary and secondary school students, sources of referral of applicants for admission, employees and applicants for employment that it does not discriminate on the basis of sex in the educational programs or activities which it operates and that it is required by Title IX and its administrative regulations not to discriminate in such a manner. The notification shall be made in the form and manner required by law or regulation.

Sexual Harassment

Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws, which prohibit sex discrimination. A learning environment that is free from sexual harassment shall be maintained. 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. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for education decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile or offensive educational environment.

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 another's body

5. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or similar personal concerns

Students may file a formal grievance of sexual harassment through use of the accompanying grievance procedure. If the alleged harasser is the principal with whom a grievance routinely would be filed, the student may file the grievance with the superintendent.

All matters involving sexual harassment complaints shall remain confidential to the extent possible. Filing of a grievance or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect grades.

Notice of this policy shall be circulated to all district schools and departments and incorporated in student handbooks.

Sexual Harassment (Grievance Procedure)

1. Students who believe that they have been subject to sexual harassment will report the incident to the principal, who will be referred to as the grievance officer.
2. The grievance officer will attempt to resolve the problem, if warranted, in an informal manner through the following process:
 - a. The grievance officer will confer with the charging party in order to obtain a clear understanding of the basis of the complaint.
 - b. The grievance officer will then attempt to meet with the charged party in order to obtain a response to the complaint.
 - c. The grievance officer may hold as many meetings with the parties as is necessary to gather facts and obtain statements from witnesses if available.
3. On the basis of the grievance officer's perception of the situation, the grievance officer may:
 - a. Attempt to resolve the matter informally through conciliation.
 - b. Report the incident and transfer the record to the superintendent or designee, and so notify the parties by certified mail.
4. After reviewing the record made by the grievance officer, the superintendent or designee may attempt to gather any more evidence necessary to decide the case and thereafter impose any sanctions deemed appropriate including a recommendation to the Board for disciplinary action.

Student Records/Release of Information on Students

1. Content and custody of records/information

Student education records in all formats and media, including photographic and electronic, may contain, but will not necessarily be limited to, the following information: identifying data; academic work completed; level of achievement (grades, standardized achievement test scores); 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, reports of serious or recurrent behavior patterns, and any individual education program (IEP).

Education records do not include records maintained by a law enforcement unit of the school or school district that are created by that unit for the purpose of law enforcement.

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

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 parent
A parent/guardian ("parent") has the right to inspect and review their child's education files. However, if a student is 18 years old or older ("eligible student"), the student may inspect or review his or her own records and provide written consent for disclosure of such records and personally

identifiable information therein. If an eligible student is a dependent for federal income tax purposes, the parent also is entitled to access his/her child's educational records despite the lack of written consent from the eligible student.

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.

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.

4. 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 so requested.

5. 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.

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").

6. Request to amend education records

A parent or eligible student 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] clearly identifying the part of the record they want changed and specifying 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.

A request for a formal hearing must be made in writing and addressed to the superintendent of schools. The response to the request shall be mailed within 10 school days. The hearing shall be held in accordance with the following:

- a. The hearing will be held within 15 school days after receipt of the request. Notice of the date, place and time of the hearing will be forwarded to the parent or eligible student by certified mail.
- b. The hearing will be conducted by a Principal or higher administrative official as designated in writing by the superintendent. The official conducting the hearing shall not be the principal who made the initial decision nor shall it be anyone with a direct interest in the outcome of the hearing.
- c. Parents or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of their choice at their own expense, including an attorney.
- d. The official designated above shall make a decision in writing within 10 school days following the conclusion of the hearing and shall notify the parent or eligible student of that decision by certified mail.
- e. The decision of the official shall be based upon the evidence presented at the hearing and shall include a summary of the evidence and the reason for the decision.
- f. The decision shall include a statement informing the parents or eligible student of their right to place in the student records a statement commenting upon the information in the records and/or setting forth any reason for disagreement. Any explanation placed in the records shall be maintained by the school district. If the student record is disclosed by the school to any other party, the explanation shall also be disclosed to that party.

7. Disclosure with written consent

Whenever the district is required by law or policy to seek written consent prior to disclosing personally identifiable information regarding a student, the notice provided to the parent/guardian or eligible student shall contain the following:

- a. The specific records to be released
- b. The specific reasons for such release
- c. The specific identity of any person, agency or organization requesting such information and the intended uses of the information
- d. The method or manner by which the records will be released
- e. The right to review or receive a copy of the records to be released

Parental consent shall only be valid for the specific instance for which it was given. Consent for a student to participate in any course, school activity special education program or in any other school program shall not constitute the specific written consent required.

All signed consent forms shall be retained by the school district.

8. Disclosure without written consent

The school district will disclose personally identifiable information from student records without written consent of the parent or eligible student only to those persons or entities allowed under federal or state law to receive such information.

The school district may disclose group scholastic achievement data from which the individual cannot be identified without written consent of the parent or eligible student. Another circumstance that permits disclosure without written consent is disclosure to a school official within the district having a legitimate educational interest in the education record or the personally identifiable information contained therein.

For purposes of this policy, a “school official” is a person employed by the district as an administrator, supervisor, teacher or support staff member; a person serving on the Board of Education; a person or company with whom the district has contracted to perform specialized tasks (such as attorneys, auditors, consultants and health care providers); or a parent/guardian or student serving on an official committee or assisting another school official in performing his or her tasks.

A school official has a “legitimate educational interest” if disclosure to the official is:

- (1) Necessary for that official to perform appropriate tasks that are specified in his or her position description or by a contract agreement;
- (2) Used within the context of official district business and not for purposes extraneous to the official’s areas of responsibility;
- (3) Relevant to the accomplishment of some task or to a determination about the student; and
- (4) Consistent with the purposes for which the data are maintained.

Other circumstances that permit disclosure without written consent are listed in the notice to parents and students of rights concerning student records (JRA/JRC-E).

9. Disclosure of disciplinary information to school personnel

In accordance with state law, the principal or designee is required to communicate disciplinary information concerning any student enrolled in the school to any teacher who has direct contact with the student in the classroom and to any counselor who has direct contact with the student. The purpose of this requirement is to keep school personnel apprised of situations that could pose a risk to the safety and welfare of others.

For purposes of this policy, “disciplinary information” means confidential records maintained by or in possession of the principal or designee on an individual student which indicate the student has committed an overt and willful act which constitutes a violation of the district’s code of student conduct and/or there is reasonable cause to believe, through information provided to the principal from another credible source, that the student could pose a threat to the health and safety of other students and school personnel based on prior misbehavior.

Any teacher or counselor to whom disciplinary information is reported shall maintain the confidentiality of the information and shall not communicate it to any other person. The principal or designee is required to inform the student and the student’s parent/guardian when disciplinary information is communicated and to provide a copy of the disciplinary information. The student and/or the student’s parent/ guardian may challenge the accuracy of disciplinary information through the process outlined in the notice to parents and students of rights concerning student school records (JRA/JRC-E).

10. Disclosure to military recruiting officers

Names, addresses and home telephone numbers, as well as directory information, of secondary school students will be released to military recruiting officers within 90 days of the request unless a parent/guardian or eligible student submits a written request that such information not be released.

Reasonable and customary actual expenses directly incurred by the district in furnishing this information will be paid by the requesting service.

11. Disclosure to Medicaid

In all cases in which a student is enrolled in the Colorado Medicaid program, the district shall release directory information consisting of the student's name, date of birth and gender to Health Care Policy and Financing (Colorado's Medicaid agency) to verify Medicaid eligibility of students. The district shall obtain written consent annually from a parent/guardian before the release of any non-directory information required for billing. To accomplish this, the district shall:

- include a consent form with the "start of school" information each fall.
- include a consent form with IEP packet materials.
- include a consent provision on the Medical Emergency form.

12. 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.

13. Disclosure to the Colorado Commission on Higher Education (CCHE)

On or before December 31 of each school year, the school district shall disclose to the CCHE the names and mailing addresses of those students enrolled in the eighth grade for use in mailing the notice of postsecondary educational opportunities and higher education admission guidelines as required by state law.

14. Disclosure to other parties

Except as noted in this policy, student records will not be released to other individuals and parties without a written request and authorization of the parent or eligible student.

Personal information will only be released to a third party with the assurance it will be kept confidential.

15. Disclosure of directory information

The school district may 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 of the school where the student is in attendance no later than September 7 or the following Monday if September 7 is a Saturday or Sunday.

"Directory information" means information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information which may be released includes but is not limited to the student's name, e-mail address, photograph, 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 previous education agency or institution attended by the student, and other similar information. Student telephone numbers and addresses shall not be disclosed pursuant to Colorado law, except that the mailing addresses of eighth grade students shall be disclosed to the CCHE pursuant to this section.

16. Annual notification of rights

The district will notify parents and eligible students of their rights pursuant to this policy at the beginning of each academic year. The notice will be in the form provided on exhibit JRA/JRC-E.

For notice to parents or eligible students who are disabled or whose primary or home language is other than English, the format or method of notice will be modified so it is reasonably likely to inform them of their rights.

A copy of the Family Educational Rights and Privacy Act may be obtained from the office of the superintendent during normal business hours.

17. Waivers

A parent or eligible student may waive any or all rights protected by this policy. The waiver shall not be valid unless in writing and signed by the parent or eligible student. The district does not require a waiver but may request a waiver. Any waiver under this provision may be revoked at any time in writing.

REPORTING CHILD ABUSE

All school personnel are required by law 26-6-102, C.R.S. 1973, to report any evidence or knowledge of suspected child abuse or neglect to the County Department of Social Services:

Dept. of Social Services
P.O. Box 6
Simila, CO 80835
719-541-2369

Complaints regarding Elbert School personnel or any other childcare provider should be sent to:

CO Department of Human Services
Division of Child Care
1575 Sherman St, First Floor
Denver, CO 80203-1714
303-866-5948

BULLYING PREVENTION

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 to obtain control over another person 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 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 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.

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 peer support networks, social skills and confidence for all students.
8. To recognize and praise positive, supportive behaviors of students toward one another on a regular basis.

**Preschool/Kindergarten
Addendum**

PURPOSE AND PHILOSOPHY OF THE PRESCHOOL/KINDERGARTEN PROGRAM

The way children learn and experience education at the Elbert Preschool/Kindergarten is developmentally based. Its philosophy is based on the idea that children learn best through choices, through active learning and through self-teaching. Our purpose is to enhance the developmental process in all children attending (typical, delayed or handicapped), by providing modeling of appropriate language, using active learning experiences, and providing a stimulating environment for learning. Videos and TV will be used only when educationally indicated i.e. bus safety, dental health, etc.

PRESCHOOL SESSIONS

Morning sessions will begin at 7:55 am and end at 11:00 am. Afternoon sessions will begin at 1:00 pm and end at 4:06 pm. Children must be picked up promptly because we are not equipped to care for children outside the class sessions. Children who are one year away from kindergarten will come Tuesday through Friday mornings. Children 2 or 3 years away from kindergarten will attend Wednesday/Thursday afternoons. The cutoff date for children is June 1st.

KINDERGARTEN SESSIONS

Kindergarten sessions will run from 7:55 – 12:30 for the first two weeks. They will not be served lunch during this time. For the remainder of the year, they will attend full days 8:00 – 4:06.

PRESCHOOL/KINDERGARTEN LOCATION

Classes will be held in the modular building, just north of the main building.

TRANSPORTATION

The children may ride the school bus to school in the morning (A.M. Session), but parents must supply the transportation home. Parents of the P.M. Session students must supply the transportation to school and the children may ride the school bus home. Only children 3 years and older may ride the school bus, unless they are enrolled in the preschool program. Preschool children will be expected to follow all school vehicle rules.

PRESCHOOL/KINDERGARTEN REGISTRATION

There will be a pre-enrollment before school begins. Late enrollment shall be made by appointment only. Please contact Elbert Elementary School for scheduling appointments. Enrollment testing will be done by BOCES Personnel prior to registration. Enrollment forms will be completed by the parents and a copy of the child's certified birth certificate, social security card and immunization record must be supplied to the school prior to admission into the program.

PRESCHOOL FEES

For the students enrolled four days per week, there will be a \$150.00 per month supply fee for consumable materials used during preschool sessions. For the students enrolled two days per week this fee will be \$75.00. We will collect tuition 8 times per year for Aug/Sep, Oct, Nov, Dec, Jan, Feb, Mar, and Apr/May. Please make your checks payable to the Elbert School District.

PRESCHOOL CHECK IN AND CHECK OUT

Parents or a responsible adult must check children in upon arrival at preschool and they must check them out before they may be released. For those children riding the bus, the preschool staff will be responsible for checking them in or out. Teachers will take roll call and a head count before and after each transition where students are changing their location to ensure that staff know where children are at all times. In the event of a field trip, parents will be expected to have their child to school at the designated leave time. If they miss the appointed time, parents will be held responsible for their own child, as there will be no staff remaining at the preschool to provide care for them.

RELEASE OF CHILDREN

Children will be released only to persons who are listed on the enrollment form or have otherwise been authorized by the parents. Children riding the school bus home will be instructed and supervised in getting on the correct bus. In the event an unauthorized person attempts to pick up a child, the parents will be notified. A teacher will be at the door to dismiss the children to their parent or guardian. If a child should become lost, one staff member will go looking for that child while the other staff member stays with the rest of the class. The main office will be contacted as well as the Elbert County Sheriff's Office at 303-621-2027.

PERSONAL BELONGINGS

Personal belongings will be the responsibility of the child. They will be left in a space provided by the teacher (cubby, coat hook, etc.). All personal belongings should be identified with the child's name before being brought to school.

TOILETING

Parent assistance in teaching restroom procedures is very necessary. In the event that a child has a toileting accident, extra clothing is available at the school. Please be sure to launder and return the clothing as soon as possible. Potty training is not a required skill your child must attain before attending preschool. The staff will be happy to assist you and your child with accomplishing this big milestone.

POLICY FOR EARLY STUDENT ARRIVAL OR LATE PICK UP

Students should be no more than 10 minutes early to class and parents are expected to be prompt in picking up their child - staying within 10 minutes of class dismissal. The class times are posted on near the classroom door. For safety purposes, the children should not be allowed in the classroom when class is not in session and should only be allowed in when a teacher is present.

For abuse of our late pick up policy, after the first 10 minutes of class dismissal, the teacher will call the child's home phone number and the emergency contact number. If no arrangement can be made within the 20 minutes after class dismissal the family will be assessed an additional \$10.00 fee for every 30 minutes the child is not picked up. Your child will be dismissed from their care. The fee must be taken care of before your child may return to preschool and after the third incident, the Department of Social Services will be contacted.

WAITING LIST

A waiting list will be kept for children who were not able to enroll due to a full class. We have no way of knowing when an opening may occur. When a vacancy does come up, every effort will be made to fill the vacancy with. Children identified, as having special needs will be given priority placement over typical peers.

PARENT PARTICIPATION IN PRESCHOOL

1. Volunteering in the classroom
2. Attending parent/teacher conferences
3. Sending monthly snacks
4. Reading monthly parent letters
5. Helping with parent packets
6. Paying monthly tuition

PRESCHOOL MEALS AND SNACKS

Meals will not be provided for preschool students. Snacks will be provided by the school.

RETURN TO SCHOOL

I have read and understand the handbook rules and regulations for the current school year. I understand this handbook is a fair representation of the Elbert School Policy. I understand, if a dispute should arise from the content of this handbook, the Elbert School District Policy Manual and any rules adopted by the School Board super cede any information that may be printed here.

Student(s) Name

Parent/Guardian Signature

Date

Please return this form to the school office as soon as possible.