

# **MISSION STATEMENT**

The mission of Sierra Grande School is to educate all students in a safe environment so that they can acquire the skills necessary to participate knowledgeably, successfully, and with understanding in the world.

# **WELCOME TO STUDENTS**

The Faculty, Staff, and Administration of Sierra Grande Middle/High School welcome you to what we sincerely hope will be an exciting and rewarding school year. This handbook is intended to be an informational source for students and their parents. Its purpose is to prevent misunderstandings that could lead to needless confrontations. However, we caution you that this handbook is intended as a guide, and it is not all-inclusive.

The primary goal of the Sierra Grande Middle/High School is to foster a stimulating learning environment for every student. It is the responsibility of staff, students, and parents to work cooperatively to help create an environment that will assure a quality educational program for all students. Please review this handbook carefully. A thorough review of these guidelines can help you avoid the excuse of "I didn't know that was a rule." As a Sierra Grande Middle/High School student, you are encouraged to approach your education efforts with energy and enthusiasm since you will get out of your school experience only what you put into it. Remember, your future is in your hands! Sierra Grande is an important step in the stairway to your future, academic career goals, and success. Set your goals high, and pursue those goals with integrity. Remember, there are no shortcuts to achieving educational excellence.

# WELCOME TO PARENTS

We are looking forward to working closely with you and your child. We want to encourage your participation in your child's education. It is a fact that parent participation in schools has a positive effect on a child's education.

## STUDENT RIGHTS AND RESPONSIBILITIES

The rights and responsibilities set forth below in no way diminish the legal authority of school officials and the Board of Education to manage disruptive students in accordance with District Policy and Colorado State Law.

### DUE PROCESS RIGHTS:

No student shall be deprived of life, liberty, or property, or the right to an education without due process of law as guaranteed by the 14th Amendment to the United States Constitution.

Due process means fundamental fairness. To ensure such fairness, a rule must be fair, apply equally to all, and be enforced fairly.

### STUDENT RESPONSIBILITIES:

- ★ Attend school regularly
- ★ Be on time for all classes
- ★ Complete all academic work as assigned
- ★ Bring appropriate tools to class
- ★ Obey school rules and state and federal laws
- ★ Respect the rights of others
- ★ Accept accountability for actions
- ★ Use appropriate language
- ★ Respect school property
- ★ Dress appropriately for school and abide by the rules of modesty, safety, and cleanliness

## **STUDENT RIGHTS:**

- ★ A free, appropriate education
- ★ Due process of law in cases of expulsion
- ★ Freedom of speech, but not disrespectful to others, foul language
- ★ Free association
- ★ Equal protection
- ★ Petitioning of grievances
- ★ Attendance at a safe and drug-free school, without being discriminated against

## **STUDENT PRIVILEGES:**

The following are NOT student rights—and can be taken away

- ★ Participation in school activities; including but not limited to field trips, parties, parades, programs, and clubs
- ★ Graduation exercises
- ★ Participation in after-school activities, including but not limited to athletics, academic competitions, dances, etc.
- ★ Possession of a locker
- ★ Use of technology devices including, but not limited to the use of a cell phone
- ★ Eating in the cafeteria
- ★ Riding a school bus
- ★ Parking privileges

# **ACADEMICS**

## **GRADES**

Grades are reported to students and parent in the following ways

- Infinite Campus - updated by teachers weekly.
- Progress Reports - issued midway through the quarter.
- Report Cards - issued each nine weeks.
- Semester Grades - recorded on transcripts.

## **GRADING SCALE**

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

## **HOMEWORK/TUTORING PROGRAM**

Students earn grades based on their achievements. Students in grades 6th-12th carrying an “F” at any time during the quarter or semester are mandated to stay after school until 4:30 and work at bringing their grades up. Students will participate in the homework/tutoring program until they have earned a passing grade. Teachers will be available to assist you in bringing your grade(s) up. Students with more than one F and needing assistance from several teachers are mandated to meet with those teachers on different days. A schedule will be provided to you by the guidance counselor. Students who ride the bus are not exempt from this rule and will notify their parent/guardian and plan accordingly. Parents may seek a waiver due to transportation but must meet with the counselor, teacher, and principal to establish a plan for lifting the student’s grades to passing. The superintendent must approve the plan before a waiver will be granted. The plan can be canceled at any time should the student fail to meet the expectations outlined in the plan. Students will receive a notice each Monday who is mandated to attend the homework/tutoring sessions on Tuesday through Thursday. Students participating in extracurricular activities such as sports, clubs, and school-sanctioned activities will not participate in planned activities until grades are sufficient (see eligibility). Midway through each nine weeks, all students will receive progress reports. Individual weekly progress reports may be set up at the parent’s or teacher’s request. Parents can access their student’s information through the parent portal on the District website: <http://www.sierragrandeschool.net>.

## **PARENT-TEACHER CONFERENCES**

Parent conferences are scheduled during the first quarter and third quarter of the year. However, a parent conference can be arranged at any point during the school year at the request of the parent, teacher, or administration. Parents having concerns should use the following protocol, advancing to the next step only if the concern remains unresolved.

1. Contact Teacher
2. Contact Counselor
3. Contact Principal
4. Contact Superintendent
5. Contact Board of Education

Records of a child's academic progress are available for view by the parents. A copy of the Family Education Rights and Privacy Act, as well as Colorado School Law, is on file in the school office. These documents address certain rights related to student educational records.

## **FINALS**

The following applies to High School Only

- At the end of each semester, students must take a mandatory final in each of their classes.
- Students may not take the midterms/finals early unless excused by the principal.
- Students who have an "A" (in all classes), a maximum of 3 excused absences, and a maximum of 1 tardy may be exempt from the midterms/finals.
- Students, who have a "B" ("A" in all other classes), and a maximum of 1 tardy with perfect attendance, may be exempt from the midterms/finals. They may take the final if they wish to raise their cumulative grade for the class.

## **ACADEMIC HONORS:**

Students will be recognized for their academic achievement by being placed on one of the following honor rolls according to their grade point average:

Scholastic Honor Roll:	3.0-3.499 GPA
Principal's Honor Roll:	3.5-3.999 GPA
Superintendent's Honor Roll:	4.0-5.000 GPA

## **GRADUATION HONORS**

Graduation Honors awarded to students will follow the following criteria beginning 2021:

Graduating with High Honors: Cumulative GPA of 3.75-4.00

Graduating with Highest Honors: Cumulative GPA above a 4.00

## **GRADUATION REQUIREMENTS**

In pursuit of its mission to ensure that all students reach their learning potential and are prepared for postsecondary and career opportunities, the Board of Education has established the following graduation requirements for students entering the ninth grade in the 2017-2018 School Year and each ninth-grade class thereafter.

## **STATE AND DISTRICT CONTENT STANDARDS**

All students must meet or exceed state and district academic content standards prior to becoming eligible to graduate or complete the requirements and goals listed on a student's Individualized Education Plan (IEP), which may include modified academic content standards.

Graduation from high school is a culminating event that results from the foundations built at the elementary and middle levels. Graduation is a collaborative effort among levels in a student's public school career. Each level of school and each staff member or parent/guardian who instructs or counsels a student shares responsibility for the ultimate ability of that student to demonstrate proficiency in the content standards and to meet the expectations for graduation.

Beginning the School Year 2017-2018 students in grade nine are subject to pathways for graduation that include the pursuit of either a college and career ready diploma or a comprehensive diploma

signifying their achievement in course work attained while a student at Sierra Grande High School.

While all students are eligible to participate in course work that aligns with the completion and attainment of a college and career ready diploma, the Board of education has approved units of credit and criteria established to attain a comprehensive diploma for students choosing to complete the obligated course requirements therein.

## **COLLEGE AND CAREER READINESS**

The Colorado State Board of Education has adopted state graduation guidelines that identify college and career readiness measures in English and Mathematics. The Sierra Grande Board of Education has selected measures from the state graduation guidelines to prove college and career readiness. The following assessments in the areas of English and Mathematics have been approved and adopted by the Board of Education for the use of determining eligibility to receive a College and Career Ready Diploma.

### ***English***

Students must complete at least one of the following measures and meet or exceed the measure's corresponding cut score or criteria to demonstrate college and career readiness in English.

Qualifying Minimum Scores for College and Career Readiness in English:		
Measure	Criteria	Score
Accuplacer	Reading Comprehension	62
ACT Assessment	English	18
Armed Services	Score at least 31 on the AFQT	31st percentile

Vocational Aptitude Battery (ASVAB)		
SAT Assessment	English	470
Advanced Placement (AP)	Any district approved course that demonstrates English readiness	Grade of C
College Course	Any district approved course that demonstrates English readiness	Grade of C

### ***Math***

Students must complete at least one of the following measures and meet the measure's corresponding cut score or criteria to demonstrate college and career readiness in Math.

Qualifying Minimum Scores for College and Career Readiness in Math:		
Measure	Criteria	Score
Accuplacer	Elementary Math	61
ACT Assessment	Math	19
Armed Services Vocational Aptitude Battery (ASVAB)	Score of at least 31 on the AFQT	31st percentile

SAT Assessment	MATH	500
Advanced Placement (AP)	Any district approved course that demonstrates Mathematics readiness	Grade of C
College Course	Any district approved course that demonstrates Mathematics readiness	Grade of C

## **SCHOOL DISTRICT DIPLOMA CRITERIA**

The Board of Education has approved the following courses and credit criteria for certification of a College and Career Ready or Comprehensive Ready Diploma. The superintendent or board-appointed designee will ensure that board policies concerning district diplomas are adopted and followed. Subject area and class changes will be approved and adopted by the Board of Education as a change to district policy.

A total of 28 credits and the completion of one of the aforementioned state-accepted assessments in English and Mathematics are required to earn College and Career Ready Diploma. A total of 26 credits are required to earn a Comprehensive Ready Diploma. The Board of Education has approved the following courses and assigned credits for completion in each subject area. The superintendent or board-appointed designee will certify the completion of courses and make status recommendations to the Board of Education.

### **College Ready Requirements**

### **Comprehensive Requirements**

4 Credits of English/  
Communication Arts

- ELA 9
- ELA 10
- ELA 11

4 Credits of English/  
Communication Arts

- ELA 9
- ELA 10
- ELA 11

ELA 12

4 Credits of Mathematics

- Algebra 1
- Geometry
- Algebra 2
- Algebra-Based Math Elective

4 Credits of Science

- 1 Biology
- 1 Chemistry
- 1 Physical Science
- 1 Physics
- 1 Anatomy/Physiology

4 Credits of Social Studies

- World Civilization
- Geography (1/2 credit)
- Economics (1/2 credit)
- American History
- American Government

2 Credits of Foreign Language

- Spanish I
- Spanish II

1 Credit Health/Physical Education

- \* Participation in 2 HS sports will satisfy

9 Credits of Electives

Capstone Project P/F

- Two-year completion

ICAP P /F  
(Individual Career & Academic Plan)

ELA 12

4 Credits of Mathematics

- Algebra 1
- Geometry
- 2 General Math Electives

4 Credits of Science

- 1 Biology
- 1 Chemistry
- 1 Physical Science
- 1 Physics
- 1 Anatomy/Physiology

4 Credits of Social Studies

- World Civilization
- Geography (1/2 credit)
- Economics (1/2 credit)
- American History
- American Government

2 Credits of Foreign Language

- Spanish I
- Spanish II

1 Credit Health/Physical Education

- \* Participation in 2 HS sports will satisfy

7 Credits of Electives

Capstone Project P/F

- Four-year completion

ICAP P /F  
(Individual Career & Academic Plan)

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Total: 28 Credits

Total: 26 Credits

## **DISTRICT CAPSTONE PROJECT**

Beginning School Year 2018-2019, the District Board of Education will implement the use of the Capstone Project as a means to certify graduation requirements for all future students entering high school. Students must complete the minimal Capstone requirements outlined within the Graduation Requirements Regulation IKF-R, and complete credit requirements of one of the Board-approved diplomas for graduation. The Board-approved Capstone Project shall consist of student project-based experiences that demonstrate academic and intellectual learning. All students seeking graduation and a diploma must complete the scope of the Capstone Project assigned under College and Career Status or Comprehensive Status qualifications, and board-approved regulations. The Capstone Project will include a student portfolio as a record of completion. The superintendent or board-approved designee will ensure that board-approved regulations concerning Capstone Projects are followed.

### **Credit from other institutions and home-based programs**

Students entering from outside the district must meet the district's course requirements. The principal or principal's designee must determine whether credit toward course requirements will be granted for courses taken outside the district.

### **District Content Standards**

All students must meet or exceed state and district academic content standards prior to becoming eligible to graduate or complete the requirements and goals as listed on a student's Individualized Education Program (IEP), which may include modified academic content standards.

Graduation from high school is a culminating event that results from the foundations built at the elementary and middle levels. Graduation is a collaborative effort among levels in a student's

public school career. Each level of school and each staff member or parent/guardian who instructs or counsels a student shares responsibility for the ultimate ability of that student to demonstrate proficiency in the content standards and to meet the expectations for graduation.

### **Concurrent Classes**

The Board of Education encourages students to participate in advanced placement classes as a means to further their success in higher education. Advanced classes are considered to be either concurrent or AP classes of 100 level or higher. Students completing a 100 level course or higher with a grade sufficient under policy will receive a weighted score for that class on their student transcript. In addition, weighted scores will be granted for students who transfer to Sierra Grande if such scores meet the criteria established in exhibit IKA-E. The Board of Education has approved a weight of 1.0 to be added to the student transcript and GPA average as reflected under policy exhibit IKA-E. Weighted grades will be added and GPA average as reflected under policy exhibit IKA-E. Weighted grades will be added and used in determining the student's total GPA average and academic honors awarded.

All college courses paid for by the school district will count towards a student's GPA. A college course in the same subject area can replace a core requirement towards graduation.

### **EXCEPTIONS TO THE BOARD'S REQUIRED MEASURES AND CUT SCORES/CRITERIA**

If a student has demonstrated college and career readiness by completing an assessment or other measure that is not included in this policy but is included in the state graduation guidelines, the superintendent or board approved designee may determine that such assessment or other measure is acceptable and meets the district's graduation requirements for college and career ready diploma.

## **EARLY GRADUATION**

The Board of Education believes that most students benefit from four years of high school experience and are encouraged not to graduate early. However, in some cases, students are ready for postsecondary education or other opportunities at an earlier age. Therefore, the secondary principal may grant permission to students wishing to graduate early, provided the student has met all district graduation requirements in accordance with this policy.

## **CONCURRENT ENROLLMENT PROGRAM**

Any student who desires to enroll in the postsecondary concurrent enrollment program needs to contact the guidance counselor to obtain the application to enroll in college courses.

# **ATHLETICS AND EXTRACURRICULAR ACTIVITIES**

## **LEAGUE INFORMATION**

Sierra Grande High School is a member of the Southern Peaks Athletic League. Member schools include Sierra Grande, Mountain Valley/Moffat, Creede, Lake City, Antonito, Center, Crested Butte, Del Norte, Sanford, Sangre de Cristo, Sargent, and Centennial. In addition, Fisher's Peak and West Central League Schools include Primero, Aguilar, Cotopaxi, Custer County, and South Park, with which Sierra Grande regularly competes.

## **SPORTS**

Sports in which students may participate include football, wrestling, basketball, volleyball, track, and baseball. Students must attend practice no later than one week after the designated start of the sport season as set by CHSAA to be eligible to participate in the sanctioned sport. Students transferring into the district from another school after the designated CHSAA start date are not subject to this rule. They will have one week to determine whether they would like to participate. Students transferring from another school will not be able to participate in the CHSAA sanctioned sport if the transfer is three weeks after the CHSAA start date.

## **ACTIVITIES**

Extra-Curricular clubs include National Honor Society, Student Council, Sierra Grande School Community Service Organization (previously EPYCS), Academic Decathlon, Spanish Club, FBLA, Knowledge Bowl, Drama, and Skiing. Other extra-curricular activities (dances, parties, field trips, etc.) may be available to students throughout the school year. Activities are subject to these participation guidelines, including eligibility.

## **ELIGIBILITY**

Participation in extracurricular activities as a part of an educational program is a privilege, not a right. The eligibility status of all students participating in an extracurricular club, organization, field trip, or sport will be determined by the Activities Director each Tuesday morning. A student shall be eligible to represent Sierra Grande High School if the student meets the following requirements:

- a. The student is a bona fide member of the school.
- b. In the judgment of the principal, he/she is a representative of the school's ideals in matters of social conduct and sportsmanship.
- c. The student is enrolled full time ( high school only)
- d. The student has tested negative on the random urinalysis program
- e. The student is academically eligible as outlined below:
  1. Eligibility will be handled according to CHSAA and Sierra Grande Policy.
  2. If a student is ineligible three times during a season (or during a year for club activities), the student will be removed from the team or club. (Basketball is four times during a season due to extended length of season).
  3. Eligibility will be taken at 8:00 a.m. on Tuesday.
  4. The eligibility week runs from Wednesday-Tuesday.
  5. Academic Eligibility Requirements - students will be ineligible for the week for any one of the following:
    - i. Student received an "F" in any class
    - ii. Student received a "D" in three or more class

- iii. Student received a “D” four consecutive weeks in the same class
6. Ineligible students:
  - i. Are expected to contact the teacher and develop a plan to improve their grade.
  - ii. Are expected to attend HT
  - iii. Are expected to attend all practices
    - Students with an F must meet HT requirements before they can attend practice.
    - Coaches will be notified and may require proof of an action plan to improve student grades.
  - iv. Will not be allowed to participate in games, scrimmages, or competitions during period ineligibility.
  - v. Will not be allowed to travel with their team to games
  - vi. Will not be allowed to participate in field trips or other extracurricular activities during period ineligibility.
7. Any student whose specific educational plan states that academic modifications may be necessary for that student to pass general coursework will be allowed to have a D for an extended time and still remain eligible. Student educational plans are specific, therefore in such instances, eligibility will be reviewed on a case-by-case basis in accordance with the modifications of the specific plan for those students.
8. A Student may be ruled ineligible as a function of a disciplinary referral as well.

#### NOTES ON ELIGIBILITY:

\*\*Should a field trip, event, or activity be part of the student’s grade for any class, the teacher will provide an alternative assignment for the student to complete.

\*\*Behavioral Consequences, including but not limited to in-school detention and out-of-school suspension, will take precedence over extra-curricular and athletic events and/or practices. If a student is assigned to a disciplinary consequence, he/she will not be allowed

to attend any extra-curricular or athletic event that conflicts with the fulfillment of that consequence.

## **EXTRACURRICULAR CONTRACT**

All extra-curricular participants and their parents/guardians must sign an extracurricular/athletic contract, confirming agreement with these expectations before the student will be allowed to participate in any extracurricular/athletic activity, including meetings and practices.

## **PHYSICALS**

All student-athletes are required to take physical exams before their first practice session. Exams are required each year. Parents and students are responsible for scheduling physical exams.

## **RANDOM URINALYSIS TESTING PROGRAM:**

All students in Middle School and High School participating in ANY extra-curricular activity or program will be required to submit to random urinalysis testing based on a random selection on the day of testing. The extra-curricular contract covers more specific particulars regarding this process. This contract will be reviewed with students and parents at a meeting hosted by the Activities Director before participation in extracurricular activities.

# **COUNSELING PROGRAM / SERVICES**

The counseling program is designed to help students as they develop. All students, teachers, and parents have access to counseling services. A student or parent may request a private conference by contacting the school guidance counselor and scheduling an appointment in advance (except in cases of emergency). A student or parent may also participate in counseling services from Mental Health Services. Some concerns that can be addressed in the counseling office include forming and maintaining friendships, exploring careers, conflict management, and drug/alcohol addiction. Students cannot be tardy or miss class to

meet with the counselor unless a previous appointment has been scheduled.

## **ATTENDANCE**

Student success in school is directly related to regular attendance. Frequent absences can lead to poor academic work and a lack of social development. Excessive absences seriously disrupt the continuity in the learning process and social adaptation of students. In most situations, the school experience and work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades and develop habits that adequately prepare them for further learning at college or in the workforce.

When families are aware ahead of time that a student will be absent from school, a pre-arranged absence form must be turned in to the principal for approval. This form must first be filled out and signed by the parent, then by the student's teachers (with assignments that will be missed noted), and finally by the principal. This form must be turned in to the office by 4:00 p.m. before the date of absence. Students or their parents may pick up Absence forms in the district office. It is highly encouraged for students who miss school to attend after-school tutoring immediately following their absence.

### **EXCUSED ABSENCES**

Parental calls or notification of an excused absence(s) must occur within twenty-four hours of the absence. The following reasons are the **ONLY** reasons for which a student may be excused from school:

1. **Illness**—Parents may excuse their children by sending a written excuse or telephoning the school. If the child is absent for more than three days, a doctor's note or a parent call-back to the Attendance Officer explaining the extenuating circumstances will be required to admit the student back into school. This will be reviewed on a case-by-case basis. If a student becomes ill at school, it is the responsibility of the parent/guardian to provide transportation home.

2. **Educational Experience**—a parent may request an excuse for educational experience and/or travel.
3. **Emergencies**—Parents may call the Principal or the District Attendance Officer to request that an emergency absence be excused.
4. **Suspension/Expulsion**—suspension, expulsion, any form of denied admission
5. **Court Order**—when a student is in the custody of court or law enforcement authorities, a note from these authorities will be accepted to excuse the student.
6. **Bereavement**—students may be excused in the event of the death of an immediate family member. Immediate family members include parents, siblings, grandparents, and parents' siblings.

## **UNEXCUSED ABSENCES**

If a student's absence (or tardiness to school) does not fall under the above guidelines, the absence will be recorded as unexcused, or if the student leaves a class or school without permission of the teacher or administrator in charge, the student shall be considered truant. Unexcused absences are not allowed and will be issued for all other absences not covered in the Excused Absences section. Some examples of Unexcused Absences include, but are not limited to: helping at home, shopping, haircuts, missing the bus, car problems, truancy, babysitting, etc. For purposes of Colorado law, a student who is absent without an excuse for more than half the school day (four or more periods) will be considered truant and will be subject to the consequences listed for unexcused absences.

In addition to this school policy, Colorado law CRS 22-33-107 (5) (a) does not permit more than four (4) days of unexcused absences in one month or more than ten (10) days of unexcused absences in one year. Any child between the ages of six years as of August 1 in the current year and under 17 years who violates these limits will be considered "habitually truant." In accordance with this statute, the school district may begin court proceedings when these limits are reached.

If a student is too ill to come to school, the student is too ill to attend any scheduled practices or school events. If a student is not present the day of or the day before the weekend activity, without prior consent or a medical excuse, that student may not attend that school activity. If a student leaves school due to illness, the student may not return for practice or any scheduled event or activity. Sponsors of the activity will be notified of the student's leaving.

## **SCHOOL ACTIVITIES**

An absence due to a school-sponsored activity during school time will be counted as an excused school function. However, since participation in a school activity is a privilege, a student who will be missing classwork for such activities must arrange for all make-up work. Any assignments given before a scheduled event are due before a student leaves that day for the activity and any work turned in the next day will be considered late and the grade will reflect being late.

## **CONSEQUENCES FOR POOR ATTENDANCE**

Any student who accumulates ten absences (excused, unexcused, or any combination thereof) in any class in one semester will receive an automatic deduction of 10% academic points to the cumulative grade for that class. This essentially means that the letter grade will be lowered by one full letter grade. The district attendance officer shall send a written warning to the parent or guardian when the student accumulates five absences in any class. A written notice of loss of academic points will be sent to the parent or guardian immediately upon the 10th absence. The parent or guardian will have ten calendar days upon receiving the notice to appeal the grade percentage reduction in the classes missed. See the appeals process below.

If a student continues to accumulate absences, the grade reduction will be as follows:

10 absences = 10% reduction to final grade

15 absences = 15% reduction to final grade

20 absences = 20% reduction to final grade

\*This does not include absences due to attendance of school-sponsored functions.

## **APPEAL PROCESS**

Students/Parents have the right to appeal the grade reduction to the Superintendent. However, appeals must be in writing, with attached evidence showing just cause for the absences, and filed in the district office within ten (10) working days after receiving notice of final grade percentage reduction from the Superintendent.

The Superintendent will review all appeals and notify the student/parent within (30) working days whether a request for a waiver to the policy has been granted. If the student/parent does not submit an appeal to the Superintendent, then the grades will be final. The school district will no longer contact the student/parent concerning the matter. Students/Parents who have filed an appeal may appeal the Superintendent's final decision to the Board of Education within (10) working days after receiving notice.

Should an appeal be made to the Board of Education, parents will be notified in writing of the final decision concerning the appeal and grade reductions within thirty (30) working days of receiving the appeal. All decisions of the Board of Education concerning the matter are final.

## **INCENTIVES FOR GOOD ATTENDANCE**

The principal will establish goals and incentives for students that reward good attendance and will notify students of the goals and incentives/rewards at the beginning of the school year.

## **TARDINESS**

Definition of Tardy: entering the classroom after the bell has rung without a tardy slip from the main office or a note from the teacher of the previous period excusing the tardy.

Tardiness disrupts the learning process for all the children in a classroom, including the tardy student. The consequences for tardiness shall be as follows:

- More than six tardies in one quarter will require that the student serve one day in ISD (In-School Detention).
- Students who do not serve detention will have one day of out-of-school suspension.
- Tardy students will be required to go to the main office to get a tardy pass and will not be allowed to make up bell ringer assignments.

### **MISSING ASSIGNMENTS:**

It is the student's responsibility to arrange for make-up work when he/she misses class. Students will have one day for each day of an excused absence to make up work. Any work turned in after the due date will be subject to a deduction of the total points and percentage awarded for completing the assignment. It is the responsibility of the student to speak with the teacher concerning missing assignments and the teacher's responsibility to establish guidelines beforehand concerning missing assignments in their classroom.

### **MAKE-UP WORK**

It is the student's responsibility to arrange for make-up work when he/she misses class. Students will have one day for each day of an excused absence to make up work.

### **LATE WORK**

Any work turned in after the due date will be subject to a deduction of the total points and percentage awarded for completing the assignment. It is the responsibility of the student to speak with the teacher concerning missing assignments and the teacher's responsibility to establish guidelines beforehand concerning missing assignments in their classroom.

## **INCOMPLETE CLASSWORK**

Work not completed in class due to the student refusing to work may be required to be completed during after-school tutoring. However, acceptance of such work for credit will be at the teacher's discretion.

# **GENERAL INFORMATION**

## **ENROLLMENT/REGISTRATION:**

The following forms must be completed in full for enrollment:

- School Enrollment Form,
- Home Language Survey Form,
- Immunization Records and Health, Medical, Emergency Form.
- Any student participating in any extra-curricular activity, including dances must have on record a signed extra-curricular contract.
- Students must submit an up-to-date certificate of immunization or a valid exemption for health, religious, personal, or other reason as provided by law.

Students who do not submit these items will be suspended or expelled from school according to School Board Regulation JLCB-R.

## **SCHOOL SUPPLIES**

Teachers will provide a list of school supplies for each class. Each student should come to school with the necessary school supplies. Each student is responsible for getting bags, homework, books, instruments, writing utensils, art supplies, etc. to school as needed. The office and teachers will not allow students to call home for parents to bring in the necessary supplies. Students will not be allowed to go to the office during class time to pick up supplies that parents have left there. If the school and parents work together, students will learn to be responsible.

## **EMERGENCY FORM:**

Each student of Sierra Grande Middle/High School must have an updated emergency form on file. The school must always be informed of a work or emergency telephone or emergency number in the event a student becomes ill or is injured at school and requires the presence of their parent or guardian.

A student whose parent/guardian cannot be reached in case of an emergency, involving injury or illness, will be taken to an emergency room. The doctor on call will be used for emergency treatment. If necessary, an ambulance will be called to transport the injured or sick student. The parent or guardian will be responsible for all medical bills, including the doctor, hospital, or ambulance. Please remember to notify the school of any change of address or telephone number.

## **SCHOOL DAY AND BELL SCHEDULE:**

Sierra Grande Middle/High School is in Session from 7:45 a.m. to 4:00p.m Monday through Thursday.

BELL SCHEDULE	Middle School	High School
Period 1		
Period 2		
Period 3		
Period 4		
Lunch/Homeroom		
Period 5		
Period 6		
Period 7		

# **OTHER IMPORTANT INFORMATION**

## **ARTICLES PROHIBITED IN CLASSROOMS**

Problems can arise because some students bring articles to school which are hazardous to the safety of others or interfere in some way with school procedure. Such items include, but are not limited to unapproved electronic devices, curling irons, matches, lighters, balloons, etc. Please keep these items at home unless requested by a teacher. Since these items should not be on campus, the school will not be held responsible if they are lost or stolen. Should these items appear in the classrooms without permission of the teacher or at assemblies, teachers will confiscate them and give them to the principal. Students will have to contact the principal to arrange to have the items returned. If there is a second offense to the guideline for the same reason, the item will not be returned until there is a parent meeting with the principal. See Telephones & Electronic Devices for outlined consequences of the misuse of cell phones and other electronic devices.

Students are only allowed to bring backpacks to school. Once at school students will have to place their backpack in their locker and will only be allowed to use it again after school is over. This is for safety purposes.

## **TELEPHONES & ELECTRONIC DEVICES:**

### **CELL PHONES**

Cell phones may not be used by students during class time. Class time begins when a student has entered the room before instruction and ends when the student has left the room after class. Teachers or staff that see unauthorized use of cell phones will confiscate the cell phone, and turn it into the principal. Failure to follow the rules listed below will result in consequences as listed under CONSEQUENCES.

1. Students are not allowed to be in possession of their phones during class time.

2. Students are to place their cell phones in the hang-up bag on the classroom wall when entering the classroom or leave the cell phone in their locker during class (school district will not be responsible for theft of personal communication equipment).
3. Students are not allowed to leave the classroom and take their phones from the hang-up bag. Students caught with any electronic device in the hallway or bathroom during class time will be subject to the consequences listed below.

## **OTHER ELECTRONIC DEVICES**

Other electronic devices used to play music, text, or navigate the internet are also prohibited in the classroom unless the tool is being used for instruction and/or research. Teachers or staff that see unauthorized use of other electronic devices will confiscate said device, and turn it into the principal. All electronic devices will be confiscated during state and district assessments. (This does not apply to Chromebooks for online testing)

## **CONSEQUENCES**

Failure to comply with any of the rules outlined above will result in the following consequences.

1st Offense: Warning

2nd Offense: 1 day in-school detention

3rd Offense: 2 days in-school detention

4th Offense: 3 days in-school detention

## **CHEATING**

Whenever a student is caught cheating, the teacher shall: collect the student's work, mark a zero for the work or notify the appropriate teacher of the incident, and notify the In-School Detention Officer.

## **ASSEMBLIES**

Students' behavior should be courteous at school assemblies. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable behavior could include whistling, inappropriate clapping, not paying attention, talking or whispering, or other disruptions during a program. Behavior such as outlined will not be tolerated.

## **BUS REGULATIONS**

Bus service is available to all students residing within the school district. Students are expected to behave in an orderly manner at all times. The bus driver will go over the bus rules with students each year. Rules are to be followed for the safety of everyone on board the bus. Bus drivers will write disciplinary referrals for students who do not comply with these rules. The bus driver will contact the parents on the first and second referrals. It is the responsibility of the bus driver to notify the Transportation Director, who will notify the Principal when a student has violated the established rules of conduct.

Drivers will make routine inspections of the bus after each route and activity trip. Students who damage or deface any bus or any equipment on any bus shall be liable for such damage. If a student is found to have damaged the bus, full restitution will be expected.

## **BUS RULES**

1. The driver is in full charge of the bus and students.
2. The driver will assign all students a seat on the bus and hold them responsible for sitting in that seat.
3. The driver will inspect all bus seats before and after a route or activity trip.
4. The sponsor, coach, and/or teacher will be responsible for monitoring student behavior on activity trips.
5. Students will be responsible for keeping the seat clean and will not deface or destroy their assigned seat.

6. Students must be absolutely quiet while the bus is stopped at a railroad crossing.
7. Students will board and leave the bus in an orderly manner and remain seated while the bus is in motion.
8. Students will not extend arms, legs, or head or the bus windows at any time.
9. Students will avoid unnecessary conversations with the driver.
10. Students will not shout, scream, or use loud voices on the bus.
11. Students must be on time to the bus stop, as the driver cannot wait for those who are tardy. If the student is in view of the bus driver, the driver must wait for the student to board the bus. If a student is persistently tardy, the incident will be reported to the principal who will contact the parent and remind them of the rules for pickup. Continued tardiness may result in a loss of privilege to ride bus routes for pickup and delivery to bus stops.
12. Students will not be allowed to cross the street, on a double yellow-lined road, after exiting the bus.
13. Students will be responsible for damage or littering of the bus and will be responsible for the repair and/or clean-up.
14. Students will remain in their seats while the bus is in motion and will not sit in the aisle, or have their legs in the aisle of the bus.
15. Students will follow the same Code of Conduct on the bus that is expected in the classroom, on school property, at school events, and as defined in this handbook.
16. Students will not exit from the windows or emergency doors unless an emergency exists.
17. Students will not board or leave the bus at a stop other than their own without a written request from their parent(s)/guardian, approved by the office, and presented to the bus driver.
18. Students in grades K-6th who do not have a parent/guardian present at the bus stop when busses arrive after school will be transported to the community center where it shall be the responsibility of the parent/guardian to pick their child up.
19. Students will cross 10 feet or more in front of the bus while crossing the roadway while loading or unloading is taking place.

1st violation: The principal will follow discipline consequences outlined in this handbook which may include loss of the privilege of riding the bus for an amount of time determined by the principal.

2nd violation: The principal will follow discipline consequences outlined in this handbook including the loss of the privilege of riding the bus for one week (including activities).

3rd violation: The principal will follow discipline consequences outlined in this handbook including the loss of the privilege of riding the bus for the remainder of the calendar year.

#### Notes:

- \* Bus Driver will notify the Principal immediately after a violation occurs.
- \* A student who has been suspended from riding the bus is suspended from riding all District buses, including field trips, activity trips, and athletic buses.
- \* Students will ride the same bus to and from school each day. Parents may request that a student ride a different bus for a day by calling or sending a note to the school secretary by 3:00 p.m. Bus students should go immediately to the busses as soon as they are dismissed from class at the end of the day. Busses depart at 4:05 p.m.
- \* Students must ride busses to extracurricular activities, but parents have the option of taking their children home with them at the end of the activity. Parents must inform the teacher or sponsor in writing ahead of time if they intend to do this.
- \* Students who are returning home from a school-sponsored event by bus must return to the school for pickup. The only exception to this may be a drop at the Loaf and Jug in Alamosa. Students will not be driven to their private homes under any circumstances.

## **STUDENT PICK-UP PROCEDURES**

When picking up your child after school, please DO NOT PARK IN FRONT OF THE SCHOOL. The busses will be loading in front, and children should not be walking between the busses, or have to navigate around vehicles, to reach the busses.

New pick-up instructions will be distributed to parents, before the opening of the new school.

## **EARLY STUDENT DISMISSALS**

If a student needs to leave before 4:00 p.m., the parent or legal guardian must either personally check the student out at the front office or call the school office and notify the attendance officer of the early dismissal. Please contact the office as early as possible. The student will then be notified and must check out at the school office. If the student fails to check out at the front office, disciplinary action will occur.

## **EARLY RELEASE DAYS**

There are several days on the school calendar in which students will be dismissed early. Please refer to the 2021-2022 School Calendar. On these dates, buses will run five minutes after the scheduled early release.

## **CAFETERIA AND SCHOOL MEALS:**

Every year it is mandatory that each student's parents complete an NSLP Lunch Application regardless of their income status. However, it will not be necessary this year; instead, a "Family Economic Data Survey" will be required one per household. See public release:

PUBLIC RELEASE SY 2021-2022 Community Eligibility Provision Program

Sierra Grande School District is participating in a Universal Breakfast and Lunch Program for the current school year 2021-2022. If your children attend any of the schools listed, breakfast/lunch will be available to them at no charge. All students

enrolled at this school may participate in the breakfast/lunch program at no charge to them.

Studies have shown that children who are not hungry perform better in school. By providing breakfast/lunch to all children at no charge, we are hoping to create a better learning environment for our students.

The school breakfast and lunch that we serve follow U.S. Department of Agriculture guidelines for healthy school meals. The Universal Meals Program cannot succeed without your support; please encourage your children to participate in school meal programs.

All meals will be served to all students at no charge regardless of the eligibility status.

***Non-discrimination Statement:***

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:(1) mail: U.S. Department of Agriculture,

Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;(2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

## **SIERRA GRANDE SCHOOL WELLNESS POLICY**

Federal Law requires that all school districts receiving federal funding for child nutrition programs adopt a policy on school wellness. Sierra Grande School District pursuant to federal law has developed policies that will support the total learning environment.

The goals of the policy are as follows:

- Goal #1- The district will provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors.
- Goal #2- The district will support and promote proper dietary habits contributing to students' health status and academic performance.
- Goal #3- The district will provide opportunities for students to engage in physical activity.

Because of this policy, and with the intent of helping your children practice healthy eating habits while at school, we will maintain and promote the adoption of rules regarding food and drink that is brought from home to school. This will include but not be limited to the following:

- Only healthy snacks will be permitted during the school day. This means that if your child brings food that is high fat, high sugar, or "junk food" they will be asked to save the food until after school hours and we will offer a healthy alternative to them. Parents are encouraged to send healthy snacks and to avoid allowing their child to bring candy, chips, sugared drinks, donuts, cake, cupcakes, cookies, gum, etc. Parents are encouraged to send healthy snacks for school parties and

student birthday parties. Please feel free to send along a healthy food item (see the following list)

- Please try to start your child's day off with a healthy breakfast.
- The cafeteria will continue to offer a balanced diet to your children as required by USDA guidelines.
- Students will only be allowed to drink water in the school building. You may send 100% fruit juice for them to drink during recess (elementary) or passing periods (junior high and high school).

## **Healthy Food Ideas**

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

Please send only whole grain, low fat, or low sugar snacks or party foods. Such as Dried or fresh fruit or fruit cups, Fresh vegetables, Cheese, Whole grain crackers, Plain popcorn (not buttered), Granola bar, cereal bars, Breakfast bars, Applesauce, Graham Crackers, Yogurt, Trail mix (no candy included) Chex Mix, Non-sugar whole grain cereals, nuts and seeds, Low fat, low sugar whole grain muffins, Peanut butter, Animal crackers, 100% juice (outside only)

## **Health Education for Grades 6th-12th**

High school students may take a health and wellness class through classes offered under physical education. Beyond the health educational opportunities offered to students in grades 9th–12th, all students in grades 6th-12th will receive 1 hr. monthly of instruction concerning physical and behavioral health, nutrition, and sex education. A schedule of these classes will be dispersed to students and parents at the beginning of the school year.

## **FOOD ALLERGIES**

As required by Colorado statute, the school district has adopted a food allergy policy and has established a protocol for students enrolled in the district who have food allergy conditions that require

a meal modification plan while at school or school activities. You are encouraged to pick up the proper forms from the Food Service Director to establish a plan with the district office, school nurse, and food service director for meal modifications if applicable. This plan must be updated on an annual basis.

## **DRESS CODE**

The way a student dresses affects his/her behavior and the quality of his/her work. It also reflects on the Sierra Grande School District. Students are not permitted to wear styles or objects of dress and appearance that are disruptive or detrimental to the learning process. Clothing, headgear, and dress objects of appearance that are not allowed in the school include:

- ❖ Clothing or jewelry which advertises alcohol, drugs, sex, or has questionable or inappropriate language printed on it.
- ❖ Short shorts, spandex shorts, and short dresses. All clothing with holes above mid-thigh needs to have tights worn underneath to cover exposed skin.
- ❖ See-through shirts (unless another opaque shirt is below it), muscle shirts, or underwear shirts, unless a shirt is worn underneath this clothing. Shirts that have been altered, such as the sleeves have been cut off, are not allowed. Shirts that are low cut and extend three inches below the collar bone
- ❖ NO off the shoulder, crop, halter, tube, backless, strapless, racer back, muscle, altered, or low cut tops of any sort.
- ❖ NO shirts that allow the stomach/back/excess shoulder/chest or any cleavage to be seen or exposed (unless a shirt is worn under it and the stomach/back/excess shoulders/cleavage can't be seen)
- ❖ NO bras/bra-straps/underwear/undergarments should be exposed or seen.
- ❖ Jeans must be worn at the waistline, not sagging or exposing undergarments.
- ❖ Dress apparel that is offensive to the learning environment and a distraction to the learning of others is prohibited

- ❖ Caps, hats, hairnets, or other headgear, and sunglasses are not allowed in the building during the school day. Staff will give one warning, then confiscate these items, which will be held in the principal's office until the end of the school day. Upon the second and subsequent confiscation, the student's parent or guardian will have to come and pick the item up from the principal.
- ❖ Pajamas are not to be worn as pants unless there is a specifically designated event.
- ❖ JACKETS/HOODIES WILL ONLY BE ALLOWED AT TEACHER DISCRETION.

All students are expected to meet the dress code. The consequences of not following the Student Dress Code are outlined below.

1st Offense: The student will be warned, their parents called, and the district will provide appropriate clothing for the rest of the day.

2nd Offense: Parents will be notified, the student will be sent to in-school detention for one day, and will receive an unexcused absence for class(s) they miss.

3rd Offense: Parents will be notified, and the student will receive three (3) days of in-school detention.

## **EMERGENCY DRILLS:**

The safety of your child is one of our greatest concerns. The school holds regular fire/emergency drills to teach pupils to respond calmly in the event of an emergency. Detailed escape plans are posted near the door of each classroom. Each class has an escape route to an outside area a safe distance from the building. In the event of a lockdown, emergency, or evacuation of the school building the Infinite Campus Parent Notification System will be used to direct parents on the situation and student pickup locations.

## **FIELD TRIPS:**

Field trips are designed to supplement different aspects of the school curriculum and to introduce students to various resources. Parents will receive notices and students must have a signed parent

permission slip for each field trip throughout the year. The teacher and/or sponsor of the field trip will disseminate and retrieve parent permission forms for field trips. Please note that all students must have an emergency phone number on file in the main office to go on a field trip. Also, students who have excessive absences, demonstrate poor citizenship, have lost their right to be transported on busses, or chronically misbehave will be denied participation on these field trips. Field trips will be subject to academic eligibility as previously outlined, and students may not go on any field trip unless they are academically eligible in all classes. Field trips will be scheduled on Fridays to the extent possible.

### **FLAG RESPECT:**

Students will recite the Pledge of Allegiance with the classroom teacher no later than 8:10 daily. Students with a valid exemption for health, religious, nationality, personal or other reasons as provided by law can remain seated and must be respectful during the ceremony. This written exception must be on file in the school office.

### **HALL REGULATIONS:**

Any student in the hall during class must have a classroom pass and must show the pass to any school official who asks to see such. The primary function of school personnel is to make sure that nothing interferes with classroom instruction and that the educational atmosphere is conducive to learning. Any kind of disobedience toward a staff member in the hallway will be grounds for disciplinary action. Students are not allowed to share hall passes and more than one student will not be allowed in the halls with a single pass unless supervised by a teacher.

### **MEDICATION**

The school cannot legally administer any medication to a student unless it is sent in the original prescription bottle and accompanied by the appropriate form signed by the parent and doctor. The medication form must be left in the office.

## **OFF-LIMITS AREAS**

Students are not allowed in the following areas: boiler room, storage areas, inner offices, staff lounge/workroom, and in the food preparation/maintenance portion of the cafeteria. The residential area is strictly off-limits. All construction areas are to be considered off-limits to students. With the transition to the new school, additional areas may be declared off-limits. Information on the off-limits areas in the new school will be provided at a later date.

## **SCHOOL CLOSING**

In case of inclement weather or mechanical breakdown, school may be canceled or delayed. The school has an emergency response system called Infinite Campus. This is an automated phone system which will be used to notify households of closings, early dismissals, and/or delays. It is imperative that the school have an operating telephone number in which to contact parents. If the school does not have a working number, the household will not be notified. The office will also use this system to inform parents of upcoming events. The school will also use this system to notify parents/guardians if a student is not present for the day. School closings or delays will be announced over radio stations KGIW AM-1450, KXMT FM-99.1, KOB FM-95.9, KRZA FM-88.7, and KSPK FM-103.5 in the morning between 6 and 7 AM or as soon as a determination has been made. This information will also be reported on the school information line, 379-2755.

## **STUDENT PARKING ON SCHOOL PREMISES**

Students who wish to park on school grounds must have a current driver's license, proof of insurance, and Sierra Grande parking permit. Students may secure a parking permit at the main office with proof of current car insurance and a valid driver's license. Students will be allowed a grace period of one week from their first warning to procure the permit after which the parent, Colorado State Patrol, and Costilla County Sheriff's department will be notified. Continued violation of student parking will result in the vehicle being towed at the owner's expense. To provide a safe and secure environment, the school district must be able to identify cars parked on the school

grounds. With the ongoing construction of the new school, parking information will be distributed as it becomes available.

## **SCHOOL INSURANCE**

School insurance is available to all students. A packet is made available to each student at the beginning of the school year. Students are required to have their own primary insurance if they participate in athletics.

## **SCHOOL PUBLICATIONS CODE**

School-sponsored publications are a public forum for students as well as an educational activity through which students can gain experience in reporting, writing, editing, and understanding responsible journalism. Content of school publications should reflect all areas of student interest, including topics about which there may be dissent or controversy. The publication advisor will exercise general supervision over all activities to create a proper learning environment. The publications advisor will inform the student journalists of their responsibilities. This supervisor will also outline materials which are prohibited as well as the time, place, and manner of distribution of the publications.

## **SCHOOL VISITATION**

Parents/guardians are encouraged to visit the school frequently and actively participate in the education of their children. We request that parents schedule parent/teacher conferences at a mutually acceptable time; however, parents are encouraged to visit classrooms to observe and/or participate in instruction. All visitors must check-in through the school office, declare their reason for coming and give 30-minute notice when planning on observing a classroom or meeting with a teacher. Visitors will receive a visitor pass, and the school secretary will notify the teacher or other school personnel that the visitor is in the building. Any person who arrives at a classroom without a visible pass will be denied admission to the classroom and asked to return to the office to obtain the pass. The teacher will notify the office of the person's presence in the building. Visitors may be asked to show passes to school staff in

the halls or other areas of the building. Visitors are expected to cooperate with these requests as a means of sustaining a safe environment.

## **SMOKING/VAPING**

Sierra Grande School District buildings, outbuildings, offices, and grounds are a tobacco-free zone. Smoking and tobacco products, lighters or matches, and vaping items are prohibited at all times anywhere on school grounds.

## **TEXTBOOKS**

All texts are loaned to students for their use during the school year. Students are required to pay for lost or damaged books. Colorado state law indicates that any student who refuses to pay fines may not receive his/her school record, including transcripts and report cards until these fines have been paid.

## **CHROMEBOOKS**

Students in grades 9th-12th will receive a school-issued Chromebook to be used as a learning tool. As with all electronic devices, students must follow the usage rules set in place by the district. Chromebooks will not be issued to students until the student and parent have signed the usage contract which will be issued to students on the first day of school. Students in grades 6th-8th will receive a school-issued Chromebook to be used as a learning tool. As with all electronic devices, students must follow the usage rules set in place by the district. Chromebooks will not be issued to students until the student and parent have signed the usage contract which will be issued to students on the first day of school. Students in grades 6th-8th will not be allowed to take Chromebooks home, they will only be used while in school.

## **VANDALISM AND PROPERTY DAMAGE/LOSS**

Students who destroy or vandalize school property will be required to pay for losses or damages within 30 days. If students willfully destroy school property, suspension, and subsequent expulsion, may be necessary. If a student should happen to damage

something by accident, that student should report it to a staff member or the office immediately. Any athlete, band member, or member of an extracurricular activity who loses a uniform, costume, or instrument will be responsible for the replacement of the object or article. If the student is unable to pay for losses or damages, the requirement to pay for such damages/losses will be imposed on the parent/guardian. If payment is not made within 30 days, a bill will be placed on the student's permanent record and must be paid before the end of the current school year.

## **BEHAVIOR AND CONDUCT**

### **BULLYING, HARASSMENT, INTIMIDATION**

The Board of Education supports a secure climate, conducive to teaching and learning that is free from threat, harassment, and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying, harassment, and intimidation are regarded as unacceptable.

Bullying, harassment, and intimidation are defined as any written or verbal expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school environment. The use of technological instruments to bully, harass, and intimidate is strictly prohibited. For the purpose of this policy, the school environment includes school buildings, grounds, vehicles, bus stops, and all school-sponsored activities and events.

A student who engages in any act of bullying, harassment, and intimidation is subject to appropriate disciplinary action including in-school detention, suspension, expulsion, and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made. It is the responsibility of the student to report bullying, harassment, and intimidation when they fall victim if it

takes place, not in the presence of a teacher, coach, or administrator.

## **CYBERBULLYING**

Neither the school's network nor the broader Internet (whether accessed on-campus or off-campus, either during or after school hours) may be used for the purpose of harassment. All forms of harassment in cyberspace, often called cyberbullying, are unacceptable.

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or website postings (including blogs).

All reports of harassment in cyberspace will be investigated fully. Consequences may include but are not limited to, the loss of computer privileges, in-school detention, suspension, separation, or expulsion from the school. In such cases where harassment or bullying has taken place without the use of school district technology equipment and not during school hours, students will be referred to law enforcement to pursue the perpetrator.

## **DRUG AND ALCOHOL USE BY STUDENTS**

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

For purposes of this policy, controlled substances include but are not limited to narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, any other controlled substances as defined in law, or any prescription or nonprescription

drug, medicine, vitamin, or other chemical substances not taken in accordance with 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 school district or the safety or welfare of students or employees.

Students violating this policy shall be subject to disciplinary sanctions outlined in Board Policy JICH-R. Consequences may include suspension and/or expulsion from school and referral for prosecution.

The Sierra Grande Campus is routinely inspected by detection canines for prohibited items in order to provide a safe learning environment. This inspection includes, but is not limited to the interior of the school and the school grounds.

## **TOBACCO/VAPING-FREE SCHOOLS**

Tobacco smoke in the school and work environment is not conducive to good health. As an educational organization, a school district should provide both effective educational programs and a positive example to students concerning the use of tobacco.

In order to promote the general health, welfare, and well-being of students and staff, smoking, chewing, or any other use of any tobacco or vaping products by staff, students, and members of the public is banned from all school property.

For purposes of this policy, the following definitions apply:

1. "School Property" means all property owned, leased, rented, or otherwise used by a school, including but not limited to the following:
  - a. all interior portions of any building or other structure used for instruction, administration, support services, maintenance, or storage. The term does not apply to buildings used primarily as residences, i.e., school-owned teacher housing.
  - b. all school grounds over which the school exercises control, including areas surrounding any building, playgrounds, athletic fields, recreation areas, and parking areas
  - c. all vehicles used by the school district for transporting students, staff, visitors, or other persons
2. "Tobacco" includes cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, and all other kinds and forms of tobacco prepared in such a manner as to be suitable for chewing, smoking, or both. "Tobacco" includes cloves or any other product packaged for smoking.
3. "Use" means lighting, chewing, inhaling, or smoking any tobacco product.

## **SECRET SOCIETIES / GANG ACTIVITY**

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

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

The Board 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 which advocate drug use, violence, or disruptive behavior. This policy shall be applied at the principal's discretion after consultation with the superintendent or designee as the need for it arises.

## **SEXUAL HARASSMENT**

The Board recognizes that sexual harassment can interfere with a student's academic performance and emotional and physical well-being. Preventing and remedying sexual harassment in schools is essential to ensure a non-discriminatory, safe environment in which students can learn. In addition, sexual harassment is recognized as a form of sex discrimination and thus is a violation of the laws which prohibit sex discrimination.

The district is committed to maintaining a learning environment that is free from sexual harassment. It shall be a violation of policy for any staff to harass students or other staff, or for students to harass other students or staff through conduct or communications of a sexual nature, or to retaliate against anyone who reports sexual harassment or participates in a harassment investigation.

All indications, informal reports, and formal grievances of sexual harassment by students, staff, or third parties shall be investigated by the district, and appropriate corrective action shall be taken. Corrective action includes taking necessary steps to end the harassment, to make the harassed student whole by restoring lost educational opportunities, preventing harassment from recurring, and preventing retaliation against anyone who reports sexual harassment or participates in a harassment investigation.

Sexual Harassment is defined as any unwelcome sexual advance, request for sexual favors, or other verbal, non-verbal or physical conduct of a sexual nature even if the harasser and the student being harassed are the same sex, and whether or not the student resists or submits to the harasser, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's participation in an education program or activity.
2. Submission to or rejection of such conduct by a student is used as the basis for education decisions affecting the student
3. Such conduct is sufficiently severe, persistent, or pervasive such that it limits a student's ability to participate in or benefit from an education program or activity or it creates a hostile or abusive educational environment

For a one-time incident to rise to the level of harassment, it must be severe.

Acts of verbal or physical aggression, intimidation, or hostility based on sex, but not involving conduct of a sexual nature may also constitute sexual harassment.

Sexual harassment as defined above may include but is not limited to:

1. sex-oriented, verbal "kidding," abuse, or harassment
2. pressure for sexual activity
3. repeated remarks to a person with sexual or demeaning implications
4. unwelcome touching, such as patting, pinching, or constant brushing against the body of another
5. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or similar personal concerns.

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

Students who believe they have been subject to sexual harassment will report the incident to any teacher, counselor, or principal. All reports received by teachers and the counselor will be forwarded to the principal. Within 2 days of receiving the report, the principal will confer with the student who has allegedly been harassed and the grievance procedure will begin. The student's parents/guardians

will also be contacted and kept informed regarding the progress of the investigation.

## **DISTRIBUTION OF NON-CURRICULAR MATERIALS**

Students or adults who wish to distribute non-curricular printed materials on school property or in conjunction with a school activity must notify the principal a minimum of one day in advance so that details may be worked out regarding the time, place, and manner of distribution.

Materials distributed on school grounds containing non-curricular information will be subject to Sierra Grande School District Board Policy KHC and must follow the regulations outlined in policy. Board policy prohibits materials that create a significant or substantial disruption, damage to persons or property, or threaten violence to property or persons in the judgment of school officials, or may subject the responsible students to disciplinary action following distribution. The place, time, manner, and removal restrictions will apply to all requests for the distribution of non-curricular materials. The principal will be responsible for notifying the persons of such restrictions.

## **STAFF PERSONAL SECURITY AND SAFETY**

The following procedures shall be followed in instances of assault, disorderly conduct, harassment, a knowingly false allegation of child abuse, or alleged criminal offense by a student, directed toward any school employee.

The same procedures shall be followed in instances of damage by a student to the personal property of a teacher or school employee occurring on school district premises.

1. The teacher or employee shall file a written complaint with the building principal, the superintendent's office, and the Board of Education.
2. The principal, after receipt of both the complaint and adequate proof of the charges, shall suspend the student for three days in accordance with established procedures.

3. The superintendent shall initiate procedures for further suspension or expulsion of the student when injury or property damage has occurred.
4. The superintendent or designee shall report the incident to the district attorney or the appropriate local law enforcement agency or officer who shall then investigate the incident to determine the appropriateness of filing criminal charges or initiating delinquency proceedings.
5. A copy of this policy shall be distributed to each student and posted in each school building.

## **COMMUNICATION OF DISCIPLINARY INFORMATION**

The principal or designee shall communicate discipline information concerning any student enrolled in the district to all teachers and counselors who have direct contact with that student. Any teacher or counselor who is assigned a student with known serious behavior problems will be informed of the student's behavior record. Any school employee who is provided this information shall maintain its confidentiality and shall not communicate it to any other person.

## **WEAPONS IN SCHOOL**

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

Mandatory expulsion or suspension in accordance with state and federal law:

Carrying, bringing, using, or possessing a dangerous weapon in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity without the authorization of the school or the school district is prohibited.

If a student discovers that he or she has carried, brought, or is in possession of a dangerous weapon, and the student notifies a teacher, administrator, or other authorized personnel in the school district, and as soon as possible, delivers that weapon to that

person, expulsion shall not be mandatory, and such action shall be considered when determining appropriate disciplinary action if any.

As used in this policy, “dangerous weapon” means:

1. a firearm, whether loaded or unloaded, or a firearm facsimile
2. any pellet, BB gun or other devices, whether operational or not, designed to propel projectiles by spring action or compressed air
3. any knife, regardless of the length of the blade
4. any object, device, instrument, material or substance, whether animate or inanimate, used or intended to be used, to inflict death or serious bodily injury, including but not limited to: slingshot, bludgeon, brass knuckles, or artificial knuckles of any kind

The principal shall initiate expulsion proceedings immediately for students who violate this policy.

In accordance with federal law, expulsion shall be for no less than one full calendar year for a student who is determined to have brought a firearm to school. The superintendent may modify the length of this federal requirement on a case-by-case basis.

## **DISCIPLINE CODE**

One of the most important lessons education should teach is discipline. Self-disciplined students make Sierra Grande a better school. Sierra Grande’s discipline is based on a philosophy known as Positive Behavior Support (PBS). The goal of PBS is to encourage positive behaviors through a system of rewards and consequences, consistently applied as well as increase sustained learning and academic performance for all students. An effective learning environment supports positive behavior. The philosophy of PBS functions under four basic expectations:

1. Be Responsible
2. Be Respectful
3. Be Ready
4. Be Safe

These expectations are posted in every classroom and different locations throughout the school.

## **BEHAVIOR GUIDELINES**

### **ISD Type I Offenses - Eligible Conduct / Behavior**

Three Type I Offenses or a combination of three Type I Offenses. The following are behaviors that qualify as offenses for which a student may be referred to ISD if the offense is repetitive and documented.

- Not abiding by classroom rules/required standards
- Minor disruptions to the learning environment (making noises, out of their seat, interrupting)
- Not keeping hands and feet to self
- Minor altercations (pushing and mouthing to each other)
- Arguing, antagonizing others, or encouraging others to fight
- Public Display of Affection (other than holding hands)
- Dress Code Violations

### **ISD Type II Offenses - Eligible Conduct/Behavior**

The following conduct/behavior qualifies a student to be referred to ISD. Students who exhibit such conduct/behavior are mandated to ISD on a second documented occurrence.

- Refusal to follow a reasonable request
- Defiance of authority (minor)
- Profanity
- Committing an act that by accident and no intent endangers others
- Forgery

### **ISD Type III Offenses - Eligible Conduct / Behavior**

The following conduct/behavior qualifies a student to be referred to ISD. Students who exhibit such conduct/behavior will be referred to ISD immediately. The principal will be notified immediately. Accusations will also be handled by the school principal who will investigate accordingly. Students will be referred to the In-School

Detention Officer during the investigation period, but not officially assigned until the investigation is complete.

- Flagrant disrespect for student, staff, school, and property
- Attempts to leave classroom or school without teacher and office approval
- Vandalism
- Cheating
- Assault (physical action of having hands on each other, but no punches thrown)
- Theft
- Defacing school or personal property

### Regulations on ISD Hours Assigned

Level of Offense	1 <sup>st</sup> ISD Referral	2 <sup>nd</sup> ISD Referral	3 <sup>rd</sup> ISD Referral	4 <sup>th</sup> ISD Referral	5 <sup>h</sup> ISD Referral	6 <sup>th</sup> ISD Referral
Type I Offenses	1 Day With No Loss of extracurricular activities	2 Days	3 Days	3 Days OSS	5 Days OSS	5 days OSS EXP
Type II Offenses	2 Days	3 Days	4 Days	5 Days OSS	5 Days OSS EXP	
Type III Offenses	3 Days	4 Days	5 Days OSS	5 Days OSS EXP		

## **ISD REGULATIONS**

- Students must receive counseling when assigned to ISD at some point, and if a counselor is not available when a referral is made student may enter ISD, but may not exit until counseling session and behavior goals are set (guidance counselor will assist)
- Student counted time in ISD begins at the beginning of the next school day after the referral, but students may be placed in ISD at any time during the school day
- Staff will not interrupt the ISD room during the school day unless absolutely necessary
- No electrical devices including phones will be allowed in ISD (unless IEP mandates)
- ISD will be a silent environment (no noise)
- ISD will not serve as a holding pen for students while the administration investigate or take care of other duties
- Any abuse of the student rules and regulations while the student is in ISD will constitute 2 hours of additional In-School Detention time
- ISD Officer may assign up to an additional 8 hours before school principal intervention

## **ISD STUDENT RULES**

- All students will complete a reflection paper
- No electronic devices
- No talking or making noise (whistling, humming, talking to themselves, tapping)
- No laying head on the desk or rocking back in the chair
- Students will work on assignments from their folder
- Breakfast and lunch will be delivered
- Restroom breaks will be as a group (as determined by ISD)
- No talking while traveling to and from the restroom
- No walking around the classroom, the student will stay in their cubicle

- No traveling the school while in ISD unless escorted by a discipline team member
- No assistance from ISD on assignments in the assignments folder
- Must have a library book to read (no magazines)

## **DISCIPLINARY ACTIONS**

The administrative staff will follow the procedures of Disciplinary Offenses/ Actions outlined in this Student Handbook, as a means of ensuring student, staff, and facility safety.

### **Type IV Offenses - Not Eligible for ISD**

The following conduct/behavior requires immediate disciplinary action that may require removal from school grounds. Students who exhibit such conduct/behavior will be referred to the school principal immediately.

- Bullying, harassment, intimidation of students or staff (verbal, non-verbal, written)
- Sexual Harassment (verbal, non-verbal, written)
- Hazing
- Theft
- Assault (physical action of having hands on each other, punches have been thrown)
- Possession of firearms, knives, or weapons
- Verbal or written communication that threatens another student or staff's life
- Possession of tobacco, alcohol, drugs, or vaping materials

### **Type IV Disciplinary Actions:**

In cases of assault/fighting, alcohol, drugs, and tobacco, or dangerous weapons the level of consequence is at the discretion of the principal or superintendent. For Type IV Offense as defined above the following disciplinary actions will be taken.

1st offense: 3 Days Out of School Suspension

2nd offense: 5 Days Out of School Suspension

3rd offense: 5 Days Out of School Suspension with recommendation for Expulsion

- A parent conference may be requested at any step in this process.
- An Individual Behavior Plan will be developed at any step in this process.

NOTE: While a student is given in-school detention, suspended, or expelled from school, the student is not allowed on school grounds (Exception-1st time ISD for Type I Infraction). Students who choose to come onto any part of campus without administration consent while suspended or expelled shall be considered trespassing for purposes of reporting to law enforcement.

The student will be given any missed assignments during the suspension period. The time frame to turn in the missed assignments is the same as for excused absences. For those students that have been expelled, the District will follow procedures as outlined in Colorado School Law 22-33-105.

In addition to school disciplinary action, juvenile citations are sent to the District Attorney's Office in cases of harassment, menacing, assault, alcohol or drug incidents, and disorderly conduct. In cases where a student is on probation, the probation officer and /or law enforcement will be notified. Students may be prosecuted for these offenses.

All infractions of the Discipline Code of Sierra Grande R-30 School District are subject to Colorado Revised Statutes where Colorado Law is stricter than District policy.

## **EQUAL EDUCATIONAL OPPORTUNITIES**

Every student of this school district shall have equal educational opportunities through programs offered in the school district regardless of race, color, ancestry, creed, sex, sexual orientation,

religion, national origin, marital status, disability, or need for special education services.

This concept of equal educational opportunity shall guide the Board and staff in making decisions related to school district facilities, selections of educational materials, equipment, curriculum, and regulations affecting students. The district shall make reasonable accommodations for students with identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.

## **NONDISCRIMINATION/EQUAL OPPORTUNITY**

In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, and Colorado Law, the Sierra Grande School District does not unlawfully discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, disability or need for special education services in admissions, access to, treatment, or employment in educational programs or activities which it operates. Complaint procedures for Title IX and Section 504 have been established for students, parents, employees, and members of the public. The following person(s) have been identified as the designated employee(s) to coordinate compliance activities for the district:

As referenced in exhibit ACE-E-1, specific complaints of alleged discrimination under Section 504 or the ADA (disability) should be referred to:

Director of Student Services  
17523 Hwy. 160  
Blanca, Colorado 81123  
719-379-3257

As referenced in exhibit JBA-E, specific to complaints of alleged discrimination under Title IX (sex) should be referred to:

Superintendent

17523 Hwy. 160  
Blanca, Colorado 81123  
719-379-3257

Complaints may also be filed with:

Office of Civil Rights  
U.S. Department of Education Region VIII  
Federal Office Building  
1244 North Speer Boulevard, Suite 310  
Denver, Colorado 80204  
303-844-2991

# 2021- 2022 SIERRA GRANDE SCHOOL DISTRICT R-30 R

## Conduct Code, Handbook, and Related Policies

I have received a copy of the Sierra Grande School District R-30 Sierra Grande Panthers Student/Parent Handbook. I understand and consent to the responsibilities outlined in this handbook. I also understand that my son/daughter will be held accountable for his/her behavior and consequences outlined in this handbook, at school-sponsored and school-related activities, including school-sponsored field trips, travel, and for any school-related misconduct, regardless of time and location. I understand that any student who violates the Sierra Grande Panthers 2021-2022 Student/Parent Handbook is subject to disciplinary action, up to and including state or federal, or referral for criminal prosecution of the law.

He recibido una copia del manual de reglas de la escuela de Sierra Grande Distrito R-30 del año 2021-2022 Entiendo y consiento a las responsabilidades que encuentran en el manual de conducta. También comprendo que mi hijo/hija va a ser responsable por su conducta y por las consecuencias ya descritas en el manual, en viajes escolares, y a sea deportivo o didáctico, incluyendo a viajes de aprendizaje o de club, también sera responsable en cualquier viaje patrocinado por la escuela y será disciplinado si hay mala conducta de su parte sin importar la hora o el local. Entiendo que si un alumno va contra las reglas del Manual de Conducta de la Escuela de Sierra Grande 2021-2022 tendrá que estar sujeto a las acciones disciplinarias, hasta e incluyendo el estado, federal, o mandar como referencia para el procesamiento criminal de la ley.

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Student Name (Please Print)

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DATE

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GRADE

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(Student Signature)

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(Parent Signature)

Please return to your child's homeroom teacher by August 13, 2021

# **2021- 2022 SIERRA GRANDE SCHOOL DISTRICT ACCEPTABLE USE POLICY FOR INTERNET ACCESS**

The Internet provides access to worldwide information, databases, and program files in virtually every discipline and curricular area. However, there are also materials available which are not acceptable to K-12 education. All computers having Internet access must be used in a responsible, efficient, ethical, and legal manner. Transmission of any materials in violation of any U.S. or state regulation is prohibited. Because misuse could endanger the privilege for everyone, we have adopted a policy that prohibits the following:

1. Profane or pornographic materials.
2. Materials which advocate violence or discrimination towards other people.
3. Materials which advocate illegal acts.
4. Copyrighted material.
5. Those materials which have been determined to be inappropriate by individual parents. Anyone who attempts to access such sites will lose their access immediately and be brought before the building administrator for whatever consequences may be appropriate. It is understood that Internet access is a privilege and not a right.

Sierra Grande School District makes no warranties of any kind, whether expressed or implied, for the service, it is providing. The Sierra Grande School District will not be responsible for any damages a student may suffer in using the Internet. This includes loss of data resulting from delays, non-deliveries, or service interruptions. Use of any information obtained via the Internet is at the student's own risk. The Sierra Grande School District specifically denies any responsibility for the accuracy or quality of information obtained through this service.

Before any student is permitted access to the Internet, they must:

1. Sign this form acknowledging the agreement to use the Internet access decently and appropriately.

2. Obtain parents' signatures acknowledging that misuse is possible and that Sierra School does not condone accessing these resources.
3. Complete the Internet training appropriate for each school in the district.
4. I will not attempt to access material that is profane, obscene, or pornographic, or that advocates violence toward other people.
5. I will not attempt to gain unauthorized access to any computer system or go beyond my authorized access. This includes attempting to log in through another person's account or access another person's file.
6. I will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
7. I will not use the computer to engage in any illegal acts such as threatening the safety of others.
8. I will not plagiarize works that I find on the Internet.
9. I am aware of those subjects which my parents have judged inappropriate and will not attempt to access these subjects.

# 2021- 2022 SIERRA GRANDE SCHOOL DISTRICT ACCEPTABLE USE POLICY FOR INTERNET ACCESS

As a student of Sierra Grande Middle/High School, I have read the Acceptable Use Agreement. I understand that this access is designed for educational purposes. I understand that my signature on this document is legally binding and indicates that I have read these terms and conditions carefully and understand their significance.

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Student Name (Please Print)

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DATE

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Student Signature

As the parent or guardian of this student, I have read the Acceptable Use Agreement. I understand that this access is designed for educational purposes. I recognize that it is impossible for the Sierra Grande School District to restrict access to all controversial materials and I will not hold Sierra Grande School District responsible for materials acquired through the Internet. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I understand that unacceptable materials are accessible via my son/daughters' Internet access and I trust them not to abuse their privileges. I have instructed my child as to any additional materials and subjects that I feel are inappropriate.

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Parent/Guardian (Please Print)

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DATE

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Parent/Guardian Signature