

*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.*

## **IMPORTANT!**

Several forms that accompany this handbook are to be returned to the school no later than August 30th.

Both student and parent must sign the Agreement Form and the Internet Use Agreement

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## HIGH SCHOOL FACULTY AND STAFF

**Mr. Stroh, Superintendent**  
**Mr. Goss, Principal**

Art.....	Mrs. Hess
Business Education .....	Mrs. Carpenter
Consumer and Family.....	Mrs. Hess
English .....	Mrs. La Zier, Ms. Wall
Mathematics.....	Mr. Beltrame, Mrs. Carpenter
Music.....	Mrs. Gray
Physical Education.....	Mrs. Fairchild
Science .....	Mr. Brink
Social Studies .....	Ms. Wall
Spanish .....	Mrs. La Zier
Special Education .....	Milcah Hawk
Librarian .....	Mrs. Kolisch
School Nurse.....	Mrs. Stroh
Secretary.....	Mrs. Wilson
Bookkeeper .....	Ms. Scallan
Head Cook .....	Mrs. Leggitt
Assistant Cook .....	Mrs. Stone
Custodian .....	Mr. Branda, Mr. Mankowski

## GENERAL INFORMATION

*School Address:*

Creede Middle/High School  
Post Office Box 429  
308 La Garita Street  
Creede, Colorado 81130

*Phone Numbers:*

Office:	658-2220
Library:	658-2313
Fax:	658-2942
Gymnasium/Lunch Room:	658-9906

*Internet URL:*

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

## **Parent Committees**

Building Accountability Committee - 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.

Booster Club - The Booster Club is involved in helping the teachers and students in activity programs.

Volunteer Work - We are very interested in having the community involved in our school by direct contact with the teachers.

## **PLC (Professional Learning Community)**

Lamb Elementary and Creede Middle/High School have a process for identifying and serving the needs of students with behavioral and academic achievement challenges and students who are gifted or talented.

1. Student is referred to a RTI by parent or teacher.
2. PLC 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)
  - RTI (Response to Intervention)
  - ALP (Accelerated Learning Plan)

## **Response to Intervention**

*The Response to Intervention (RtI): A Practitioner's Guide to Implementation* (Colorado Department of Education, 2008) indicates that the type of student performance data collected and intervention services provided will be determined by a local problem-solving team in consideration of student need. The type and intensity of the intervention provided will depend on several factors, including the age/grade of the student, the specific skill being addressed, and the significance of the achievement gap. The type and frequency of student performance data collected will also vary. As the intensity of the intervention increases, the frequency of progress monitoring will typically need to increase (e.g., from every other week to every week when a student is provided intervention at the intensive versus a targeted level). Individual diagnostic/prescriptive assessment may be necessary to assist in the determination of a student's specific instructional and intervention needs.

If a student is provided services through *Response-to-Intervention/Problem-solving*, the local education agency (LEA) has the responsibility of informing parents of:

- The specific targeted and intensive interventions (instructional strategies used to increase the child's rate of learning) to be provided for their child, and
- The performance data to be collected.

## **Asbestos Safety**

Creede schools are actively attempting to see to it that the students, staff and all other individuals that enter our building are protected from asbestos.

In the process of meeting the asbestos rules and regulations, we continue to monitor our plant. In the school office we have a management plan that contains necessary information to assure the public that we are working to maintain asbestos-free buildings. The plan is available for your inspection at all times.

## **Colorado School Compulsory Attendance Law**

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

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

According to the Colorado Revised Statutes 22-33-106 (2)(a-b), subject to the district's responsibilities under Article 20 of that title (Exceptional Children's Education Act), the following will 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 will constitute additional grounds for denial of admission to a public school:

2. a. Graduating from the twelfth 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 twelve 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 will 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 twelve months that is detrimental to the welfare or safety of other pupils or of school personnel.

## School Policies and Procedures

### 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. If a student has to leave school for sickness, the parent will first be notified. Unless the student drove to school, the parent or guardian must pick the student up at the school and sign the student out.
4. The following will be considered excused absences:
  - a. A student who is temporarily ill or injured. After the sixth absence for illness, per semester, the student will be required to bring a doctor's excuse for all subsequent absences. Failure to bring a doctor's excuse will result in the absence being considered unexcused.
  - 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. This form is used so both parents and teachers will be aware of a student absence.

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.
- e. The completed form must be returned to the office no later than 4:15 of the day prior to the absence. If the absence occurs on the same day – for example, if the volleyball team leaves at 2:00 p.m., the prearranged slip may be turned in by 8:30 on the morning of the event.

Failure to follow the above steps nullifies the prearranged absence form. If 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. This work must be handed in at the time the teacher sets. Late work will be handled at the individual teacher's discretion.

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. After that day teachers will handle late work at their own discretion.
- 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.
  - 2) 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.
  - 3) In the event that students do not turn in work on the designated due date, they will earn only up to 80% credit. After that day teachers will handle late work at their own discretion.

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 or sixth tardy during any semester, the students and his parent(s) or guardian may be requested to appear before the school administration 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. A total of four tardies in one semester may result in a detention hall. Each succeeding tardy during the semester will result in another detention hall. Three unexcused absences from homeroom will result in a detention hall. Each succeeding unexcused absence from homeroom will result in another detention hall. Students may enter the building as soon as the doors are open in the morning. The first bell rings at 7:55 a.m., and classes begin promptly at 8:00 a.m.
11. A student coming to a class later than 15 minutes following the tardy bell will be considered truant. (A one-day ISS is punishment for a first truancy offense.)
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.

### **Unexcused Absences**

At the Middle/High School level, if the student has ten unexcused absences per year, he or she will be required to attend Friday School to make up work and class time. Each subsequent unexcused absence will result in another session of Friday School.

### **Makeup Work**

Students will be allowed one makeup day for each day absent. However, for students with prearranged unexcused absences, see #6 on page 8. Makeup work or tests may be due upon the students return to school.

### **Fees**

In accordance with district policy, students will be charged a fine for damaging or losing books and/or school equipment, which includes textbooks, library books, sports uniforms and lunch charges. The amount of the fine will be in correlation with the value of the item. Unpaid fees could result in withholding report cards and/or mileage checks.

## Dress Code

The purpose of this policy is to establish a safe school environment for all students. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. Students are not to wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

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. Athletes are expected to adhere to dress code during practice. All guests visiting classes are expected to adhere to this dress code.

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

The following items are not acceptable in school buildings, on school grounds, or at school activities and practices.

1. Shorts, dresses, skirts or other similar clothing shorter than mid-length, or that have slits above mid-thigh.
2. Sunglasses, hats or headbands worn inside the building, however students may wear hair bands to keep hair out of their face. Hats may be worn to games.
3. Inappropriately sheer, light or low-cut clothing (e.g. midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts.
4. Tank tops or other similar clothing; straps must be at least 1.5" wide.
5. Any article of clothing that exposes the lower back or any part of the mid-section of the body, either sitting or standing.
6. Any shirt with a low-cut neckline.
7. Cut-off shorts or cut-up pants; no rips or holes may be above mid-thigh.
8. Visible undergarments.
9. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that contain any advertisement, symbols, words, slogans, patches, or pictures that:
  - Refer to drugs, tobacco, alcohol, or weapons
  - Are of a sexual or suggestive nature
  - By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
  - Are obscene, profane, vulgar, lewd, or legally libelous
  - Threaten the safety or welfare of any person
  - Promote any activity prohibited by the student code of conduct
  - Otherwise disrupt the teaching-learning process

All clothing worn by students must be worn in the fashion it was made to be worn in and properly fitted. Men's jeans, for example, were not designed to be worn below the waist. 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, or to cover the objectionable clothing with another garment. If necessary, parents will be notified and asked to bring proper clothing.
2. A second violation will result in a detention hall, and upon the third occurrence, the violation will result in suspension.

### **Internet**

Students who have a completed 'Internet Users Agreement' turned into the office are the only students with Internet privileges. All other students are not permitted access. Teachers have the responsibility of verifying students requesting access to the Internet from their classrooms. The 'Internet Users Agreement' may be obtained from the building principal or school office.

A student observed violating the terms of the 'Internet Users Agreement' will lose his or her Internet privileges.

Students must remember the following when using the Internet:

- Do not reveal your personal address or phone numbers. Do not reveal the address or phone number of students or teachers.
- Electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail.
- All communications and information accessible via the network should be assumed to be private property.
- Forbidden sites, as explained in the "Internet Users Agreement" are not to be accessed.

### **Local Area Network**

The school wide network allows for buildings, classrooms, and offices to interconnect for the transfer of correspondence and data. Students may be assigned a unique username and password to gain entry to the network. When students choose their own usernames and passwords, they must be approved by the network managers.

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on either the local net or the Internet, you must notify a system administrator. Do not demonstrate the problem to other users. Attempts to log into the network as anyone else will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, local area network, or any of the other networks connected to the Internet.

## **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. Students will be given an opportunity to call parents, guardians, 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, during the school year, may take field trips. Written parent permission is required for students to participate in these trips.

## **Instructional Resources and Materials (Classroom Movies)**

At the high school level G and PG rated movies are acceptable, but PG-13 (depending on content) and R rated movies are controversial and require administrative approval and parental permission. Forms will be available from the principal and can be found in the Teacher's Handbook. Instructors should review all materials for age appropriateness and curriculum relatedness. Teachers should be aware of copyright laws.

The Kids in Mind website ([www.kids-in-mind.com](http://www.kids-in-mind.com)) is a good source for teachers and parents to read reviews of films. The rating system is based on Sex and Nudity, Violence and Gore, and Profanity. Films are rated on each category, with evidence of content explained in detail. Teachers should view films and be aware of controversial content.

Teachers will make an alternative learning experience available to students whose parents will not allow them to view the movie.

## **Use of Buildings**

Use of the school buildings must be scheduled through the superintendent.

## **Visitors to the Buildings**

All visitors to the building must first check in at the school office.

## **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. The student lunches must be prepaid; meal tickets may be purchased at the office. Forms to apply for free or reduced lunches will be provided to parents or 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. With the "offer versus serve" program, students will be required to take three components, but may take all five depending on their preference.

## **Parent and Teacher Conferences**

A parent-teacher conference night will be scheduled during the school year. 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 set up an appointment with a teacher.

## **School Records**

Pursuant to the Family Educational Rights and Privacy Act, parents or guardians and students more than 18 years of age have certain rights with respect to the student's education records. Included within the law are the following rights:

The right to inspect and review the student's education records within 3 days of the district receiving a request for access. A parent or eligible student making such a request must submit to the school principal a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise violates the privacy rights of the student.

The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA and state law authorize disclosure without consent.

Disclosure of personally identifiable information can be made without consent to the following: (a) School officials with a legitimate need to review an education record in order to fulfill their professional responsibilities. This may include the disclosure of disciplinary information regarding conduct that posed a significant risk to the safety or well being of the student or others. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the district has contracted to perform a special task (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. (b) Officials of another school or school system in which the student seeks or intends to enroll. In this case, disciplinary information may be included. The district will make a reasonable attempt to notify the student's parents prior to the disclosure of information and will provide the parent with a copy of the record if so requested. (c) Anyone offering financial aid to students. (d) State and local officials who are required to get specific information pursuant to state law if the disclosure concerns the juvenile justice system. (e) Educational testing and research organizations for the purpose of administering student aid programs or improving instruction or predictive tests as long as

confidentiality is maintained and such organizations are required to destroy records after they no longer are needed. (f) Accrediting institutions. (g) In emergency situations to appropriate persons if the information is necessary to protect the health and safety of the student or others. (h) Anyone if required by a court order or subpoena. However, where the subpoena is issued by a federal grand jury, the district will make reasonable efforts to notify the parent or eligible student prior to complying with the subpoena or court order. (i) Parties to litigation if the district initiates legal action against a parent or student. The district will make reasonable efforts to notify the parent or eligible student in advance of the disclosure. (j) 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.

The right to file a complaint with the U.S. Department of Education concerning the alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

The right to refuse to permit the designation of any or all of the categories of directory information. The district is permitted by law to disclose directory information without written consent of the parent or eligible student. The parent or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if such refusal is received in writing in the office of the principal 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 which may be released may include the student's name, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent and previous education agency or institution attended by the student, and other similar information. Student telephone numbers and addresses will not be disclosed in compliance to Colorado law.

The right to request that information not be provided to military recruiting officers. Names, addresses and home telephone numbers of secondary school students will be released to military recruiting officers unless a student submits a written request that such information not be released.

A parent or guardian and any student 18 years old or older has the right to inspect and review the student's education files. If a student is 18 years old or older, the parent or guardian may not inspect or review the student records without written permission from the 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 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 \$1.00 per page.

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

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

## **Student Cell Phone Use**

- In grades 6-12, cell phones may be carried in pockets or purses but must be turned off (power off) during the instructional school day. Cell phones are not to be taken out except as stated below.
- Classroom teachers in the elementary will determine the location elementary students are to store cell phones.
- Cell phones may not be used in any manner that will cause disruption to the educational environment.
- Use of cell phones on school grounds will only be allowed before and after the instructional school day and during lunch. 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 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, and the student will receive a warning. The student's parent or guardian 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, and the student will serve a Detention. The student's parent or guardian 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, and the student will serve an In-School Suspension (ISS). The student's parent or guardian must pick up the cell phone, pager, or electronic communication device from the building principal.

Subsequent offenses will result in a one-year ban of the cell phone, pager, or electronic communication device. This penalty may carry over into the next school year. The student 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. Plans for transportation are a student's responsibility and should be made before school. School phones are available to students for emergency use only. Telephone messages will not be relayed to the students during the school day, unless it is an emergency.

## **Student Behavior**

Creede Middle/High School expects students to maintain a positive respectful attitude toward other students and adults. We believe that firm, fair discipline is essential for meaningful learning to take place in school.

If the misbehavior warrants, various forms of punishment will be used. If a student misbehaves, the parents will be contacted by phone, written notice, or a home visit.

## **Building Rules**

1. Appearance - The school encourages cleanliness and neatness of dress for its students. Clothing that is disruptive to the educational process or constitutes a threat to the safety and health of others will not be permitted.
2. Fighting, harassment or unnecessary roughness is not allowed.
3. Vulgar expressions or swear words are not to be used.
4. Dangerous articles are not to be brought to school (knives, guns, etc.).
5. Snowball throwing in or near the buildings is not allowed.
6. No running, scuffling, or yelling in the buildings.
7. Be courteous and respectful to other students and adults.
8. Smoking, alcoholic beverages, or use of narcotics are not allowed on school grounds or at school sponsored activities.
9. No soda, coffee, tea or drinks other than water will be allowed in the building.
10. No candy, chips or unhealthy foods will be allowed in the building.
11. Items, such as water guns, water balloons, eggs, and firecrackers, brought into the buildings will result in the guilty party or parties being suspended from school.
12. The destruction or defacing of school property will result in suspension and potential criminal charges.
13. Audio devices, such as MP3 players may be used in classrooms only with the classroom teacher's permission, not in halls. Under no circumstances will they be allowed during any type of testing.

## **DISCIPLINE POLICIES**

### **Detention Hall**

A Detention Hall will be held from 4:00 p.m. to 6:00 p.m. on Mondays and Wednesdays. If a student has not appeared by 4:15 p.m., the Detention monitor will leave and the student will be considered unexcused and will serve an ISS as outlined below. If a referral is given on Wednesday or Thursday, the student will attend Detention Hall the following Monday. If the referral is given on Monday or Tuesday, the student will attend Detention Hall that Wednesday. This is to give the students a chance to notify parents, employers or any other pertinent persons. Each

Detention Hall will last for two hours. Misconduct during Detention Hall will result in suspension. Upon receiving the fifth Detention Hall within a semester, the student will serve an automatic one-day In-School Suspension (ISS). Students will be excused from Detention Hall for the specific day they are to attend only upon a unanimous decision of all secondary teachers. Failure to show up to the assigned Detention Hall for any reason will result in an in-school suspension. The student will be required to make up the previous Detention punishment and will be assigned two more detention punishments. *Students assigned to ISS for avoiding Detention Hall will be required to copy 30 pages during the suspension.* If the 30 pages are not finished by the end of the suspension period, the student will report to ISS the next day to finish the copying. They will be allowed to make up work, but they cannot begin that work until an administrator collects the 30 pages. *There will also be an academic penalty of 50%.*

### **Sexual Harassment**

Sexual harassment is recognized as a form of sex discrimination and 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.

### **Truancy**

If a student is absent without a parental excuse or if the student leaves school or a class without permission of the teacher or administrator in charge, the student will be considered truant. A *habitual truant* is defined as a student of compulsory attendance age who has four trancies in any one month or eight trancies during any school year.

In order to reduce the incidents of truancy, parents of all students must insure their children of compulsory attendance age attend school. Parents are required to furnish the school with a telephone number or other means of contacting them during the school day. When a student fails to report on a regularly scheduled school day and school personnel have received no indication that his parent is aware of the absence, school personnel will make a reasonable effort to notify the parent by telephone.

When a student is declared habitually truant, the school will 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 will 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 truancy, the student will be given a one-day in-school suspension. Additional trancies will be grounds for in-school suspension, suspension and/or expulsion.

A student coming to a class later than 15 minutes following the tardy bell will be considered truant.

### **Public Display of Affection**

Creede School District encourages personal, positive relationships among students. However, students displaying excessive affection, (kissing, embracing, or other overly physical behaviors) will be warned to discontinue such behaviors. Repeated displays of affection will be regarded as defiant behavior and will result in disciplinary actions.

First offense: Warning

Second offense: Warning and conference with parents or guardians

Third offense: One Day In-School Suspension

### **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 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 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.

### **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 his designee will maintain continual, visible supervision of school premises, school vehicles, and school-related activities to deter gang intimidation of students.

Creede High 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.

## **Scholastic Dishonesty**

Plagiarism and other forms of scholastic dishonesty are serious academic violations that will not be tolerated. Scholastic dishonesty encompasses, but is not limited to, cheating, plagiarism, collusion, and any act designed to give an unfair academic advantage to the student.

The first instance of scholastic dishonesty in one school year will result in a "0" for the assignment, a one-day in-school suspension (ISS), a conference among a school administrator, the teacher involved, the student involved, and the student's parents.

The second instance of scholastic dishonesty in the same school year will result in a "0" for the assignment, a two-day out-of-school suspension (OSS), a conference among a school administrator, the teacher involved, the student involved, the student's parents, and counseling.

The third instance of scholastic dishonesty during the school year will result in a three-day out-of-school suspension (OSS), a conference among a school administrator, the teacher involved, the student involved, the student's parents, and counseling. In addition, the student will earn only 50% of his or her final quarter grade for that class.

In the event of a fourth instance and subsequent instances of scholastic dishonesty, the student will be removed from the class in which the offence took place, and will receive a failing grade for the semester in that class.

## **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. In addition to the following penalties, the school's drug/alcohol policy will be followed regarding academic suspension.

### **First Offense**

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 for up to five school days or assigned to a three- to five-day in-school suspension or 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.

### **Second Offense**

A second-time violation is determined when the offender is a second-time offender regardless of his record of conduct and attendance. Violations will be accumulated from year to year.

The violator will be suspended for up to ten school days during which time a counseling program will be developed. At a minimum, however, a five-day out-of-school suspension will be imposed. The parents or guardian and the student are expected to cooperate fully with any maintenance/prevention program developed by the school's administration. Evidence of their participation in such a program will be requested at the time the student is readmitted. Students and parents are granted the right to appeal disciplinary procedures.

### **Third Offense**

A third-time violation is determined when the offender is a third-time offender. Violations will be accumulated from year-to-year.

The superintendent will expel a third-time offender for the remainder of the school year, according to the student due process rights and the right to appeal in accordance with the Board policy on expulsion of students.

### **Weapons in School**

Carrying, bringing, using or possessing any dangerous or deadly 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. Such weapons include but are not limited to any knife, pistol, revolver, rifle, shotgun, air gun or spring gun; slingshot; bludgeon; brass knuckles or artificial knuckles of any kind.

Violation of this policy will require that proceedings for the *expulsion* of the student involved will be initiated immediately by the principal.

### **Student Concerns, Complaints and Grievances**

Decisions made by school personnel which students believe are unfair or in violation of pertinent Board policies or individual school rules may be appealed to the principal or a designated representative or by following the specific appeal process created for particular complaints.

Grievance procedures are available for students to receive prompt and equitable resolution of allegations of discriminatory actions on the basis of race, color, national origin, sex and handicap which students are encouraged to report.

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

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

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

1. Conduct of an individual: Immediate supervisor of the individual. The building principal is the supervisor of the teachers; the superintendent is the supervisor of the principal and support staff members.

2. Departmental procedures: Building principal.
3. Building procedures: Building principal.
4. Board policies and regulations: Superintendent
5. Curricular programs: Building principal
6. Civil rights: Building principal
7. All others: Building principal.

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

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

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

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

If the appeal should reach the level of the Board of Education, a meeting with the Board will be scheduled within 20 school days after a written appeal has been filed. A written response from the Board will be given to the complainant within 10 school days following the conference. Complainants who are not satisfied with the resolution of the complaint within the school district have the option of contacting their local Office for Civil Rights of the U.S. Department of Education.

### **Open / Closed Campus**

All students will remain on school premises throughout the school day, except during the lunch period, unless the principal has received a written or verbal request for permission to leave from their parents or guardians. Students involved in vocational work programs will be allowed to leave at the appropriate time. Sign-out is required. The administration may revoke a student's privilege to leave campus during lunch.

### **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 vehicle rules will be posted on the dashboard next to the driver and reviewed by each sponsor.
3. Students who violate the vehicle rules will not be allowed to ride the school bus.

## **Suspension**

The authority to suspend a student from Creede Schools rests with the principal or 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.

## **In-School Suspension**

The purpose of in-school suspension is to provide an effective and alternative means of discipline in addition to detention and out-of-school suspension. Work completed during in-school suspension receives 50% credit. Students cannot participate in extracurricular activities for a 24-hour period each day they are under in-school suspension.

Out-of-school suspension may be deemed necessary in lieu of in-school suspension depending on the behavior necessitating disciplinary procedures. See Policy JFK-R. Work completed during out-of-school suspension receives 50% of points earned.

## **Automobiles**

1. All students driving to school must park in the gymnasium parking lot. Cars must remain there during school hours.
2. Driving is a privilege, not a right. Do not abuse this privilege. It is within the school's jurisdiction to have students leave their cars or motorcycles at home if the privilege is abused.

## **Principal's Honor Roll**

1. Students have an opportunity to be recognized at the end of each grading period through the Principal's Honor Roll.
2. The Principal's Honor Roll is posted on the bulletin board in the main hall.
3. Students must be enrolled in five classes to be considered for the Honor Roll.
4. The Honor Roll will be calculated at the end of each nine-week grading period.
5. On a 4-point system, the Principal's Honor Roll will be a 3.5 or above average. An Honorable Mention list will be 3.0 to 3.49.

## **Valedictorian and Salutatorian**

In order to qualify for the award of Valedictorian and Salutatorian at Creede High School, a student must have attended CHS for his or her entire Senior year.

In addition,

1. At the end of the senior year, seniors' grade point average will be weighted based on classes taken. Weighted courses:
  - Calculus
  - Physics
  - Chemistry
  - AP courses or Honors courses
  - Dual credit coursed (for high school and college credit)
  - Communications I and II (ENG 101 and 102)

### **Grading System**

1. A = 100 - 93; B = 92 - 85; C = 84 - 77; D = 76 - 69; F = Below 69.
2. An incomplete grade must be removed within two weeks following the grading period or it automatically becomes an "F" (Failure).
3. Teacher Assistant grades will be "S" for Satisfactory or "U" for Unsatisfactory. "+" (plus) and "-" (minus) may be used for quarter grades, but not for semester grades. Therefore, they will not be figured in the grade point average.

Students wishing to serve as Teacher Assistants must be juniors or seniors and carry a minimum 2.8 grade point average during the previous semester. Teacher Assistants receive 1/8 credit per semester.

### **Honor Society**

1. Sophomores, juniors, and seniors are eligible for nomination into Creede's chapter of the National Honor Society.
2. To qualify for membership, one must have a 3.2 accumulative grade point average, demonstrate leadership ability, good character, and be accepted by a faculty selection committee. Candidates will be notified of application following the end of the first semester.

### **Graduation Requirements**

<b><u>Subject</u></b>	<b><u>Credit</u></b>
English	4
Social Studies	3
Science	2
Math	3
Business Education	1
Physical Education	1
Core Electives	2
General Electives	<u>10</u>
<b>Total</b>	<b>26</b>

1. Social Studies must include one year of American Government.
2. Core Electives must consist of courses in Social Studies, Math, Science, Foreign Language, or English.

3. General Electives may consist of courses in any subject area.

### **Physical Education Credit for Athletics**

Students participating in interscholastic athletics (i.e., cross country, volleyball, basketball, wrestling, and track) can earn  $\frac{1}{4}$  credit for successful completion of each season. A maximum of ten days can be missed--for any reason--and still receive credit. Seniors who are injured during the season will be allowed to appeal to the administration for a waiver. Cheerleaders may also receive  $\frac{1}{4}$  credit. Cheerleading season runs through both volleyball and basketball. Coaches must verify that the season was completed successfully and no more than ten days were missed. A combined total of one physical education credit can be earned. Varsity athletic credits can only be applied to the Physical Education requirement. Only participation in Creede High School athletics can be used. Once 1.0 credit of physical education has been earned, no other credit is given for athletics. If a physical education class is taken (assuming 1.0 credit), no credit is given for athletics. These credits may be used for graduation if necessary, but not for early graduation.

PE uniforms are required. Uniforms are purchased at the price of \$19.00. Students are required to pay half, \$9.50.

### **Interscholastic Sports**

The interscholastic athletic program of this district will be considered as an extracurricular part of the total school program. All students are encouraged to participate in some type of interscholastic activity.

The purposes of 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 dignity.

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 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. At the varsity level, the emphasis will be on winning the contest.
5. Parents of participants will be required to either designate in writing their insurance carrier or 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/High School.
7. All athletes must have proof of a sport physical and sign the Athlete's Contract before the first practice.

## **Athletic Association and Leagues**

Creede High School is a member of the Southern Peaks Activities Association and the Colorado High School Athletic Association. Creede High School competes in the Southern Peaks league.

## **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 a written documentation of the physical, insurance information and parental consent to the principal prior to a student participating in any practice.

## **Eligibility**

1. All students 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 into the office on Monday morning. The athlete must be passing all classes in order to be eligible. Ineligible athletes may practice however, will not be allowed to play in any contest that week, Monday through Saturday. If an athlete is ineligible for three weeks, during the season, the athlete will be removed from the team. Grades may not be changed after they are turned into the office unless a teacher has made a mistake in calculation. Participation in any extracurricular activity depends on eligibility. Students may participate in social events regardless of eligibility.
3. To participate in interscholastic sports, a student must be covered by school accident insurance or produce evidence of other insurance.
4. Academics are the primary concern of this school. It is for this reason that anyone missing the afternoon session of school, defined as periods 5, 6, and 7, or 1:00 - 4:00, will forfeit participation in that day's practice and/or contest. However, an absence on a Thursday will not affect eligibility for Friday or Saturday contests.

## **Dances**

1. All dances at Creede Middle/High School will be closed. This means that once inside the building, students and guests who leave will not be permitted to reenter.
2. All school rules apply to these functions. Sponsors have the right to remove students who violate any school rule or regulation.
3. Prom is a high school dance. Junior high students will not be invited to the dance or the banquet. If a Creede student would like to invite a guest from another school, he or she must obtain a Guest Pass and have the signed form into the office before the night of the Prom. No guests over 20 years of age will be allowed.

## **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 a meeting or other activity 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 form **must** accompany all medications to be administered. The medication must be brought to school in a container appropriately labeled by the pharmacy or physician.

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

### **Athlete 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 Jr./Sr. 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.

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

Damaging school property is considered a serious offense. The offender will pay for the expense of repairs and replacement. Intentional destruction may result in criminal charges being filed against the guilty person or persons, and the student may be suspended.

### **Student Conduct in School Vehicles**

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

Students who violate school vehicle rules will not be allowed to ride in school vehicles.

The following are general rules for riding the in school vehicles:

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 a safe manner while waiting for the vehicle.
3. The driver is in full charge of the vehicle 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 laughing 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 vehicle clean. Students must refrain from throwing objects out of the window. Students may be required to clean the vehicle 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 vehicle is in motion. Students are not to turn around in their seats while the vehicle is in motion.
10. No personal radios or audio players, including iPods or other mp3 players or CD players are allowed on the bus unless they are equipped with individual headphones. If the bus is equipped with a radio, it is to be controlled by the driver at his/her discretion.

***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 SCHOOL DISTRICT 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 118 of the Colorado Revised Statutes.

- b. Counseling Program - a program which may include, but it not limited to, referral to other agencies, alternative instruction, and therapy. Creede City Police and/or 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 reference 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 are made aware of counseling and/or referral services that will make it possible to 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.

<b>DRUG AND ALCOHOL USE BY STUDENTS</b>	<b>POLICY JICH</b>
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Creede School District shall promote a healthy environment for students by providing education, support and decision-making skills in regard to alcohol, drugs and other controlled substances and their abuse. In order to accomplish this goal, a cooperative effort must be made among the schools, parents/guardians, community and its agencies.

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

For purposes of this policy, controlled substances include but are not limited to narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, any 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 which may include suspension and/or expulsion from school and referral for prosecution. 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 cooperate actively with law enforcement, social services or other agencies and organizations, parents and any other recognized community resources committed to reducing the incidents of illegal use of drugs and alcohol by school-aged youths.

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

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

The district shall provide all students and parents/guardians 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.

<b>STUDENTS IN EXTRACURRICULAR SETTINGS</b>
<b>(DRUG, ALCOHOL, AND TOBACCO USE) POLICY JICH-E</b>

The Board recognizes that students involved in extracurricular activities are representatives of our school system. Students involved in extracurricular activities are scrutinized by the public, become role models for young children, as well as peers, and are ambassadors of our community. As members of a school organization which functions during non-instructional time, students take on a special responsibility to conduct themselves in an exemplary manner.

Consequently, it shall be a violation of district policy for any student involved in extracurricular activities to possess, use, sell, distribute or procure or to be under the influence of alcohol, drugs, tobacco or other controlled substances. This policy is in effect both on and off school property. The time period of this policy is in effect from the first day of practice or the beginning of the season—whichever is earliest.

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.

Any student possessing, using, selling, distributing, or procuring alcohol, drugs, tobacco, or other controlled substances on or off school property will be in violation of this policy.

Since students have a choice in whether or not to attend or participate in extracurricular activities, the school district has more flexibility in disciplining alcohol/drug/tobacco policy offenders and their nonparticipation/nonattendance in all extracurricular activities. Extracurricular activities include all athletics, games, 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 the school.

The following disciplinary procedures will apply to students who violate alcohol/drug/tobacco policies in terms of competing or practicing in all extracurricular activities.

- a. First time violators will be suspended from competing or practicing in all extracurricular activities for a period encompassing 36 school days from the date of the violation or the remainder of the season—whichever is greatest. In addition, students may not compete or practice in any weekend extracurricular activities during this 36-day activities suspension. Violators are not to attend practices—even as observers. Violators must leave school promptly following the dismissal bell unless prior arrangements have been made with the principal. The suspension may continue into the following school year. Students, under suspension, may still attend functions as a spectator.
  1. Administration may shorten suspension by half if first-time violator voluntary enrolls in a district approved intervention program, costs of which will be borne by student. Frequent reports from the intervention program must be satisfactory. Unsatisfactory reports will be cause for full extra-curricular suspension.
- b. Should the participant become involved in a second violation, the student will be removed from *all* extracurricular competition and practice for 144 school days from the date of the infraction. The suspension may continue into the following school year. Counseling may be a requirement preceding readmission into extracurricular activities.
- c. 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.
- d. Sponsors, advisors, and coaches must report any and all alcohol/drug/tobacco policy infractions to the principal no later than the first regular school day following the incident.

All reports of illegal alcohol/drug/tobacco use or violation of the extracurricular expectation shall be handled in the following manner:

- Any and all reports of the violation must be reported to and will be investigated by the building principal;
- The building principal shall inform the superintendent, or his designee;
- The report and the results of the investigation will be presented to the superintendent;
- The superintendent or designee will take appropriate action consistent with due process; and,
- No person shall be subjected to any adverse treatment for having made a complaint of a violation of the drug-free policy.

Any person who knowingly files false charges against a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action.

Attendance or participation in an extracurricular activity, event, or organization sanctioned by the school is a privilege, not a right. This privilege will be taken away if this policy is violated.

<b>DRUG AND ALCOHOL USE BY STUDENTS</b>	<b>POLICY JICH-R</b>
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In accordance with the accompanying policy, the following procedures are established for disciplining students for drug-, alcohol-, or tobacco-related misconduct.

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

### **Use**

1. When a student is suspected of use, the person having the suspicion should notify the principal or his designee. Notification must include reasons for such suspicion (observed use, unusual behavior, etc.). The principal or his 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 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/tobacco, 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 will remain under observation.

### **Possession**

Students who possess alcohol, drugs, tobacco, 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 designee immediately.
2. A staff member who has reasonable cause to believe that a student possesses alcohol, tobacco, any controlled substance or drug-containing paraphernalia in violation of Board policy will request that the student accompany him to the principal or his designee. If the student refuses, the staff member will notify the principal or his designee immediately.
3. The principal or his 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 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 designee. The evidence then will be placed in the school safe.
5. The principal or his designee will call appropriate law enforcement officials in each instance of possession or sale of controlled substances by a student. A mutual decision will be made as to retention of the contraband by the school or testing by the authorities.
6. When there is evidence of a student possessing illegal drugs, the student will be suspended and his parent/guardian notified.

#### **First offense**

1. A first-time violation is determined when the offender is a first-time offender and generally has a satisfactory record of conduct and attendance.
2. The violator will be assigned a minimum of one day and up to five days in-school suspension.
3. 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.

#### **Subsequent offense**

1. Subsequent violations are determined when the offender is a repeat offender regardless of his record of conduct and attendance. Violations will be accumulated from year to year.
2. The violator will be suspended for up to 10 school days during which time a counseling program will be developed. At a minimum, however, a five-day out-of-school suspension will be imposed.
3. The parents or guardian and the student are expected to cooperate fully with any maintenance/prevention program developed by the school's administration. Evidence of their participation in such program will be requested at the time the student is readmitted. Students and parents are granted the right to appeal disciplinary procedures.

#### **Distribution**

Students, who sell, give or exchange drugs, alcohol, tobacco, or 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, tobacco, 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 designee. If the student refuses, the staff member will notify the principal or his designee immediately.
2. The principal or his 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 expelled.

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

### **C. SEARCHES**

According to the United States Supreme Court, a search of a student will be justified at its inception where there are reasonable grounds for suspecting that the search will uncover evidence that the student has been or is violating the law or the rules of the school. School officials do not need to establish *probable cause* to justify the search of a student on school grounds, school busses, and at school events; reasonable suspicion of a violation is sufficient.

Reasonable Suspicion Standard:

1. A criminal law or school rule has been violated or is being violated.
2. A particular student or group of students has committed a criminal law or school rule violation.
3. The suspected criminal law or school rule violation is of a kind for which there may be physical evidence; and
4. The sought-after evidence would be found in a particular place associated with the student(s) suspected of committing a criminal law or school rule violation.

### **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 backpack;
- 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, jacket, or shoes 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.

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

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

## **MOTOR VEHICLE SEARCHES**

Car searches on school property are permissible in certain circumstances. A student's car brought on school property is subject to no greater protection than a student's purse or book bag, and thus, may be subject to a search conducted by school officials, provided, of course, that the facts meet the reasonable suspicion standard.

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

## **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 this 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.

## **STUDENT INTERROGATIONS, SEARCHES & ARRESTS POLICY JIH**

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

### **Searches conducted by school personnel**

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

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

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

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

### **Definitions**

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

### **Search of School Property**

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

Students shall assume full responsibility for the security of their lockers and/or other storage

areas in the manner approved by the administration. Students shall be responsible for whatever is contained in desks and lockers assigned to them by the school.

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

### **Search of the Student's Person**

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

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

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

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

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

### **Seizure of items**

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

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

### **Appeals**

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

## **Law Enforcement Officers' Involvement**

### **Search and seizure**

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

When law enforcement officers respond to such a request, no school employee shall assist or

otherwise participate in the search unless under the direct order of the law enforcement officer.

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

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

### **Interrogation**

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

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

### **Custody and/or Arrest**

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

<b>PARKING LOT SEARCHES</b>	<b>POLICY JIHB</b>
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The privilege of bringing a student-operated motor vehicle on to school premises is conditioned on consent by the student driver to allow search of the vehicle when there is reasonable suspicion that the search will yield evidence of contraband.

Refusal by a student, parent or guardian, or owner of the vehicle to allow access to a motor vehicle on school premises at the time of a request to search the vehicle shall be cause for termination without further hearing of the privilege of bringing the vehicle on to school premises.

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

## **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 district has 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.

- 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. 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 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 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 and 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 Responsibilities" Section J, Board Policy Manual, Creede Consolidated School District #1. 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 DISCIPLINE**

## **POLICY JK**

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

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

The Board in accordance with state law has adopted a written student conduct and discipline code based upon the principle that every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority. The code also emphasizes that certain

behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action.

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

### **Immunity for enforcement of discipline code**

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

A teacher or any other person acting in good faith and in compliance with the discipline code adopted by the Board shall be immune from 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.

### **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.

"Disciplinary information" is intended to include only that information of a serious nature that is not otherwise available to teachers and counselors as part of the education records maintained on students or other reports of disciplinary actions. It is appropriate for instructional staff members to request disciplinary information from the principal or designee on students in their classrooms if there is concern that the student poses a threat to the safety of other students or school officials.

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 administrative regulations which accompany this policy.

### **Disciplinary information to victims and witnesses**

Disciplinary information may be provided to a victimized student to the extent such disclosure relates to the results of any investigation or disciplinary action taken against the alleged student perpetrator. Such disclosure must be specifically and discreetly targeted to reach only the victim and his or her parents and must be made contemporaneously with the completion of the investigation and/or disciplinary action taken.

The district may share factual information regarding a behavior incident with parents of victims and witnesses as long as the disclosure does not indicate whether the perpetrator was found to

be at fault or whether the perpetrator received any disciplinary consequences of the behavior.

### **Remedial discipline plans**

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

### **Discipline of habitually disruptive students**

Students who have been suspended three times for causing a material and substantial disruption in the classroom, on school grounds, in school vehicles or at school activities or events during the school year shall be declared habitually disruptive students. Expulsion is mandatory for habitually disruptive students. Any student enrolled in the district's schools may be subject to being declared an habitually disruptive student.

### **Discipline of special education students**

Appropriate discipline for special education students shall be in accordance with the student's individual education plan (IEP), any behavior intervention plan and policy JK\*-2, Discipline of Students with Disabilities. In order to comply with all state and federal laws, the special education director shall be contacted prior to the use of any disciplinary measure which is not authorized by the student's IEP or behavior intervention plan.

### **Distribution of conduct and 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.

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

<b>STUDENT DISCIPLINE</b>	<b>POLICY JK-R</b>
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### **Disciplinary Information**

Open communication between principals and the professional staff is essential to accomplish the educational mission of the district. It is recognized that principals have access to information about individual students that may not be otherwise available to others because this information is not recorded as part of the student's education record. To assure that information is shared with the professional staff that may be important to understanding the particular needs of individual students and any potential risk that a student might pose to the safety or welfare of others, state law requires that the principal take steps to communicate this information to teachers and counselors who have direct contact with the student.

In addition, to make sure that the information communicated is accurate, state law gives students and parents/guardians the right to challenge disciplinary information.

Whenever the principal or designee determines that disciplinary information as defined in Board policy must be communicated to a teacher or counselor, the following steps will be followed:

1. The principal will prepare a brief written statement which sets forth the information to be communicated to a teacher or counselor pertaining to an individual student. If disciplinary information regarding a disabled student is transmitted, the current IEP must also be included. The statement will indicate it is a confidential document. The source of the information will be noted, if applicable.
2. The principal will communicate the information in the statement to the teacher or counselor by providing a copy of the statement. Alternatively, the principal/designee may wait until the student/parent/guardian has had a chance to challenge the content of the statement before communicating the statement to any teachers or counselors. The teacher/counselor and principal/ designee may discuss the information in the statement. The principal/designee will record the names of all individuals who are given a copy of the statement.
3. A copy of the written statement will be provided to the student and the student's parent or guardian. However, if a student is 18 years old or older, the student may inspect his or her own records and his written permission will be necessary in order for the parents or guardian to receive them. Such student 18 years old or older will be known as an eligible student.
4. The principal/designee will take steps to see that the parent/guardian of a student under 17 years of age receives a copy of the statement, either by mailing a copy directly to them and/or alerting them to the fact that the statement has been sent to them, either by sending it home with their child or in the mail.
5. The written statement will indicate that the student and/or parent/guardian may challenge the accuracy of the disciplinary information on the basis that it is inaccurate, false or misleading unless the statement is solely a summary of an incident for which the student and parent/guardian has already been afforded a due process hearing prior to imposition of school discipline. In that case, the challenge procedures do not apply.

## **Challenges**

The following procedures apply when an interested person challenges the statement of disciplinary information:

### Step 1

A Step 1 review will be requested in writing within seven days after receipt by the parent/guardian of the written statement. If the interested persons fail to file an intent to challenge within seven days after receiving a copy of the statement, the statement will stand as written and there will be no further opportunity to challenge that particular statement. If the parent/student challenges any part of the statement, the principal should review the part of the statement being challenged and may, by mutual agreement with the person making the challenge, destroy, delete or add the information in question.

### Step 2

If the principal does not agree to change the written statement as requested during the Step 1 review, the parent/student may request an informal hearing with the superintendent within 10 days after the principal's decision not to change the written statement. This request must be in writing and will state the reasons for the request. The principal may file a written response to the parent's request for a Step 2 review to be considered by the superintendent. The superintendent will make a decision within 10 school days after receiving the request for Step 2 review. The superintendent may take whatever steps necessary to make a determination about the content of the statement, including discussing the matter with the parent/guardian and/or principal and making independent inquiries to determine the veracity of the statement.

The superintendent may decide that the statement should be revised in accordance with the parent/guardian position or may decide to uphold the principal's statement as accurate. The superintendent's decision is final.

If the superintendent decides that the statement should be revised, then that statement may be communicated to teachers/counselors during the school year without any further challenge. If the statement had been communicated prior to the conclusion of the challenge, and changes were made to the statement, the principal/designee will see that all those who received the original statement are provided a copy of the revised statement.

Any teacher or counselor who receives a statement containing disciplinary information will maintain the confidentiality of the information and will not communicate the information to any other person. A violation of this provision will result in appropriate disciplinary action.

### **Remedial Discipline Plans**

1. The principal may develop a plan for any student who causes a material and substantial disruption in the classroom, on school grounds, in school vehicles or at school activities or events. The goal of the remedial plan shall be to address the student's disruptive behavior and educational needs while keeping the child in school.
2. To develop the plan, the principal will arrange for a meeting with the student, the student's parent/guardian and any members of the staff whom the principal believes should attend.
3. The purpose of the meeting will be to address the reasons for the student's disruptive behavior and cooperatively to establish goals, objectives and timeliness to modify such behavior. A written plan will be prepared which addresses the child's disruptive behavior, his or her educational needs and what steps are necessary to keep the child in school. The plan will include consequences if the student is disruptive in violation of the plan.
4. The plan may be written in the form of a contract which the student and the parent/guardian will sign and date.
5. The parent/guardian will be provided a copy of the remedial discipline plan and it will be placed in the student's cumulative file.

### **Habitually Disruptive Students**

A student will be declared "habitually disruptive" if he has been suspended three times during the course of the school year for causing a material and substantial disruption in the classroom, on school grounds or at school activities or events because of student behavior that was initiated, willful and overt.

1. The principal will inform the superintendent if a student is disruptive for the second time violation of his or her remedial discipline plan.
2. The student and the parent/guardian will be notified in writing of each suspension which counts toward declaring the student habitually disruptive. The student and parent/guardian will also be notified in writing and by telephone or other oral communication of the definition of "habitually disruptive student" and the mandatory expulsion of such students.
3. District procedures for expulsion will be initiated when the student is suspended for the third

time. The period of suspension will be extended, if necessary, to conduct an expulsion proceeding.

**Parents Should Keep This Copy of the Drug Policy for Future Reference**

**BELL SCHEDULE**  
**Creede Middle/High School**  
**2011 – 2012**

Home Room .....	8:00 - 8:25
Period 1 .....	8:28 - 9:25
Period 2 .....	9:28 - 10:25
Period 3 .....	10:28 - 11:25
Period 4 .....	11:28 - 12:25
Lunch .....	12:28 – 1:00
Period 5 .....	1:03 - 2:00
Period 6 .....	2:03 - 3:00
Period 7 .....	3:03 - 4:00

**PEP RALLY BELL SCHEDULE**  
**Creede Middle/High School**  
**2011 – 2012**

Home Room .....	8:00 - 8:25
Period 1 .....	8:28 - 9:25
Period 2 .....	9:28 - 10:25
Period 3 .....	10:28 - 11:25
Period 4 .....	11:28 - 12:25
Lunch .....	12:28 - 1:00
Period 5 .....	1:03 – 1:50
Period 6 .....	1:53 - 2:40
Period 7 .....	2:43 - 3:30

**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.

## Discipline Matrix

## Class Schedule

## School Calendar

**SPONSORS AND ADVISORS**  
**CREEDE MIDDLE/HIGH SCHOOL**  
**2011 - 2012**

Sixth Grade:	Mrs. La Zier
Seventh Grade:	Mr. Beltrame
Eighth Grade:	Mrs. Carpenter
Ninth Grade:	Mr. Brink
Tenth Grade:	Mrs. Hess
Eleventh Grade:	Ms. Wall
Twelfth Grade:	Mrs. Fairchild
Student Council:	Mr. Stroh
High School Knowledge Bowl:	Mr. Beltrame
Junior High Knowledge Bowl:	Mr. Brink
National Honor Society:	Mrs. La Zier
FBLA	Mrs. Carpenter
SADD	Mrs. Fairchild, Ms. Wall
Allies for the Arts	Mrs. Hess

## Governor letter

## Governor Letter

## Governor letter

## **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 has 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 identify 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, has 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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