

# Student Handbook



Lamb Elementary School

2011-2012

# Mission Statement

At Lamb Elementary School, we believe that all children can and will learn. Because our goal is to encourage all children to reach their own unique potential....

We will maintain high expectations and promote academic excellence for all students through quality instruction.

We will create and support a safe school environment in which all children and adults feel welcomed, respected, trusted, safe and an important part of the school.

We will prepare students for lifelong learning as responsible, caring, productive citizens.

## A message from Mr. Goss

Dear Students, Parents, and Guardians

Welcome to the 2011/2012 school year at Lamb Elementary School! I look forward to having a wonderful year. I'm sure it will be an exciting time for us all.

This handbook contains some very important information for all parents and students. Please take some time to read it carefully.

As your principal, I would like to help you in any way I can. Feel free to call me at school – 658-2220, or use e-mail – [jogo@creedek12.net](mailto:jogo@creedek12.net) with any questions or concerns you may have.

Sincerely,  
John Goss  
Elementary Principal

# BELL SCHEDULE

## LAMB ELEMENTARY SCHOOL

### 2011 – 2012

Period 1	8:00 – 9:25
Period 2	9:25 – 10:25
Period 3	10:25 – 11:25
Lunch (Grades K-5)	11:20 – 11:50
Lunch Recess	11:50 – 12:00
Period 4	12:00 – 1:00
Period 5	1:00 – 2:00
Period 6	2:00 – 3:00
Period 7	3:00 – 4:00
Afternoon Break (Grades K-3)	2:05 – 2:20
Afternoon Break (Grades 4-5)	2:45 – 3:00

#### **Late Start Schedule**

During periods of inclement weather, road conditions often improve by 9:00 a.m. When it is felt that conditions will improve, a 'Late Start Schedule' will be activated. School will begin two hours later than normal. Students are not expected to be at the school until 10:00 a.m. Teachers and administrators, however, should try to be at the school as early as possible to be with students arriving earlier.

School calendar

## Elementary Faculty and Staff

Mr. Stroh, Superintendent  
Mr. Goss, Principal

Pre-Kindergarten-----Mrs. Alicia Hess/Mrs. Jarvis  
Kindergarten-----Mrs. Marquita Jarvis  
First Grade-----Mrs. Cathy Ormsby  
Second Grade-----Mrs. Mary Goeden  
Third Grade-----Mrs. Tandy McArdle  
Fourth Grade-----Mr. Whitmore  
Fifth Grade-----Mr. Whitmore  
K - 5<sup>th</sup> Physical Education/Health-----Mrs. Kim Fairchild  
Elementary Music K-5-----Mrs. Johanna Gray  
Title I Reading Specialist-----Mrs. Johanna Gray

Secretary – Mrs. Holly Wilson  
Bookkeeper – Mrs. Sherry Scallan  
Librarian – Mrs. Frances Kolisch  
School Nurse – Mrs. Jody Stroh  
Custodians – Mr. Rick Branda, Mr. Brian Mankowski  
Head Cook – Mrs. Diane Leggitt  
Assistant Cook – Mrs. Jackie Stone

## General Information

### *School Address:*

Lamb Elementary School  
308 La Garita Avenue  
P.O. Box 429  
Creede, CO 81130

### *Phone Numbers:*

Office: 658-2220  
Library: 658-2313  
FAX: 658-2942  
Lunchroom/Gymnasium: 658-9906

### *Internet URL:*

[www.creedek12.net](http://www.creedek12.net)

## Parent Committees

1. District Accountability Committee (DAC) - This committee serves as the Accountability Committee required by the State of Colorado to serve in an advisory capacity to the district on school programs and policy.
2. Booster Club - The Booster Club is involved in assisting the teachers and students in activity programs including registration, Open House, Holiday Program, Field Day, Pee Wee Sports.
3. Volunteer Work - We welcome and encourage community involvement in our school. If you are willing to volunteer please contact the principal and/or teachers.

## Student Study Team/RTI

Lamb Elementary and Creede Middle/High School use the Response to Intervention (RTI) process for identifying and serving the needs of students with behavioral and academic achievement challenges and students who are gifted and talented. The RTI model utilizes instructional strategies such as universal screening and on-going data analysis to inform instructional interventions, flexible use of building personnel with students, as well as collaborative problem-solving among staff and parents to enhance all students' performance.

1. The student is referred to a Student Support Team by parent or teacher.
2. The Student Support Team begins and oversees a data gathering process.
3. Appropriate intervention is designed and put into place to serve the student's needs.
4. Progress is documented on one or more of the following documents:
  - Behavior Plan
  - IEP (Individualized Education Plan)
  - ILP (Individualized Learning or Literacy Plan)
  - ALP (Accelerated Learning Plan)
5. Programs offered at Lamb Elementary include:
  - a. Special Education – Federally mandated program for students with identified disabilities.
  - b. Title I – Federally mandated program for students who need extra support in math, reading, or writing.
  - c. Gifted and Talented – State mandated program for students with exceptional abilities in academics or the arts.
  - d. Section 504 – Federally mandated program to support usually physically disabled students not covered by Special Education.
  - e. ELL – English Language Learners – Federally mandated program for students whose first language is not English.
  - f. Homeless – Federal program for students whose living situation is not stable.

## **Parent Center**

A Parent Center is located in the library in Creede Middle/High School. Many helpful publications are available. We have a wealth of Love and Logic materials for checkout in the elementary. These are excellent materials to help ease parenting discipline problems. These publications are for your use. If you have suggestions for publications that may be added to the center, please contact the librarian or the elementary principal.

## **Colorado School Compulsory Attendance Law**

Every student who has attained the age of seven years and is under the age of 17 years, except as provided by this section, must attend public school.

### **Exclusions and Exemptions from School Attendance**

According to the Colorado Revised Statutes 22-33-106 (2), subject to the district's responsibilities under Article 20 of that title (Exceptional Children's Education Act); the following shall be grounds for expulsion from or denial of admission to a public school or diversion to an appropriate alternate program.

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

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

2. a. Graduating from the 12th grade of any school or receipt of any document evidencing completion of the equivalent of a secondary education.
- b. Failure to meet age requirements.
- c. Having been expelled from any school district during the preceding 12 months.
- d. Not being a resident of the district unless otherwise entitled to attend under C.R.S. 22, Articles 23 or 32.
- e. Failure to comply with the provisions of Part 9, Article 4, Title 25, C.R.S. (immunization requirements). Any suspension, expulsion or denial of admission for such failure to comply shall not be recorded as a disciplinary action but may be recorded with the student's immunization record with an appropriate explanation.
- f. 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 Policies and Procedures

## Entrance Age Requirements

A child may enter kindergarten if he or she is five years old on or before June 1 of the year of enrollment. Younger students shall be accepted if transferring from a public school kindergarten program.

Students enrolling in the first grade may enter if they are six years old on or before June 1 of the year of enrollment. Younger students shall be accepted if transferring from a first grade in another public school.

A legal birth certificate or other acceptable proof of birth date shall be required for enrollment age certification.

## Make-up Work

Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator. It is the responsibility of the student to pick up any make-up assignments permitted on the day he returns to class. There shall be one day allowed for make-up work for each day of absence. Make-up work shall be allowed following an unexcused absence, with the goal of providing the student an opportunity to keep up with the class, and an incentive to attend school. However, this work will receive only partial credit, which is the consequence for an unexcused absence.

Make-up work may be given in advance, based on availability and the discretion of each individual teacher. Due to the circumstances of the class and assignment, some work will be assigned after the absence. Students will be allowed one make-up day for each day's absence.

Pre-arranged absence forms are available from the office.

## Rules and Regulations for Attendance

One criterion 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 *very important* 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. 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.

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

For at least these reasons, we believe 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.

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

1. Teachers will take attendance in each of their classes. The office will be notified of absences and tardies.
2. Parents of students in grades K-12 must call the office in the event of a student being absent. This should be done between 7:45 a.m. and 8:00 a.m. of the first day of absence.
3. If the office has not received a call, it will be assumed the absence is unexcused.
4. The following will be considered excused absences:
  - a. A student who is temporarily ill or injured.
  - b. A student who is absent for an extended period due to physical, mental, or emotional disability.
  - c. A student who is pursuing a vocational job cooperative program under the supervision of the school.
  - d. A student who is attending any school-sponsored activity.
  - e. A student who has a family emergency. Example: funeral.

Suitable proof regarding the above exceptions may be required, including a written statement from medical sources.

*\* Any other absence will be considered unexcused.*

5. Students knowing they will be absent - either excused or unexcused - should obtain a **prearranged absence form** from the office.

**In completing a prearranged absence form, the following sequence must be followed:**

- a. The top portion of the form describing the date and reason for the absence must be filled out by the student or parent.
- b. A parent must sign the bottom of the form indicating their acknowledgment of the absence.
- c. The building principal must sign the form to signify if the absence will be excused or unexcused.
- d. Teachers are to fill in any work that can be made up and initial the appropriate line and make a copy for the student to take home.
- e. The original completed form must be returned to the office no later than 4:10 of the day prior to the absence.

Failure to follow the above steps nullifies the prearranged absence form. In the event that the absence is unexcused, the maximum credit possible will default to 50%.

6. Possible Earned Points:

An *excused absence* may have all missed work made up with 100% credit of possible earned points.

Make-up work of an *unexcused absence* will receive only 50% credit of possible earned points.

Makeup work of an *unexcused absence with a completed prearranged absence form* will receive up to 100% of possible earned points.

- a. If such an absence will be fewer than four school days:
  - 1) Students may complete assignments in advance for up to 100% credit.
  - 2) Students may hand in assigned work by 8:00 a.m. on the day they return from the absence for up to 95% credit.
  - 3) In the event that students do not turn in work by 8:00 a.m. on the day they return, they will earn only 80% credit.
- b. If such an absence will be more than four school days:
  - 1) Students may complete assignments or exams in advance for up to 100% credit. students may send assignments to teachers via e-mail, postal service, or fax on or before the designated due date for up to 95% credit. It is preferable to use e-mail or fax. If using postal service, assignments must be postmarked on or before the due date. If the students miss an exam, they will take the exam on the day they return from the absence for up to 95% credit.
  - 2) In the event that students do not turn in work on the designated due date, they will earn only up to 80% credit.
7. Students who are serving out-of-school suspension or are expelled will be considered unexcused. Each unexcused absence will be entered on the student's record. The parents or guardian of the student receiving an unexcused absence will be notified orally or in writing by the district of the unexcused absence. Students serving in-school suspension will be allowed to work on class assignments.
8. A record will be kept of all student absences and tardies. At such time a student reaches the eleventh absence during any semester, the student and his parent(s) or guardian may be requested to have a conference with the teacher and principal to discuss the problem and its possible solutions.
9. 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 others to uninterrupted learning, penalties will be imposed for excessive tardiness. In an unavoidable situation, a student detained by another teacher or administrator will not be considered tardy.
10. Four tardies in any one class per semester may result in a conference with student, parent, teacher, and principal. The first bell rings at 7:55 a.m. at which time the students may enter the building to prepare for class beginning promptly at 8:00 a.m.
11. A student coming to a class later than 15 minutes following the tardy bell, without an excuse, will be considered truant.
12. If a student is absent from school 12:00 - 4:00 (except with a pre-arranged excused doctor's visit), he or she will not be allowed to participate in the practice or contest after school for that particular day.

## **Truancy**

If a student is absent without a signed parental excuse or if the student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered

truant. A *habitual truant* shall be defined as a student of compulsory attendance age who has four trancies from class in any one-month or eight trancies during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences.

In order to reduce the incidents of truancy, parents of all students must insure that their children of compulsory attendance age attend school. Parents shall be required to acknowledge, in writing, awareness of their obligations and to furnish the school with a telephone number or other means of contacting them during the school day.

The school shall establish a system of monitoring individual unexcused absences. When a student fails to report on a regularly scheduled school day and school personnel have received no indication that the parent is aware of the absence, school personnel or volunteers under the direction of school personnel shall make a reasonable effort to notify the parent by telephone.

When a student is declared habitually truant, the school shall require a meeting between the student's parent and appropriate school personnel to review and evaluate the reasons for the student being habitually truant. Such meeting shall be held not later than ten school days after the student's fourth unexcused absence in a month or eighth unexcused absence in a year.

On the first offense, the student shall be given a one-day, in-school suspension. Additional trancies shall be grounds for in-school suspension, suspension and/or expulsion.

A student coming to a class later than 15 minutes following the tardy bell, without an excuse, will be considered truant.

## **Early Dismissal**

Parents are urged not to ask for early dismissal of children except in unusual circumstances. A request must be made to the teacher so it can be cleared by the office. Parents should pick up their child *in person* at the office. In *no* case will a child be released to a person without proper identification.

## **Emergency Closures**

The following procedure will be used if it becomes necessary to close school early for emergency or safety reasons.

1. An announcement will be made to the students.
2. School officials will either contact parents or students will be given an opportunity to call parents, guardian, or other necessary individuals giving information about the closure.
3. All parents or guardians of transported students will be contacted by phone.
4. Someone will remain at the school until all students have departed the school grounds.

**Parental Note:** If the above procedure does not satisfy your needs, please notify the office in writing as to what you would like done with your student in the event of an emergency closure.

## **Field Trips**

Students may take field trips during the school year. Written parent permission is required for student participation in all field trips.

## **Use of Buildings**

The use of the school buildings must be scheduled through the superintendent.

## **Visitors to the Buildings**

All visitors to the elementary and preschool buildings must first check in at the school office. You will be issued a VISITOR tag that must be worn in a prominent place before entering the building. This policy will be strictly enforced from 7:45 a.m. to 4:15 p.m. This policy is enforced for the safety of your child.

## **Classroom Visitation**

Please make arrangements with your child's teacher prior to visiting the classroom. There will be a chair available for you to sit in. Teachers may make a special request that no visitors be received due to testing or other special circumstances. In the interest of maintaining the continuity of the class in session, it is requested that the visiting parent enter and depart from the room silently and unobtrusively. Siblings are usually not allowed to accompany visiting parents.

## **Insurance**

Student accident insurance will be made available at different rates depending on the coverage desired. Participation in the insurance program is optional except for students participating in activities. Those students must have proof of insurance or obtain an accident policy. The school does not carry a medical policy to handle any medical expenses incurred by the students.

## **School Pictures**

School pictures will be taken in the fall and spring on a prepaid basis.

## **School Lunches**

School Lunches will be served Monday through Thursday. The costs of school lunches are as follows: Elementary - \$1.55; Secondary - \$1.80; Adults - \$2.30. Meal tickets must be purchased in advance at the office. Forms to apply for free or reduced lunches may be picked up at the office. The daily lunch will consist of the following five components: 1) Meat or meat alternative, 2) Vegetable, 3) Breads, 4) Fruit, 5) Milk. The "offer versus serve" program is available for all grades. These students will be required to take three components, but may take all five depending on their preference.

## **Fees**

A replacement fee may be assessed for lost or damaged textbooks or other school property.

## **Homework**

Homework is an important part of your child's education. Homework will be assigned at each grade level.

## **Parent-Teacher Conferences**

There will be two scheduled parent-teacher conferences. However, a teacher may request a conference with a parent or guardian and the parent or guardian may request a conference with a teacher at any time during the school year. If parents desire a conference with a teacher, please call the office at 658-2220 to arrange to set up an appointment with a teacher.

## **Cell Phones, Pagers and Electronic Communication Devices**

The Board of Education recognizes that the ordinary use of cell phones, pagers, and electronic communication devices in school situations can be disruptive to the educational environment and is not acceptable.

### **Student Cell Phone Use**

Cell phones, pagers, and electronic communication devices are to be turned off (power off) during the instructional school day. Classroom teachers in the elementary will determine the location elementary students are to store cell phones, pagers, and electronic communication devices.

Cell phones, pagers, and electronic communication devices may not be used in any manner that will cause disruption to the educational environment.

Use of cell phones, pagers, and electronic communication devices on school grounds will only be allowed before and after the instructional school day. Exceptions may be made by the building principal.

The school district will not be responsible for loss, damage, or theft of any electronic device brought to school.

Use of cell phones, pagers, and electronic communication devices for field trips and sporting events during school hours will be at the discretion of the sponsor/coach.

## **Consequences**

### **1st Offense**

Upon the first offense, the student's cell phone, pager, or electronic communication device will be confiscated by the student's teacher or administrator. The student's parent must pick up the cell phone, pager, or electronic communication device from the Building Principal.

### **2nd Offense**

Upon the second offense, the student's cell phone, pager, or electronic communication device will be confiscated by the student's teacher or administrator. A detention hall will be given. The student's parent must pick up the cell phone, pager, or electronic communication device from the Building Principal.

### **3rd Offense**

Upon the third offense, the student's cell phone, pager, or electronic communication device will be confiscated by the student's teacher or administrator. The student may not bring a cell phone, pager, or electronic communication device to school for the duration of one year. The penalty will carry over into the subsequent school year if necessary. Students may also be subject to other disciplinary consequences, including, but not limited to, detention or suspension.

## **School Phones**

A pay phone is provided for student use in the main lobby of the gym, the cost of a call from this phone is 50 cents. School phones are available to students for emergency use only.

## **Student Behavior**

At Lamb Elementary we believe that all children can learn and that each is capable of excellence. All parents are strongly encouraged to attend Love and Logic sessions.

We provide a safe, nurturing environment which encourages growth in self direction, self discipline, responsibility and problem solving.

In order to maintain an environment which inspires and fosters learning, certain expectations of behavior and subsequent consequences must occur.

Our staff is currently being trained in implementing a Positive Behavioral Intervention and Support program, or PBIS. We ask all students to practice being a **M.I.N.E.R** (Motivated, Integrity, Neighborliness, Excellence and Responsibility).

## **School Norms**

Be Respectful

Be Safe

Promote School Pride: Take Care of School Property

Always Do Your Best

### Playground Use

No vehicles, bicycles, roller blades, scooters or glass containers at any time.

### Administrative Requests:

- Elementary students are not allowed in the high school building before school without permission by the playground teacher.
- Students may bring their bicycles or scooters to school, but after getting to school they must put them in the racks. Do not ride bicycles or scooters on the playground at any time.
- Students should not be on the school grounds before 7:45 a.m. and should leave the school

grounds promptly when school is dismissed in the afternoon. **There is no adult supervision before 7:45 a.m. or after 4:15 p.m.**

- Crosswalks are provided and should be used when the students are leaving school. Students should never walk behind cars parked in front of the high school. Use the crosswalks and/or sidewalks.
- Any student who brings a knife or dangerous weapon to school may be expelled. (Refer to page 27 of Discipline Code for more explanation.)
- Water guns, water balloons, eggs, fire crackers, or dangerous articles brought in the buildings may result in the guilty party or parties being suspended from school.
- Any form of music player (CD, MP3, iPOD) and video games are not to be brought to school, or on field trips.
- Hard balls, snowballs, skate boards, roller blades, baseball bats, boomerangs, and frisbees, are not allowed on the playground.
- We request that the snack you send to school be as healthy and low sugar as possible. Please do not send soft drinks (pop). (Refer to page 16 in this Handbook.)

### **Care of School Property by Students**

Damaging school property is considered a serious offense. The expense of repairs and replacement shall be paid for by the offender. Do not litter. Help maintain school and personal pride! Always pick up and leave the buildings and grounds in as good or better condition than you found them.

### **Sexual Harassment**

Sexual harassment is recognized as a form of sex discrimination and is thus a violation of the laws that prohibit sex discrimination.

A learning environment that is free from sexual harassment will be maintained. It will be a violation of policy for a student to harass another student through conduct or communications of a sexual nature.

### **Code of Conduct (Please Review Discipline Code Book)**

The principal may suspend or recommend expulsion of a student who engages in one or more of the following activities while in school buildings, on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event and off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event.

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. Violation of the district's policy on student expression.
24. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.

## **School Wellness Policy**

Federal law requires all school districts receiving federal funding for child nutrition programs to adopt a policy on school wellness. Creede School District pursuant to federal law has developed a school wellness policy. A council made up of teachers, parents, students, representatives of the school food authority, administrators and the public were responsible for the development of this policy. This policy supports student wellness, good nutrition, and regular physical activity as part of the total learning environment.

The goals of the policy are as follows:

Goal #1 – The district will provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors.

Goal #2 – The district will support and promote proper dietary habits contributing to students' health status and academic performance.

Goal #3 – The district will provide opportunities for students to engage in physical activity.

Because of this policy, and with the intent of helping your children practice healthy eating habits while at school, we will maintain and promote the adoption of rules regarding food and drink that is brought from home to school.

This will include but not be limited to the following:

- Only healthy snacks will be permitted during the school day. This means that if your child brings food that is high fat, high sugar or "junk food" they will be asked to save the food until after school hours and we will offer a healthy alternative to them. Please do not send candy, chips, sugared drinks, donuts, cake, cupcakes, cookies, gum, etc. Please do not send unhealthy foods for school parties, etc. Please feel free to send along a healthy food item (see the following list).
- Please try to start your child's day off with a healthy breakfast.
- The cafeteria will continue to offer a balanced diet to your children as required by USDA guidelines.
- Students will only be allowed to drink water in the school building. You may send 100% juice for a recess snack or in a sack lunch. If you want to send a water bottle to school please feel free to do so.

You will find here a list of suggestions for healthy foods that will be welcome for a snack. Use the guideline of low fat, low sugar, whole grain if you are considering other items not listed.

### Healthy Food Ideas

Please send only whole grain, low fat, or low sugar snacks or party foods.

Such as:

- Dried or fresh fruit or fruit cups
- Fresh vegetables
- Cheese
- Whole grain crackers
- Plain popcorn (not buttered)
- Granola bars, cereal bars, breakfast bars
- Applesauce
- Graham crackers
- Yogurt
- Trail mix (no candy included)
- Chex mix
- Non-sugar whole grain cereals
- Nuts and seeds
- Low-fat, low-sugar, whole grain muffins
- Peanut butter
- Animal crackers
- 100% juice (outside only)

## **Bullying Policy**

Our goal is to provide a nurturing, safe environment for every child and teacher. Because of this commitment, we have implemented an all school, no-tolerance stance toward bullying behavior. Therefore, we have adopted the following policy to meet this need:

1. Educate all staff and students concerning the signs and effects of bullying.
2. Teach students measures to empower the victim.
3. Address bullying behavior on an individual basis.
4. Have parent, staff, and student conferences to address bullying behavior.
5. Hold class meetings to discuss bullying.
6. Include the assistance of a counselor when necessary.
7. Referral to the principal for appropriate action.

If you feel that your child has been the victim of bullying behavior, please feel free to contact us with any questions, concerns, or needs that you or your child may have. We need your help and support in providing a consistent attitude toward no-tolerance for bullying. Please join us as we strive to develop positive behavior skills for all students. Here are some ways that you can help:

Model the skills that you want your children to learn.

Congratulate children when you see them making good choices.

Support your child's teacher in the presence of your child.

Communicate with your child's teacher(s).

Remember we are a team with a common goal.

Thank you for your help and support in this effort.

## **Cheating in School**

No cheating of any kind will be tolerated in school. Plagiarism is defined as taking ideas or writings from someone else and passing them off as one's own. Plagiarism is against the law and students violating this law should expect consequences.

Elementary teachers will be responsible for teaching elementary students about the issues, concerns and possible consequences of cheating and plagiarism. In addition, they will provide learning opportunities in test taking and study skills. However, if a student makes the choice to cheat or plagiarize, the responsibility for the consequence will be the student's.

The following factors will be considered:

- Student's discipline history
- Degree of premeditation or impulse
- Student's age and/or disability
- Strength of evidence

The consequences for cheating or plagiarism will be as follows:

### **Grades K - 3**

Discipline measures will be appropriate for the offense and will be determined by the classroom teacher. Possible consequences might include:

- Reduction of grade on the assignment
- Repeating of the assignment
- Zero on the assignment
- Notification of parents
- Conference with parents
- Referral to principal

### **Grades 4 - 5**

1<sup>st</sup> offense – zero on the assignment, parent/teacher/student/principal conference and a two hour detention hall (time and date to be determined by principal and parents)

2<sup>nd</sup> offense – one day in-school suspension and parent/teacher/student/principal conference

3<sup>rd</sup> offense – one day out-of-school suspension and parent/teacher/student/principal conference

## Dress Code

Rules concerning student dress may be established by the school administration to insure that student dress meets standards of cleanliness, healthfulness, and safety, and does not disrupt the educational process.

This policy is not intended to discourage student, faculty, or parent groups from recommending appropriate dress for school or special occasions.

This code will be enforced for all students in the district and will be enforced in all buildings in the district. This includes all school sponsored activities. All guests visiting classes are expected to adhere to this dress code.

The principals in each school building have been given the authority by the Board of Education to establish rules of dress not listed specifically in this policy. Dress deemed inappropriate by the building principal will not be allowed.

All of the rules listed below are subject to modification to address changing safety concerns.

Garments displaying sexual, satanic, drug, alcohol, or profanity will not be allowed. Gang related clothing, or clothing worn in a gang related fashion will be prohibited. Pants should be fitted and worn at the waist as intended. Sagging will not be allowed. In addition, the following clothing will not be allowed:

- Any article of clothing that **exposes the lower back or any part of the mid-section of the body.**
- Any shirt with a low-cut neckline or tube tops
- Cut-off shorts or cut-up pants; no rips or holes may be above mid-thigh
- Dresses, skirts, or shorts that do not reach at least mid-thigh or that have slits above mid-thigh
- Visible undergarments
- Head coverings
- Bib overalls should be fitted and worn as they were intended with straps attached.
- Muscle shirts, tank tops, tube tops, halter tops, and bare midriffs are unacceptable
- No see through or net apparel may be worn
- Spandex and tights may be worn as undergarments
- Footwear must be worn at all times.

All clothing worn by students must be worn in the fashion it was made to be worn in and properly fitted. Purses and packs are subject to search in accordance with Board Policy.

## Dress Code Violations

1. The first violation of the dress code will result in the student being asked to change the objectionable clothing.
2. Subsequent violations will be dealt with as would be any other situation involving defiance of authority.

## **Secret Societies/Gang Activity**

The Board of Education desires to keep Creede schools and students free from the threats or harmful influence of any groups or gangs advocating drug use, violence, or disruptive behavior. The principal or her designee will maintain continual, visible supervision of school premises, school vehicles, and school-related activities to deter gang intimidation of students.

Lamb Elementary School prohibits the presence on school premises, in school vehicles, and at school-related activities of any apparel, jewelry, accessory, notebook, or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute denotes membership in gangs.

## **Use of Tobacco by Students**

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

## **Open/Closed Campus**

All students will remain on school premises throughout the school day unless the principal has received a written request for permission to leave from their parents or guardian. Students will only be released to parents or guardian.

## **Transportation**

1. Transportation to and from school will be provided by the parents. The school district, by policy, will reimburse the parents at the rate of \$.32 per mile for one round trip per day. Parents may pick up all the necessary forms in the office.
2. School bus rules will be posted on the dashboard next to the driver and reviewed by each sponsor.
3. Students who violate the bus rules will not be allowed to ride the school bus.

## **Student Conduct on Buses**

Safety is essential in good transportation systems. Good behavior on the bus is essential to safety. Students are expected to discipline themselves at all times so as not to distract the attention of the bus driver from his/her first duty--safe operation of the bus.

Students who violate activity bus rules will not be allowed to ride the bus.  
The following are general rules for riding the bus:

1. Students should be on time at the designated place of departure.
2. Students should stay off the road at all times and conduct themselves in safe manner while waiting for the bus.

3. The driver is in full charge of the bus and students. Students must obey the driver promptly and willingly.
4. Each student may be assigned a seat. If assigned, permission to change seats must be given by the driver.
5. Except for ordinary conversation, classroom conduct must be observed. Loud talking and laugh-ing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
6. Fighting, roughhousing, profanity, or improper actions will not be permitted.
7. Students are to assist in keeping the bus clean. Students must refrain from throwing objects out of the window. Students may be required to clean the bus after each trip.
8. No student will at any time extend his head, hands or arms out of the windows, whether the bus is in motion or standing still.
9. All students must remain seated while the bus is in motion. Students are not to turn around in their seats while the bus is in motion.
10. Be courteous to your school bus driver and fellow passengers.
11. Be alert to traffic when leaving the bus.

## **Suspension**

The authority to suspend a student from Creede Schools rests with the principal or the superintendent. A student will receive due process and will not be suspended for more than ten days. If further offenses warrant a second suspension, the student may be referred to the superintendent for additional suspension time or to the school board for expulsion.

## **Speed Limit**

The speed limit on school property is 15 mph. If students are in the crosswalk, vehicles are required to stop.

## **Grading System**

1. A+ = 99-100; A = 95-98; A- = 93-94;  
B+ = 91-92; B = 87-90; B- = 85-86;  
C+ = 83-84; C = 79-82; C- = 77-78;  
D+ = 75-76; D = 71-74; D- = 69-70  
F = 68 - 0

Major assessments, chapter tests, other major benchmarks will require a passing mark of 76%. Students not reaching the 76% will be retaught and retested. If after reasonable effort by the teacher the student still does not reach 76%, the student will be referred for tutoring for extra help. All grades earned may be averaged together to reach that assessment grade.

2. Incompletes must be removed within two weeks following the grading period or they will automatically become an "F" (Failure).

## **Interscholastic Sports**

Fifth graders may participate in the athletic programs of the Middle School.

The purposes of the athletic programs in the secondary school are aimed at:

1. Helping students mature by learning to play fairly.
2. Encouraging students to do their best to win and to accept defeat with victory.

Interscholastic sports will be conducted in accordance with the following guidelines:

1. All interscholastic activities will be under the direct supervision of the school administration, primarily the high school principal.
2. All activities will be supervised by a head coach who is responsible for the daily practice. In addition the head coach will supervise students and coaches under his/her control in the respective activity.
3. All student participation will be voluntary.
4. At the sub-varsity level, primary emphasis will be given to participation of all players in each contest.
5. Parents of participants will be required to either designate in writing their insurance carrier or to absolve the school district, in writing, of any medical liability for activity-related injuries.
6. Interscholastic activities will be governed by the rules of the Colorado High School Activities Association plus any local Board and administrative rules that may be adopted. The CHSAA handbook will be the policy governing all sport activities of Creede Middle School.

## **Student Physical for School Athletics**

Each participant will have a doctor's physical prior to participation in any athletic sport. One physical per school year is required of all athletes. The coach will be required to provide written documentation of the physical, insurance information, and parental consent to the principal prior to a student participating in any practice.

## **Sports Eligibility**

1. Fifth grade students participating in Middle School interscholastic sports must comply with rules set by the Colorado High School Activities Association.
2. Creede Schools have adopted a "no pass/no play" policy. Eligibility will be taken weekly. Accumulative grades will be turned in to the office at 8:00 a.m. on Monday morning. Ineligible students will be allowed to practice but will not be allowed to play in any contest that week, Monday through Saturday. Grades may not be changed after they are turned in to the office unless a teacher has made a mistake in calculation. The "no pass/no play" policy applies to

- fifth grade students participating in Middle School interscholastic sports.
3. To participate in interscholastic sports, a student must be covered by school accident insurance or produce evidence of other insurance.

### **Athlete's Responsibilities**

1. All athletes will be expected to follow rules/regulations set forth in the student handbook and athletic rules/regulations issued by the administration and coaches.
2. Use of drugs (not prescribed by a doctor), alcohol in any form, and tobacco is prohibited.
3. If a student quits a team and does not return before the next game, match, or practice, he may not rejoin.
4. Practice attendance requirements are the responsibility of each coach.
5. All eligibility rules of the Colorado High School Activities Association and Creede Middle/High School must be met before any student or manager may participate in any contest.
6. Any conduct by a student involved in an interscholastic activity deemed detrimental to Creede Middle/High School by the principal may result in dismissal of the student from that activity.
7. All forms and releases required by the Colorado High School Activities Association and Creede Middle/High School must be signed by the student and his/her parents before he/she may practice or participate in any sport.
8. Anyone witnessing any violation of rules as stated in the student handbook and/or the athletic rules and not reporting the violation is guilty by association.

### **Pee Wee Athletic Program**

1. Pee Wee athletic programs are available for elementary students. Participation in competitive games or matches is voluntary.
2. The goals of the Pee Wee Athletic programs are to teach fundamentals, to understand and practice teamwork and sportsmanship, to learn the rules of the sport, and to encourage and support positive individual development.
3. Emphasis is on development and participation. Winning is not pursued as a primary goal. Parental support in this endeavor is important and appreciated.

### **Student Organizations**

The following rules will apply to the use of school buildings after regular school hours:

1. The building may be used by student groups or individuals only when approved adult sponsors are present.
2. All school events scheduled after school hours must be approved by the principal.
3. All school events must be on the school calendar and placed there by the principal.

4. Damage will be charged to the individual or group responsible.
5. Cleaning up premises following meetings or other activities is the responsibility of the group involved and must be done promptly following the event

## Medications

Medications are rarely necessary for pupils during the school day. They are justified in some chronic health conditions or short term acute health conditions.

When necessary during school hours, only the school nurse or the principal's designee will administer medication.

Written orders from the *student's physician* should be on file in the school stating:

- a. Student's name
- b. Name of drug
- c. Dosage
- d. Purpose of the medication
- e. Time of day medication is to be given
- f. Anticipated number of days it needs to be given in school
- g. Possible side effects

The permission for medication *must* accompany all medications to be administered. The medication must be brought to school *by the parent* in a container appropriately labeled by the pharmacy or physician.

Tylenol (acetaminophen) will only be given with the written consent of the parent/guardian. The consent form will be kept on file and updated yearly.

Nonprescription throat lozenges must be accompanied by a note from the parent/guardian and given directly to the classroom teacher for use only as requested by parent/guardian.

***The Creede School District makes every effort to keep the Policy on Unauthorized Drugs current. However, the policies contained therein may not be the most recent. The Creede School Board makes occasional additions, deletions and modifications to policies over the course of the year. Consequently, the most up-to-date addition, deletion, or modification preempts all others. All current policies are available for viewing during school hours, in the Superintendent's office.***

## **CREEDE CONSOLIDATED SCHOOL DISTRICT NO. 1**

### **POLICY ON UNAUTHORIZED DRUGS**

#### **A. DEFINITIONS**

In interpreting this policy, the following definitions shall apply:

- a. Unauthorized drugs - all controlled substances listed in Part 3 of Article 22, Title 12, of the Colorado Revised Statutes and all forms of alcoholic beverages.

Drug paraphernalia - all items as defined in Part 5, Article 22, Title 12, of the Colorado Revised Statutes.

Imitation Controlled Substances - all items as defined in Part 6, Article 5, Title 18 of the Colorado Revised Statutes.

The Colorado Revised Statutes can be viewed at the school.

- b. Counseling Program - a program which may include, but is not limited to, referral to other agencies, alternative instruction, and therapy. Mineral County Sheriff officials may be involved in a cooperative counseling effort with parents/guardians and students.

#### **B. POLICY**

The Board of Education recognizes its share of the responsibility for the health, welfare, and safety of the students who attend the Creede schools. The Board is concerned about the problem of unauthorized drugs, imitation controlled substances, drug paraphernalia, and alcohol abuse and further recognizes that the use, possession, and distribution of unauthorized drugs, imitation controlled substances, drug paraphernalia, and alcohol constitutes a hazard to the positive development of the students. It is important to note that any future references to "unauthorized drugs" in this policy includes all forms of alcoholic beverages.

Therefore, the Board requires:

- a. The development of programs for the students to provide current, accurate information on unauthorized drugs, imitation controlled substances, and drug paraphernalia.
- b. The development of programs that focus on values clarification, coping skills, positive self-concept, and participation in alternatives to the use of unauthorized drugs, imitation controlled substances, and drug paraphernalia.

- c. The students be made aware of counseling and/or referral services that will make it possible for students to seek and obtain counseling on these matters without fear of reprisal and with assurance of the confidentiality of the counseling.
- d. Referral of students to an agency for emergency health and safety care which may be in order for students under the "active" influence of unauthorized drugs at school or in the connection with any school activity.
- e. Close cooperation by school officials with parents/guardians of students suspected to be involved with unauthorized drugs, imitation controlled substances and drug paraphernalia. This requires, when possible, that the parents/guardians be notified and a conference with them arranged when suspicion of drug abuse in any form (use, possession, or distribution), is sufficiently founded. This is intended as a time when school officials may work with parents/guardians without involving law enforcement agencies and without taking disciplinary action.
- f. All school employees shall report any violation of the policy to the superintendent or building principal.
- g. The prohibition of the use, possession, or distribution of unauthorized drugs, imitation controlled substances, and drug paraphernalia on school property, during school time, or in the connection with any school activity. Violations of this prohibition shall be cause for disciplinary action as follows in Section D of this policy.

### **C. SEARCHES**

Searches within the school or on the school grounds will be authorized by the superintendent or the building principal when there are circumstances which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:

- a. Evidence of a violation of the student conduct standards contained in the policies of the board of education or a violation of federal, state, or local laws.
- b. Anything which, because of its presence, presents an immediate danger of physical harm or illness to any person.

#### **LOCKER/DESK/STORAGE AREA SEARCHES**

All lockers and other storage areas provided for student use on school premises remain the property of the school district and are provided for the use of the students subject to inspection, access for maintenance, and search pursuant to this policy. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the superintendent or the building principal of the school in which the locker or storage area is located. Unapproved locks shall be removed and destroyed.

- a. The superintendent or building principal, or a member of the administrative staff designated in writing by the superintendent or building principal, will search a locker and its contents when the person conducting the search has a reasonable cause for a search of the locker searched. When the locker to be search is assigned to a particular student and that student is on the school premises at the time of the search, and no danger to the student is apparent, the student shall be notified prior to the search and given the option to be present at the search.

- b. The building principal, a member of the administrative staff or a teacher may search a desk or any other storage area on the school premises other than a locker when the person conducting the search has reasonable cause for a search.

#### PERSONAL SEARCHES

Except in cases of extreme danger of life or property the parent or guardian of any student searched shall be notified of the search as soon as reasonably possible prior to requesting the police to conduct a search of the person. The superintendent or building principal or another member of the administrative staff designated in writing by the superintendent or building principal and acting at the direction of the superintendent or building principal, will search the person of a student during a school activity if the superintendent or building principal has reasonable cause for a search of that student. Searches of the person of a student shall be limited to:

- a. Searches of the pockets of the student;
- b. Any object in the possession of the student such as a purse or briefcase;
- c. A "pat down" of the exterior of the student's clothing.

Searches of the person of a student shall be conducted in a private room by a person of the same sex as the student being searched and witnessed by one other person of the same sex as the person being searched. Searches on the person of a student which requires removal of clothing other than a coat or jacket shall be referred to and conducted by a law enforcement officer in accordance with the subsection of this policy entitled, "Involvement of Law Enforcement Officers," and school personnel will not participate in such searches.

#### MOTOR VEHICLE SEARCHES

The superintendent or building principal or a member of the administrative staff designated in writing by the superintendent or building principal may request a law enforcement officer to search a motor vehicle on the school premises, subject to the subsection of this policy entitled, "Involvement of Law Enforcement Officers."

#### CUSTODY OF EVIDENCE

Anything found in the course of a search conducted in accordance with this section which is evidence of a violation of this policy may be:

- a. Seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the superintendent or building principal or their designee until it is presented at the hearing;
- b. Returned to the parent or guardian of the student from whom it was seized;
- c. Destroyed if it has no significant value; or
- d. Turned over to a law enforcement officer in accordance with the subsection of this policy entitled, "Involvement of Law Enforcement Officers."

#### DISPOSITION OF ITEMS SEIZED

Anything found in the course of a search conducted in accordance with the section which, by its presence, presents an immediate danger of physical harm or illness to any person may be seized and:

- a. Returned to the parent or guardian of the student from whom it was seized:
- b. Destroyed; or
- c. Turned over to a law enforcement office in accordance with the subsection of this policy entitled, "Involvement of Law Enforcement Officers."

#### INVOLVEMENT OF LAW ENFORCEMENT OFFICERS

Except in cases of extreme danger of life or property, the parent or guardian of any student shall be notified as soon as reasonably possible prior to requesting the police to conduct a search of the person. The superintendent or building principal, or a member of the administrative staff designated in writing by the superintendent or building principal, may request the assistance of a law enforcement officer to:

- a. Search any area of the school premises, any student, or any motor vehicle on the school premises;
- or
- b. Identify or dispose of contraband found in the course of a search conducted in accordance with this section.

Where law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in any search.

### **D. DISCIPLINE PROCEDURES**

As applied to students, discipline will be imposed knowing that students serve two roles. One role is that of a student in an academic setting and the other role is one of a student participating in extracurricular activities. School districts have flexibility when dealing with students participating in extracurricular activities because students participate by choice. Since a free and public education is an inherent right, discipline procedures for students in an academic setting are not as flexible. The following discipline procedures for use, possession, or distribution of unauthorized drugs, imitation controlled substances and drug paraphernalia will prevail. Two different procedures of discipline will be applied, one procedure for the student in an academic setting and one procedure for the student in an extracurricular setting.

#### STUDENT IN ACADEMIC SETTING

- a. A first-time violation -- is determined when the offender is a first time offender and generally has a satisfactory record of conduct and attendance. The violator will be suspended out-of-school up to five school days, or assigned to a three to five day in-school suspension or in-school detention. The parents or guardians and the student are expected to cooperate fully with any maintenance/ prevention program developed by the school's administration. Students and parents are granted the right to appeal disciplinary procedures. Law enforcement officials may be involved at the discretion of the school's administration. The law enforcement officials shall be contacted for record and proper disposition of unauthorized drugs, imitation controlled substances, and drug paraphernalia or other evidence.
- b. A second-time violation -- is determined when the offender is a second time offender, regardless of his record of conduct and attendance. Violations are accumulated year-to-year. The violator will be suspended for up to ten school days during which time a counseling program shall be developed. At a minimum, however, a five day out of school suspension shall be imposed. The parents or guardians and the student are expected to cooperate fully

with any program developed by the school's administration. Evidence of their participation in such programs will be requested at the time the student is readmitted. Student and parents are granted the right to appeal disciplinary procedures. Law enforcement officials may be involved in second time violation cases. The law enforcement officials shall be contacted for record and proper disposition of unauthorized drugs, imitation controlled substances, and drug paraphernalia or other evidence. The school's administration shall provide a memorandum to the school board and parents or guardians concerning the circumstances of the offense.

- c. A third-time violation -- is determined when the offender is a third time offender. Violations are accumulated year-to-year. Law enforcement officials shall be involved in third time violation cases. The school administration shall provide a memorandum to the school board and parents or guardians concerning the circumstances of the offense. The superintendent shall recommend expulsion of the third time offender for the remainder of the school year. The right to appeal or due process shall be provided to the student in accordance with the "Student Rights and Respon-sibilities" Section J, Board Policy Manual, Creede Consolidated School District # . Adopted January 1979.

The willingness of the student to cooperate in a counseling program shall be a consideration in imposing an appropriate sanction, and subsequent failure to cooperate with such program will be grounds for immediate application of the maximum penalty provided for in the pertinent section.

#### STUDENT IN EXTRACURRICULAR SETTING

Since students have a choice in whether or not to attend or participate in extracurricular activities, the school district has more flexibility in disciplining drug policy offenders and their nonparticipation/ nonattendance in all extracurricular activities. Extracurricular activities include all athletics, games and/or practices, dances, programs, tryouts, all class-sponsored activities, non-graded academic functions, and other activities sanctioned or sponsored by the school during or after school hours in or away from school. The following disciplinary procedures will apply to students who violate drug policy in terms of participating or attending in all extracurricular activities.

- a. First time violators will be suspended from attendance/participation in all extracurricular activities for 45 school days from the date of the violation. (Students may not attend or participate in any weekend extracurricular activities during this 45-day activities suspension.) The suspension may continue into the following school year if warranted.
- b. Should the participant become involved in a second violation, the student will be removed from all extracurricular attendance or participation for the 180 school days from the date of the infraction. Students may not attend or participate in any weekend extracurricular activities during this 180-day activities suspension. The suspension may continue into the following school year if warranted.
- c. If the student(s) violate this drug policy during an event or activity, the student(s) will be asked to leave the event or activity. Every attempt will be made at the time of the violation to notify parents or guardians. If no contact can be made, the proper authorities will be notified. In any event, the parent will be notified by the next school day.
- d. Students and parents have the right to appeal the disciplinary action by notifying the administration of their intentions. A convenient time for both parties will be arranged by the school. If needed, the school will appoint a five (5) member appeals committee made up of staff to address the appeal.
- e. Sponsors of out-of school activities and events will follow the same guidelines. The sponsor has full authority to handle the situation as he/she deems appropriate. Actions might include

informing the administration by telephone at the time of the incident. Sponsors have the obligations to report any and all drug policy infractions upon return.

- f. It is important to remember that to attend or participate in an extracurricular activity, event, or organization which is sanctioned by the school is a privilege, not a right. This privilege will be taken away if this policy is violated.

**PARENTS SHOULD KEEP THIS COPY OF THE DRUG POLICY FOR FUTURE REFERENCE.**

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

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

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED).

1. Political affiliations or beliefs of the student or student’s parents;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than is required by law to determine program eligibility

Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State Law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Creede Consolidated School District had developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Creede Consolidated School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Creede Consolidated School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be

provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement.

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

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

## **Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the School received a request for access.

Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will 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 will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973.

Creede Consolidated Schools does not unlawfully discriminate on the basis of race, color, national origin, sex, handicap in admissions, or access to, or treatment, or employment in, education programs or activities which it operates.

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

Specific complaints of alleged discrimination under **Section 504** (Handicap) should be referred to:

Buck Stroh, Superintendent  
Creede Consolidated Schools  
Post Office Box 429  
308 La Garita Avenue  
Creede, CO 81130  
719-658-2220

Specific complaints of alleged discrimination under **Title IX** (sex) should be referred to:

Mark Tiley  
Title IX Grievance Officer  
Creede School Board  
Post Office Box 429  
308 La Garita Avenue  
Creede, CO 81130  
719-658-2220

Complaints may also be filed with:

The Office for Civil Rights  
U.S. Department of Education  
Region VIII, Federal Office Building,  
1244 North Speer Blvd., Suite 310  
Denver, CO 80204

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Creede Consolidated Schools is an equal opportunity education institution and does not unlawfully discriminate on the basis of race, color, national origin, sex, or disability in admission or access to, or treatment or employment in, its education programs or activities. Inquiries concerning Title VI, Title IX, Section 504 and ADA may be referred to Superintendent of Schools, Post Office Box 429, Creede, Colorado 81130, 719-658-2220 or to the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Blvd., Suite 310, Denver, Colorado 80204, 303-844-2991.

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