

Sargent Elementary School



“Home of the Little FARMERS” Student Handbook 2023-2024

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Sargent School District:

Mission: *To inspire students to care more, learn more, and experience more in a safe and engaging learning environment.*

Vision: *Dig deeper by placing students first while creating experiences that lead to lifelong learning and success.*

Goals:

- ***Students:*** Attain high levels of achievement while developing a love of learning through exploration of curriculum that addresses social, emotional, academic, and physical needs of the student.
 - ***Staff:*** To utilize best practices in education to develop as educators who effectively engage with students and relate learning across the curriculum to students' lives at school and beyond.
 - ***Administration:*** Create beneficial partnerships with staff, students, and community members to address district problems and develop Farmer culture that will inspire students to explore various avenues of learning and engage with their community.
 - ***Parents:*** Actively engage in the school community by volunteering in the classroom, participating in school programs, attending extracurricular activities, participating in conferences, helping with school fundraisers, and supporting the needs of your student.
 - ***Board:*** Effectively lead through participation in school events, the development of policy, and management of funds that is supportive of district needs and that sets high standards for accountability and achievement.
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-ACADEMIC PROGRAM-

Academic content standards and grade level benchmarks have been established for reading, writing, mathematics, social studies, music, physical education, and science. These standards and benchmarks clearly spell out what we want students to “know and be able to do” at each grade level. Our instructional program is designed to provide students with a rich variety of learning experiences. We offer a program of instruction that will meet the developmental needs of each individual student and promote a year or more of academic growth in mathematics, reading and writing for all students. The instructional program also includes regular instruction in general music, physical education and technology. We also provide a range of support services (ELL, gifted, literacy support, and special education) to assist students with special needs.

-ELEMENTARY DAILY SCHEDULE-

7:40 a.m	School office opens
7:45 a.m	Breakfast and playground open
7:55 a.m	School begins
10:45-11:45	Lunch
3:55 p.m	Dismissal for grades K-6
4:10 p.m	School office closes

-GRADING AND REPORTING PROGRESS-

Students receive report cards at the close of each academic quarter as a means of informing them and parents of the progress they are making in school. Kindergarten through 2nd grade use a standards/skill-based reporting system. When letter grades are given, the following grading scale will be utilized for assigning letter grades to percentile correct scores:

A = 90 - 100%
B = 80 - 89%
C = 70 - 79%
D = 60 - 69%
F = 59% and below

In addition to quarterly report cards, student progress will be reported at scheduled student-parent-teacher conferences during the school year. Students are encouraged to participate in each of the scheduled conferences ([Policy IKC](#)).

-ENSURING ALL STUDENTS MEET STANDARDS-

The Board believes that early identification of students who are not making adequate progress toward achieving standards and effective intervention are crucial. In accordance with the Board’s policy on grading and assessment systems, teachers shall assess the teaching and learning process on a continual basis. Teachers shall identify students early in the school year

who are not making adequate progress toward achieving the district's academic standards and may choose to implement an individual learning plan for each such student. The plan shall be developed by the Student Study Team and/or other appropriate school staff with input from parents/guardians. The student's parents/guardians shall agree in writing to support the plan. Neglect by the parents/guardians with regard to participating in plan development or agreeing to support the plan shall not affect implementation of the plan. The plan shall address the specific learning needs of the student. Strategies designed to address those needs may include tutoring programs, after-school programs, summer school programs, other intensive programs and other proven strategies. Teachers are encouraged to collaborate on the development of such plans and to use a variety of strategies consistent with the student's learning style and needs. Each semester, students with individual learning plans shall be reassessed in the content areas covered by the plan. In order to provide the services necessary to support individual learning plans, the superintendent shall develop tutoring programs and other intensive programs in the content areas covered by the district's academic standards. The Board shall commit resources in the budget to support these programs. As determined by the principal and in accordance with applicable law, students not meeting applicable district academic standards may not be promoted to the next grade level or allowed to graduate. The procedure to retain a student in kindergarten, first, second or third grade due to the student's significant reading deficiency shall be in accordance with the regulation on early literacy and reading comprehension and applicable law. When students are retained in the same grade level, the teacher shall evaluate the previous teaching and learning experiences of the student, including whether specific aspects of the individual learning plan were appropriate and effective. Based on this evaluation the Student Study Team shall modify the plan to ensure that the student's needs will be met and that the student's educational experience from the previous year is not merely repeated. Retention due to social, emotional or physical immaturity shall be used on a very limited basis. After consulting with the student's parents/guardians, teacher(s) and other professional staff and in accordance with applicable law, the principal along with the Student Study Team shall determine whether it is in the best interests of the student to be retained for such reasons. However, the final decision will be the responsibility of the building principal. Acceleration, or advancing a student more than one grade level, shall be used sparingly when special circumstances warrant ([Policy IKE](#)) ([Policy IKE-R](#)).

-ASSESSMENTS-

A variety of assessment instruments are used to measure student progress toward attainment of the established district and state standards and benchmarks. Students in grades 3, 4, 5, and 6 will each complete components of CMAS (Colorado Measures of Academic Success). These assessments are deemed by the state of Colorado as a means of providing educators, parents, and the public a uniform source of information on how well students and the District/schools are achieving on a yearly basis.

The use of a variety of district/classroom assessments with students are also used at all grade levels. The information from these assessments are used to measure student progress and to assist the District in designing and implementing a quality instructional program.

-HOMEWORK-

The amount and type of homework your child has will vary across grade levels. As a general rule, you should anticipate some homework every school night (Monday through Thursday).

Homework assignments will include activities that are designed to provide your child with independent practice opportunities. For example:

- *Spelling activities designed to help them learn their weekly word lists.
- * Independent reading. Please plan to read with and to your child each night in order to help them reach their individual reading goal.
- *Games and activities to help your child learn the basic math facts.
- *Journaling activities designed to help your child develop his/her writing skills.

Homework activities may also include enrichment or extra-credit opportunities. If you have concerns about the amount of homework your child is completing, please visit with his/her teacher ([Policy IKB](#)).

-COMPULSORY ATTENDANCE ACT-

Every child who has attained the age of six years on or before August 1 of each year and is under the age of seventeen is required to attend public school with such exceptions as provided by law. It is the parents' responsibility to ensure attendance. The courts may issue orders against the child, the child's parent, or both compelling the child to attend school or the parent to take reasonable steps to assure the child's attendance. The order may require the parent, child, or both to follow a plan that addresses problems affecting the child's school attendance and that ensures an opportunity for the child to obtain a quality education ([Policy JEA](#)).

-STUDENT ATTENDANCE-

Our school day officially begins at 7:55 a.m. We ask that students not arrive before 7:45 a.m. NO ADULT SUPERVISION WILL BE PROVIDED BEFORE 7:45 a.m.

Students who attend school regularly derive the maximum benefit from the instructional program. The primary responsibility for attendance falls on the individual student and their parent(s). The [Colorado School Attendance Act 22-33-104 \(5\)\(a\)](#), C.R.S. states, "The general assembly hereby declares that two of the most important factors in ensuring a child's educational development are parental involvement and parental responsibility. The general assembly further declares that it is the obligation of every parent to ensure that every child under such parent's care and supervision receives adequate education and training. Therefore, every parent of a child who has attained the age of six years and is under the age of seventeen years shall ensure that such child attends the public school in which such child is enrolled in compliance with this section."

In the interest of the Sargent School District maintaining accurate records regarding attendance of a school as mandated by the Colorado Compulsory School Attendance Act, (C.R.S. 22-33-107), **parents are required** to excuse the absence of their child from class, either orally or in writing, within 48 hours of the class(es) missed. Failure to do so will result in the absence permanently being classified as unexcused.

-STUDENT DISMISSAL PRECAUTIONS-

The school is legally responsible for the health and safety of its students during the school day. Therefore, each school shall set up procedures to validate requests for early dismissal to ensure that students are released only for proper reasons and into proper hands. Under no circumstances shall teachers dismiss a student from school prior to the end of the school day or into any person's custody without the direct prior approval and knowledge of the building principal. The principal shall not excuse a student under the age of 18 before the end of a school day without a

request for the early dismissal from the student's parents. In keeping with this policy, it becomes prudent that:

1. No student be released from school early on the basis of an unvalidated telephone call.

2. Children of estranged parents are released only upon the request of the parent whom a Colorado court holds directly responsible for the child and who is the parent or guardian registered on the school record.

An elementary student shall be sent home only with parents, or if the parent is not available, with another authorized adult. Additional precautions shall be taken by the principals as needs arise ([Policy JLJB](#)).

1. The enrollment records of the district shall include information regarding the marital status of a student's parents. Such status will be reviewed each year. The parents shall be informed that this information is requested solely to protect their rights as parents.

2. If a student's parents are divorced or legally separated, district personnel shall request a copy of the legal document pertaining to child custody.

3. The school secretary shall keep a card file easily accessible to the building principal to flag the files of students whose parents are divorced or legally separated or have other special custody arrangements.

4. If a person whom the building principal does not recognize appears at school requesting the early dismissal of a student, the principal shall ask for identification such as a driver's license ([Policy JLJB-R](#)).

-EXCUSED ABSENCES-

One criteria of a student's success in school is regular and punctual attendance. Student absences interfere with the learning process. As per attendance [Policy JH](#), the maximum number of unexcused absences a student may occur before judicial proceedings (habitually truant status) are initiated to enforce compulsory attendance is ten (10) during any school year. In addition, the school administrator may deny grade promotion if the student has accumulated ten (10) or more absences for the school year.

At 7:55 am, all outside doors will be locked down with the exception of the front entrance. After 7:55am, please enter through the main office doors. Please contact the office by 8:30am (by email or phone) to report your child's absence.

Reasons that will be "excused" include:

1. Temporary illness
2. Injury
3. Funeral/Death of a family member
4. Medical/Dental appointment with note
5. Out of school suspension
6. Work study program approved by the district
7. Observing a religious holiday/celebration/event

***Note:** School-sponsored activity(ies) of an educational nature are **NOT** counted as absences. As applicable, the district may require suitable proof regarding the above exceptions, including written statements from medical sources ([Policy JH](#)).

-UNEXCUSED ABSENCES-

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's attendance record. Parents/Guardians of students will find a record of their student's excused/unexcused absences online on the "Parent Portal." The Sargent School District encourages parents, guardians, and students to check attendance weekly.

In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while unexcused. Penalties may include a warning, school detention, school-community service, in-school suspension at the discretion of the building principal.

Reasons that will be considered unexcused include:

1. Vacationing/trips out of town
2. Caring for younger sibling or relative
3. Transportation difficulties
4. No communication regarding absence with school within 48 hours
5. Reasons other than those mentioned under excused absences ([Policy JH](#)).

-CONSEQUENCES FOR UNEXCUSED ABSENCES (DAY OR PERIOD)-

2nd Unexcused Absence: Warning and a letter will be sent to parent/guardian.

3rd Unexcused Absence: Parent/School/Student meeting to discuss a solution. Students will serve one hour of detention or community service.

4th Unexcused Absence: 2nd Parent/School/Student meeting to create an attendance contract. Student will serve two hours of detention or community service.

5th Unexcused Absence: After a cumulative of five (5) unexcused absences, the student will be considered habitually truant and the administration may pursue judicial proceedings to enforce Colorado's Compulsory Attendance Laws. Excessive unexcused absences could also result in academic probation and/or disenrollment.

As a reminder, students may not accumulate more than five (5) absences in any one semester or more than ten (10) in an entire school year, per Colorado Compulsory Attendance Law.

NOTE: We no longer honor discretionary days in order to be compliant with the Colorado Compulsory Attendance Law.

NOTE: Sargent Schools are **NOT** an online schooling/distance learning platform. In-person schooling is the platform we are qualified to teach.

-REPORTING ABSENCES-

If a student is unable to attend school, a parent or guardian must call the school at (719) 852-4024 (elementary) or (719) 852-4025 (secondary) and/or send a written note or e-mail to the school secretary to notify us of the absence. Any doctor's excuse or other documentation must be submitted to the office within two (2) school days after the return of the student to school.

NOTE: A call or parent note does not automatically give the student an excused absence.

-MAKE-UP WORK-

Make-up work will be allowed for all absences with the goal of providing the student an opportunity to keep up with the class and as an incentive for students to attend school. It is the responsibility of students to obtain any permitted make-up assignments on the first day they return to class. There shall be one (1) day allowed for make-up work for each day of absence.

Work due on the day an excused absence begins, will be due on the day the student returns.

For an unexcused absence, work may receive full or partial credit to the extent possible as determined by the building administrator/educator.

-TARDINESS-

Tardiness is defined as a student reporting to class without proper excuse after the scheduled time that a class begins. Because tardiness is disruptive to the teaching/learning process, and can present considerable challenges for teachers, appropriate penalties may be imposed for excessive tardiness. A tardy is normally unexcused unless the student can produce an appropriate note/documentation to support the excuse for the late entry ([Policy JH](#)).

-CONSEQUENCES FOR TARDINESS-

A student may have a total of two (2) tardies **each semester** without penalty.

After the 2nd tardy a letter of notification will be sent to the parent(s)/guardian(s).

After the 3rd tardy and each subsequent tardy, the student will be assigned lunch detention.

After the 5th tardy a conference will be held with the students' parent(s)/guardian(s) and the school principal/dean to put an attendance plan in place.

-PREARRANGED ABSENCES-

While acknowledging that a variety of learning experiences take place outside of the classroom, the faculty at Sargent believes that regular attendance is vital to student success. Families should avoid scheduling vacations, college visits or travel while school is in session. However, the school understands that occasions may arise where a pre-arranged absence is unavoidable.

Assignments requested for a prearranged absence will be provided to the student if requested four (4) school days prior to the absence. The prearranged absences form can be picked up in the elementary/secondary office.

PLEASE NOTE: these absences will count as unexcused unless it follows the excused reasons stated above.

-CUSTODIAL AND NONCUSTODIAL PARENT RIGHTS AND RESPONSIBILITIES-

School officials shall presume that the parent who enrolls a student in school is the student's custodial parent. Unless a currently effective Colorado court order specifies otherwise, the custodial parent shall be the one whom the school district holds responsible for the education and welfare of the student. Where the court order specifies that the parents shall share custody and jointly make decisions relative to the care and education of their child, school officials shall consult with both parents regarding educational matters affecting the child. Where the parents disagree in such matters and the court order does not provide a mechanism for resolving their differences, school officials shall follow the instructions of the parent with whom the child primarily resides during a normal school week. If the rights of a noncustodial parent are restricted by a Colorado court order, the custodial parent shall provide the school with a certified copy of the currently effective court order curtailing these rights. Unless informed through the submission of such a court order, the school district assumes there are no restrictions regarding a noncustodial parent's rights, including the right to access the student's educational records. The student shall not be permitted to visit with or be released to anyone, including the noncustodial parent, without the approval of the custodial parent. Unless otherwise provided by applicable law or court order, education conferences with a noncustodial parent shall be permitted only upon the consent of the custodial parent ([Policy KBBA](#)).

The following procedures have been developed for situations involving child custody, visitation and release of records:

1. The enrollment records of the district will include information regarding the marital status of a student's parents. Such status will be reviewed each year.

2. The school shall flag the files of students whose parents are divorced or legally separated or have other special custody arrangements. The school shall maintain a card file of these students that is easily accessible to the principal or designee.

3. If a person whom the principal or designee does not recognize appears at school requesting the dismissal of a student, the principal will ask for identification such as a driver's license.

Children of divorced/separated parents:

1. Both parents have the right to access the student's educational records.

2. If a student's parents are divorced or legally separated or have other special custody arrangements, district personnel shall request a copy of any and all legal documents pertaining to child custody including restraining orders.

3. The district will presume that both parents have equal access to a child when that a student is registered in school unless one parent provides the district with a Colorado court order indicating otherwise.

4. A copy of the court order governing divorce, separation or delineation of parental rights will be provided by the custodial parent and kept in the student's cumulative record as a temporary record.

5. If the school is aware that the student's parents are divorced or separated and a parent refuses to provide a copy of the court order to the district, the principal will be advised and a statement of the refusal will be noted, including the date and situation. This statement will be filed in the student's cumulative record. The district will provide access to the student's educational records to both parents in this case.

6. A student will not be denied admission to school on the basis of refusing the request for documentation of a divorce, separation or delineation of parental rights.

7. A student will not be released to or visited by a non-custodial parent during the school day unless the custodial parent has approved the release or permission for visitation.

8. If a school official is in doubt about the validity of a request or documentation presented, the official will contact the superintendent. The official shall request positive identification of any individual making a request for release or visitation of a student.

9. If a person making a request for release or visitation refuses to leave the school premises at the principal's request, the principal may contact the appropriate law enforcement agency.

10. Contact from an attorney on behalf of a parent may be referred to the school attorney on advice of the superintendent ([Policy KBBA-R](#)).

-SCHOOL CLOSURES AND CANCELLATIONS-

The superintendent is empowered to close the schools or to dismiss them early in the event of hazardous weather or other emergencies which threaten the safety, health or welfare of students or staff members. It is understood that the superintendent will take such action only after consultation with appropriate authorities. Parents, students, and staff members must be informed early in each school year as to how they will be notified in event of emergency closings or early dismissals. All staff members, except for teachers and personnel who work only on teacher work days or on student days, unless otherwise notified, must be required to report to work as soon as possible on emergency days. In the event school is physically closed due to a public health emergency, all staff with direct student contact or associated with student attendance will not

physically report to work unless notified otherwise. Instead, the district will utilize a form of remote instruction. Remote instruction allows students to access lessons provided by, and supported by, their regular teachers and allows students to continue their sequence of learning despite their inability to access facilities. During days of remote instruction, teachers will take attendance and monitor student participation. For situations that are out of the control of the student, days of remote instruction will be treated with the same exceptions as an excused absence in regard to work assigned ([Policy EBCE](#)).

-SCHOOL YEAR/SCHOOL CALENDAR/INSTRUCTIONAL TIME-

Prior to the end of the school year, the Board must determine the length of time during which district schools must be in session during the next school year. The number of hours/days of planned teacher-student instruction and of teacher-student contact must be consistent with the Board's definition of "actively engaged in the educational process," must meet or exceed the requirements of state law, and must include a sufficient number of days to allow the superintendent flexibility in preparing a calendar that supports the district's educational objectives. The district calendar for the next school year must be developed with input from the District Accountability Committee and staff prior to presentation by the superintendent to the Board for approval in the spring of each year. The superintendent must consult with other districts in the area when preparing the calendar. The calendar must include the dates for all staff inservice programs scheduled for the coming school year. The administration shall allow public input from parents and teachers prior to scheduling the dates for staff inservice programs. A copy of the calendar must be provided to all parents/guardians of students enrolled in district schools. Any change in the calendar except for emergency closings or other unforeseen circumstances must be preceded by adequate and timely notice of no less than 30 days.

NOTE: State law establishes the school year as outlined below. The actual hours of teacher-student instruction may be reduced for parent/teacher conferences, staff inservice programs, and closings due to student health, safety, or welfare concerns to 1080 hours for secondary students and 990 hours for elementary students other than kindergartners, 870 hours for full-day kindergarten students. In no case may a school schedule fewer than 160 days without specific prior approval of the commissioner of education. [C.R.S. 22-32-109 (1)(n)].

Teacher-Pupil Instruction Minimum Hours/Days:

Elementary 990 hours

Secondary 1,080 hours (can be reduced to 1,056 hours) 160 days

Not more than 24 hours per school year may be used for parent/teacher conferences and staff inservice programs ([Policy IC/ICA](#)).

STUDENT CONDUCT:

-STUDENT DRESS CODE-

An individual's grooming and the way he/she dresses have a direct bearing on how others react to that individual and therefore affect one's behavior. If a style is disruptive to the educational process or constitutes a threat to the safety and/or health of the student or others, or how others react to the student, the offending clothing will not be permitted in school. Examples of inappropriate apparel include, but are not limited to clothing or accessories that express obscene language, weapons, tobacco, alcohol and drug symbols, satanic graphics, gang affiliation; chains or spikes; clothing which exposes the body inappropriately which includes skimpy, see-through, fish-net tops, tube tops, backless clothing, muscle shirts or athletic mesh shirts/half shirts, exposing of undergarments; short shorts or bicycle-type shorts (length must be palm length from

knee); pajama bottoms; slippers; gang related apparel; ripped or shredded or “sagging” clothing that bare or expose traditionally private parts of the body including, but not limited to, the stomach, back, buttocks, and breasts. Hats are not allowed in the elementary school. Students must follow the dress code on all school sanctioned dress up days. In cases of questionable dress, the administration will decide what is appropriate. Inappropriate apparel must be changed. Students may use an office phone to contact parents to bring appropriate clothing ([Policy JICA](#)).

-VIOLENT AND AGGRESSIVE BEHAVIOR-

The Board recognizes there are certain behaviors that, if tolerated, would compromise the learning environment to which the students and staff of the district are entitled. These behaviors, categorized as violent or aggressive, will not be tolerated.

Students exhibiting violent or aggressive behavior or warning signs of future violent or aggressive behavior will be subject to appropriate disciplinary action including suspension, and/or expulsion in accordance with board policy concerning student suspensions, expulsions, and other disciplinary interventions. As appropriate and in accordance with applicable law and Board policy, students may also be referred to law enforcement authorities. At the district's discretion and when appropriate, the student may receive appropriate intervention designed to address the problem behavior. The district may also conduct a threat assessment of the student.

Students must immediately report questionable behavior or potentially violent situations to an administrator, counselor, or teacher.

An act of violence and aggression is any expression, direct or indirect, verbal or behavioral, of intent to inflict harm, injury, or damage to persons or property. A threat of violence and aggression carries with it implied notions of risk of violence and a probability of harm or injury ([Policy JICDD](#)).

-CELL PHONE USE-

For students, the Board recognizes that cell phones and/or smart watches can often play a vital communication role during emergency situations. However, the ordinary use of all types of cell phones and/or other personal electronic communication devices can be disruptive to the educational process and is not acceptable. Students may possess and use cell phones during passing periods, breaks, and the lunch period. These devices must be turned off during class time and those times when organized activities are being held by a teacher(s) (e.g. assemblies, field trips) without expressed teacher permission. **Teacher discretion:** if a student desires to exit the class during the class period, the student must surrender the electronic device to the teacher. Upon return to the classroom, the device will be returned. Violations of the above rule will result in confiscation of the electronic device and its subsequent transfer to the school office.

Electronic communication devices with cameras are prohibited in locker rooms, bathrooms, or other locations where such operation may violate the privacy rights of another person. It is the student's responsibility to ensure that the device is turned off and out of sight during unauthorized times. Violation of this policy and/or use that violates any other district policy shall result in disciplinary measures and confiscation of the electronic communication device.

Confiscated devices shall be returned to the student only after a conference with the parent/guardian, student and school personnel. The building principal or designee may also refer the matter to law enforcement, as appropriate. The district shall not be responsible for loss, theft or destruction of electronic communication devices brought onto school property.

-ELECTRONIC DEVICES-

Use of electronic devices is a privilege and may be revoked if abused. Unauthorized use (disabling filters, unauthorized downloads, etc.) will result in the device being confiscated. (see Behavior Matrix for consequences). The Sargent School District is not responsible for lost or stolen personal items, including (but not limited to) electronic devices. It is the recommendation of the Sargent School District that students not bring such devices to school or leave them locked in the student's locker during the day (5th/6th). Sargent students will be provided **one loaner device and one loaner charger at a time** if the original devices are being worked on ([Policy JS/JS-E](#)).

-CHROMEBOOKS/LAPTOPS-

Laptop/chromebook damages will be assessed as quickly as possible once students turn in computers at the end of school. Fees for damages will be due in the spring at check out or in the fall before registration if further damage is discovered upon reimaging. Chromebooks will be sent home only by teacher discretion.

-LUNCH-

Students may go outside to designated areas; i.e. cafeteria and patio area during lunch. Failure to stay within a designated area will result in detention.

Students **will not** be called down to collect food, which is delivered to students except during lunch and breaks.

-SCHOOL MEAL PAYMENTS-

The district is committed to ensuring that all students receive the nutrition they need to engage in active learning during the school day. In accordance with applicable federal guidance from the United States Department of Agriculture (USDA), this policy is intended to serve the purposes of meeting student needs, minimizing the identification of students with insufficient funds to pay for school meals and maintaining the fiscal integrity of the district's school food service account. Student meal accounts and meal charges Student meal accounts shall be established by the district. Parents will be encouraged to pre-pay for students paying full or reduced price for meals. The district shall ensure that parents have access to at least one no-cost method of paying for meal services, such as the ability to pay in person. At the time funds are distributed into student accounts, parents will be permitted to limit the amount of funds that a student may use daily, including for á la carte purchases. Students will be permitted to pay for meals and/or add funds to student accounts on the day of service. If a student has money to purchase a full or reduced price meal at the time of the meal service, the student must be provided a meal. The student's money may not be used to repay previously unpaid charges if the student intended to use the money to purchase that day's meal. A meal account balance remains with the student until the student is no longer enrolled in the district. Students with unused credit in their accounts at the point of disenrollment or graduation will receive a refund in the amount of the credit. Students paying full or reduced price for meals and who do not have money in their account or in hand to cover the cost of a meal at the time of service will be permitted to charge a meal. However, these students will be denied permission to charge á la carte or "extra" items, such as a second milk or additional entrée. Notification of low or negative balances Notification of a negative balance on a student account will be provided privately by mail, text and or email by the food services director. When notified of a negative balance on a student account, parents may be reminded of

this policy and the process for submitting applications for free or reduced price meal benefits. Parents will also be notified that any school meal debt accrued prior to the district's determination that the student is eligible for free or reduced lunch remains the parent's responsibility. Collection of meal charge debt In collecting debt, the district shall ensure that collection efforts do not have a negative impact on the students involved and instead focus on the adult(s) in the household responsible for providing funds for student meal purchases. The district will work with parents to establish repayment plans with payment levels and due dates appropriate to the household's particular circumstances. Collection efforts from one school year may continue into the following school year, including when students transfer to a school outside of the district.

Annual notice: The district shall notify students and their parents about this policy at the beginning of each school year. Notification shall also be provided to those students who transfer into the district during the school year. Information about this policy may also be included in student handbooks, student enrollment or registration packets and/or back-to-school packets and posted on district and school websites. This policy will also be communicated to school and district-level staff responsible for this policy's enforcement, such as school food service staff responsible for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, and staff involved in enforcing any other aspects of this policy ([Policy EF-E-1](#)).

-FREE AND REDUCED-PRICE FOOD SERVICES-

The district shall take part as feasible in the National School Lunch and other food programs which may become available to assure that all students in the district receive proper nourishment. The administration shall establish regulations regarding participation in programs for free and reduced price meals and supplementary food in accordance with applicable state and federal law ([Policy EFC](#)). Free and Reduced applications will be accepted all year long. However in order for your fees to be considered as reduced or free your **application must be received by September 30th of the school year**. If there is a change in income or any life event after September 30th you can submit a new one for a new qualification, but for fees your first one must have been submitted by the September 30 deadline.

-STUDENT HEALTH SERVICES AND RECORDS-

The purpose of the school health program shall be to supplement the efforts and guidance of parents/guardians to raise student awareness of the benefits of regular health care. The objectives of the school health program are:

1. To promote good health habits among students.
2. To stimulate a sanitary, safe and healthful environment in school.
3. To assist in the identification and referral to appropriate health care providers for medical, psychological and physical needs.

Health Records: Health records shall be maintained by the nursing staff and kept in a separate and secure health file in the school health office. Access to the health files shall be limited to only those school personnel who have a specific and legitimate educational interest in the information for use in furthering a student's academic achievement or maintaining a safe and orderly teaching environment. The nursing staff shall maintain a log showing who has been given access, when access occurred and to which specific records.

Annual Screening Programs: The sight and hearing of all students in kindergarten, first, second, third, fifth, seventh and ninth grades or students in comparable age groups referred for

testing shall be tested during the school year by the school nurse, teacher, principal or other qualified person authorized by the school district, as required by law. These screenings shall not be required of any student whose parent/guardian objects on religious or personal grounds. The parent/guardian shall be informed when a deficiency is found.

Parental Consent: Parental consent shall not be required for all examinations noted above if given by a school physician or under auspices of the school. In addition, parental consent shall not be required to refer a student to public health or other doctors for medical services in connection with pregnancy, sexually transmitted infection, or alcohol or drug abuse. The district shall encourage students to seek health services related to such matters with or without parental consent. As otherwise provided by law, parents/guardians and eligible students (students 18 years of age or older or an emancipated minor) shall receive notice and have the opportunity to opt a student out of any non-emergency, invasive physical examination or screening other than a hearing, vision, or scoliosis screening that is:

1. required as a condition of attendance
2. administered by the school and scheduled by the school in advance
3. not necessary to protect the immediate health and safety of the student or other students.

Dental Health: The school district shall participate in programs to encourage good dental health including instruction, dental examination clinics when available and referral to agencies which can provide aid for those in need.

Communicable Diseases: Students showing symptoms of communicable diseases, an infectious condition, or illness or disability of a serious nature shall be referred to the school nurse. The school nurse shall report to the principal for appropriate action the names of students with communicable diseases ([Policy JLC](#)).

-ADMINISTERING MEDICINE TO STUDENTS-

School personnel may not administer prescription or non prescription medications to students unless appropriate administration cannot reasonably be accomplished outside of school hours. Medication may be administered to students by the school nurse or school personnel whom a registered nurse has trained and delegated the task of administering prescription medication and nonprescription medication, but does not include medical marijuana ([Policy JLCD-R](#)).

-ADMINISTRATION OF MEDICAL MARIJUANA-

The Board strives to honor families' private medical decisions while ensuring a learning environment free of disruption. To accomplish these goals, the district restricts the administration of medications, including medical marijuana, during school hours unless administration cannot reasonably be accomplished outside of school hours. Administration of medical marijuana to qualified students must be in accordance with this policy. Administration of all other prescription and nonprescription medications to students must be in accordance with applicable law and the Board's policy concerning the administration of medications to students. Definitions For purposes of this policy, the following definitions apply:

1. "Designated location" means a location identified in writing by the school district in its sole discretion and may include a location on the grounds of the school in which the student is enrolled, upon a school bus in Colorado, or at a school sponsored event in Colorado.
2. "Medical marijuana" means a cannabis product with a delta-9 tetrahydrocannabinol (THC) concentration greater than 0.3 percent.

3. “Permissible form of medical marijuana” means non-smokeable products such as oils, tinctures, edible products or lotions that can be administered and fully ingested or absorbed in a short period of time. Patches and other forms of administration that continue to deliver medical marijuana to a qualified student while at school may be appropriate for students who receive ongoing adult assistance or on a case-by-case basis as determined by the district when adequate protections against misuse may be made. Forms of medical marijuana not included in this definition may be proposed by the qualified student’s primary caregiver to the superintendent, who may authorize such a request after consultation with appropriate medical personnel chosen by the district.

4. “Primary caregiver” means the qualified student’s parent, guardian or other responsible adult over eighteen years of age who is identified by the student’s parent/guardian as the qualified student’s primary caregiver. In no event may another student or a staff member be recognized as a primary caregiver, unless the staff member is the student’s parent/guardian. Any primary caregiver seeking access to school or district property, a school bus or school-sponsored event for purposes of this policy must comply with the Board’s policy and/or procedures concerning visitors to schools and all other applicable policies.

NOTE: Each parent or guardian can be designated as a primary caregiver for a qualified student under the age of 18 C.R.C. 25-1-5-106 (8)(b)

5. “Qualified student” means a student who holds a valid registration from the state of Colorado (license issued by the Colorado Department of Public Health and Environment) for the use of medical marijuana and for whom the administration of medical marijuana cannot reasonably be accomplished outside of school hours.

Permissible Administration of Medical Marijuana to a Qualified Student:

A qualified student's primary caregiver may administer a permissible form of medical marijuana to a qualified student in a designated location if all of the following parameters are met:

1. The qualified student’s parent/guardian provides the school with a copy of the student’s valid registration from the state of Colorado authorizing the student to receive medical marijuana;

2. The qualified student’s parent/guardian signs a written acknowledgement assuming all responsibility for the provision, administration, maintenance and use of medical marijuana under state law, and releases the district from liability for any injury that occurs pursuant to this policy;

3. The qualified student’s parent/guardian or primary caregiver must be responsible for providing the permissible form of medical marijuana to be administered to the qualified student;

4. The district determines, in its sole discretion, that a location and a method of administration of a permissible form of medical marijuana are available that do not create risk of disruption to the educational environment or exposure to other students;

5. After administering the permissible form of medical marijuana to the qualified student, the student’s primary caregiver must remove any remaining medical marijuana from the grounds of the school, district, school bus or school sponsored event; and

6. The district prepares, with the input of the qualified student’s parent/guardian, a written plan that identifies the form, designated location(s), and any protocol regarding administration of a permissible form of medical marijuana to the qualified student. The written plan must be signed by the school administrator, the qualified student (if capable) and the qualified student’s parent/guardian.

Additional Parameters: School personnel may not administer or hold medical marijuana in any form. This policy conveys no right to any student or to the student’s parents/guardians or other

primary caregiver to demand access to any general or particular location on school or district property, a school bus, or at a school-sponsored event to administer medical marijuana.

This policy does not apply to school grounds, school buses, or school-sponsored events located on federal property or any other location that prohibits marijuana on its property. Permission to administer medical marijuana to a qualified student may be limited or revoked if the qualified student and/or the student's primary caregiver violates this policy or demonstrates an inability to responsibly follow this policy's parameters. Student possession, use, distribution, sale or being under the influence of marijuana inconsistent with this policy may be considered a violation of Board policy concerning drug and alcohol involvement by students or other Board policy and may subject the student to disciplinary consequences, including suspension and/or expulsion, in accordance with applicable Board policy. If the federal government indicates that the district's federal funds are jeopardized by this policy, the Board declares that this policy must be suspended immediately and that the administration of any form of medical marijuana to qualified students on school property, on a school bus, or at a school-sponsored event must not be permitted. The district must post notice of such policy suspension and prohibition in a conspicuous place on its website ([Policy JLCDB*](#)).

-SCHOOL FIRST AID AND EMERGENCY MEDICAL CARE-

No treatment of injuries except first aid shall be permitted in the schools. First aid is immediate help given by the best qualified person at hand in case of accident or sudden illness. During the school day and during school sponsored events, including those off-site, at least one staff person shall be on duty who has a current certification from a nationally recognized course in standard first aid and CPR. First aid kits shall be stored and properly maintained in each school in accordance with applicable school health rules. Any person who in good faith provides emergency care or assistance without compensation at the place of the emergency or accident shall not be liable for any civil damages for acts or omissions in good faith. State law also exempts from civil liability certain health care providers who render emergency assistance in good faith and without compensation to persons injured in a competitive sports activity.

Treatment of injuries occurring outside school jurisdiction is not the responsibility of school employees. The school's obligation continues after the injury until the injured student has been placed in the care of the parent/guardian or emergency health personnel. Therefore, the parents/guardians of all students shall be asked to sign and submit an emergency medical authorization form which shall indicate the procedure they wish the school to follow in the event of a medical emergency involving their child. In all cases where the nature of an illness or an injury appears serious, the parent/ guardian shall be contacted if possible and the instructions on the student's emergency card followed. In extreme emergencies, where there is potential threat to life, limb or digit, school personnel shall immediately call emergency health personnel to arrange for transporting the student to an emergency facility on advice of emergency health personnel. No elementary student who is ill or injured shall be sent home alone nor shall a secondary student be sent home alone unless the illness is minor and the parent/guardian has consented in advance.

General Directives for Illness

1. A student who becomes ill while at school will be seen by the school nurse if possible.
2. If a student must be sent home because of illness, the parent/guardian will be contacted and asked to pick up the child if possible.
3. No elementary student who is ill will be sent home alone.

4. A secondary student who becomes ill will be allowed to leave school unaccompanied by a parent/guardian only with the express approval of the parent/guardian. The school staff member who speaks with the parent will make written notes indicating the date and time of the conversation, the parent/guardian's name and whether permission was given.

General Directives for Injuries/Severe Illness

Minor Injury: Minor injuries will be given first aid treatment by school district personnel.

Serious injury or illness (but not threatening to life, limb or digit): If the student is in pain or requires medical treatment, the student's parent/guardian will be notified to pick up the student from school. No elementary student who is injured or becomes ill will be sent home alone. An injured secondary student will be allowed to leave school unaccompanied by a parent/guardian only with the express approval of the parent/guardian. The school staff member who speaks with the parent will make written notes, indicating the date and time of the conversation, the parent/guardian's name and whether permission was given.

Severe injury or illness threatening to life, limb or digit:

1. If a student sustains a severe injury or illness requiring immediate medical attention, district personnel shall immediately call 911 to notify emergency health personnel.

2. The school principal or designee shall then immediately attempt to contact the parent/guardian to inform him or her of the status of the student and to request that the parent/guardian proceed to the hospital immediately.

3. The superintendent will be notified of the injury or illness as soon as possible.

4. The teacher or other staff member who is responsible for the student at the time of the accident will make out an accident report using the official school form ([Policy JLCE](#)).

-BULLYING/CYBERBULLYING-

Bullying in any form including: physical, verbal (can be heard), social (heard by others or exclusion), intimidation (look, gesture or comment) or electronically are in violation of [Policy JICH-R](#). See behavior and discipline matrix K-2 / 3-6 for consequences.

-BEHAVIOR AND DISCIPLINE MATRIX-

ELEMENTARY CAREER IMPACTED OFFENSES: (By School Law and School Board [Policy JICH-R](#)- Immediate or Mandatory Suspensions or Expulsions)

- 1) Purchase, sale, distribution and exchange of drug and/or alcohol and/or paraphernalia on campus.
 - a) 1st offense: Five days of out of school suspension (OSS) + mandatory drug awareness course (parent responsible for payment). May be recommended for expulsion.
 - b) 2nd offense: 10 days of OSS and recommendation for expulsion.
- 2) Possession, use and/or being under the influence of drugs and/or alcohol and/or controlled substances.
 - a) 1st offense: Three to five days of out of school suspension (OSS) + mandatory drug awareness course (parent responsible for payment).
 - b) 2nd offense: 10 days of OSS and recommendation for expulsion.
- 3) Dangerous Weapons (includes knives with a blade that exceeds three inches in length. Colorado School Law 22-33-102.4.c.d). (Measurement is from the hilt to the tip of the blade CRS 18-12-101(1)(F)).
 - a) 1st offense: 1-5 days of OSS or expulsion.
- 4) Violation of [Policy JICDA](#)

- 5) ANNUAL DISCIPLINE INFRACTIONS: May include Restorative Justice (apologies, via speech, letter, phone call, etc.; community service; restitution for damaged or stolen goods, classes, repairs).

-K-2 Discipline Matrix-

A PARENT CONFERENCE MAY BE REQUIRED FOR EACH OFFENSE

HB19-1194 places restrictions on discipline for students in preschool through second grade. School districts, charter schools, and public schools operated by a BOCES may impose out-of-school suspensions or expel a student enrolled in preschool, kindergarten, first grade, or second grade only if:

- The student has engaged in conduct on school grounds, in a school vehicle, or at a school activity or event that involves the possession of a dangerous weapon; the use, possession, or sale of a drug/controlled substance; or endangers the health or safety of others; and*
- The failure to remove the student from the school building would create a safety threat that cannot otherwise be addressed; and*
- On a case-by-case basis, the school district, charter school, or BOCES considers the factors set forth at C.R.S. 22-33-106(1.2) (age of student; disciplinary history; if a student with a disability; seriousness of the violation; whether the violation threatened the safety of students/staff; and whether a lesser intervention would properly address the violation) before suspending or expelling the student.*

The school district, charter school, or BOCES must document any alternative behavioral and disciplinary interventions that it employed before suspending or expelling the student.

If an out-of-school suspension is imposed, it cannot exceed 3 school days unless it is determined by the chief administrative officer or executive director, or designee, of the school district, charter school, or BOCES that a longer period is necessary to resolve the safety threat or recommends that the student be expelled. School districts, charter schools, and BOCES must update their student conduct and discipline code to reflect these new requirements and limitations on discipline for students in preschool through second grade. The requirement that the conduct and discipline code must be provided to students upon enrollment now includes preschool students as well. C.R.S. 22-32-109.1(2)(a).

OFFENSE	CONSEQUENCES
1. Aiding/Abetting other infractions on this discipline matrix: -Passive: a) 1st offense b) 2nd offense c) 3rd + offense(s)	a.) Reprimand b.) Detention 3-5 days c.) Suspension 1-3 days
-Active: a) 1st offense b) 2nd offense c) 3rd + offense(s)	a.) Detention 1-2 days b.) Detention 3-5 days c.) Suspension 1-3 days
2. Alteration/Tampering/Misuse of: -School Records: a) 1st offense b) 2nd offense c) 3rd + offense(s)	a.) Reprimand - Community Service b.) Detention 1 day c.) Suspension 1 day
-Computer Records:	a.) Detention 1 day

<ul style="list-style-type: none"> a) 1st offense b) 2nd offense c) 3rd + offense(s) 	<ul style="list-style-type: none"> b.) Detention 3-5 days c.) Suspension 1-3 days and Loss of Privilege
<p>3. Arson/False Alarms/Bomb Threats, (includes a false 911 call):</p> <ul style="list-style-type: none"> a) 1st offense b) 2nd offense c) 3rd + offense(s) <p>*Will contact Law Enforcement, fine \$250 for false 911 call.</p>	<ul style="list-style-type: none"> a.) Restriction and 3 - 5 days of OSS b.) Restriction - 3 - 9 days of OSS c.) Restriction - Long term suspension
<p>4. Assault/minor aggression:</p> <p>-Student to Student:</p> <ul style="list-style-type: none"> a) 1st offense b) 2nd offense c) 3rd + offense(s) 	<ul style="list-style-type: none"> a.) Restriction and Detention 1 day b.) Restriction and Detention 3-5 days c.) Restriction and Suspension 1-3 days
<p>-Student to Teacher/Staff:</p> <ul style="list-style-type: none"> a) 1st offense b) 2nd offense c) 3rd + offense(s) 	<ul style="list-style-type: none"> a.) Restriction and Detention 2 days b.) Restriction and Detention 3-5 days c.) Restriction and Suspension 1-3 days with possible Long Term Suspension
<p>5. Aggravated Assault (serious bodily harm):</p> <p>-Student to Student:</p> <ul style="list-style-type: none"> a) 1st offense b) 2nd offense 	<ul style="list-style-type: none"> a.) Restriction and Long Term Suspension b.) Restriction and Expulsion
<p>6. Aggravated Assault of School Employee:</p> <ul style="list-style-type: none"> a) 1st offense b) 2nd offense 	<ul style="list-style-type: none"> a.) Restriction and Long Term Suspension and/or Expulsion b.) Restriction and Expulsion
<p>7. Attendance Policy Violations:</p> <p>-Tardiness (habitual)</p> <ul style="list-style-type: none"> a) 1st offense b) 2nd offense c) 3rd + offense(s) <p>*Attendance meeting will occur.</p>	<ul style="list-style-type: none"> a.) Parent Notification b.) Parent Notification and Restriction c.) Restriction
<p>-Leaving Campus without Authorization</p> <ul style="list-style-type: none"> a) 1st offense b) 2nd offense c) 3rd + offense(s) 	<ul style="list-style-type: none"> a.) Reprimand and Detention 1-3 days b.) Restriction and Detention 3-5 days c.) Suspension 1-3 days
<p>-Truancy</p> <ul style="list-style-type: none"> a) 1st offense b) 2nd offense c) 3rd + offense(s) <p>*Truancy meeting will occur.</p>	<ul style="list-style-type: none"> a.) Parent Notification b.) Parent Notification and Restriction c.) Parent Notification and Detention 1-3 days
<p>8. Breaking and Entering School Premises/Trespassing:</p> <ul style="list-style-type: none"> a) 1st offense b) 2nd offense c) 3rd + offense(s) 	<ul style="list-style-type: none"> a.) Detention 1-3 days b.) Restriction and Detention 3-5 days c.) Restriction and Suspension 1-3 days

*Restitution required.	
9. Bus Safety Rules Violation: a) 1st offense b) 2nd offense c) 3rd + offense(s)	a.) Bus suspension 1-3 days b.) Restriction and Bus suspension 3-5 days c.) Short term suspension 1-3 days and Long Term Bus Suspension
10. Controlled Substance (alcohol, tobacco, vape/vape juice, e-cigarettes, inhalants, over the counter prescription drugs, illicit drugs: ecstasy, cocaine, marijuana, meth., hallucinogens, heroin, etc.)	*See above: Policy JICH-R
-Usage and/or Possession a. 1 st offense b. 2 nd offense c. 3rd + offense(s) *Parent conference for all the above	a.) 1-3 days OSS + mandatory drug awareness course (parents responsible for payment) b.) 10 days of OSS and recommendation for expulsion c.) See b.
-Paraphernalia a. 1 st offense b. 2 nd offense c. 3rd + offense(s) *Parent conference for all the above	a.) 1-3 days OSS + mandatory drug awareness course (parent responsible for payment). May be recommended for expulsion b.) 5 days of OSS and recommendation for expulsion c.) See b.
-Sale and/or Distribution a. 1 st offense b. 2 nd offense c. 3rd + offense(s) *Parent conference for all the above	a.) 5 days OSS + mandatory drug awareness course (parent responsible for payment). May be recommended for expulsion b.) 10 days of OSS and recommendation for expulsion c.) See b.
-Use and/or Possession of Tobacco a. 1 st offense b. 2 nd offense c. 3rd + offense(s) *Parent conference for all the above	a.) Restriction and Suspension 1-3 days b.) Restriction and Suspension 3-5 days c.) Restriction and Suspension 5-9 days
11. Cheating/Plagiarism/Forgery/Falsification/False Information/Lying: a) 1st offense b) 2nd offense c) 3rd + offense(s)	a.) Reprimand and Detention 1-3 days b.) Restriction and Detention 3-5 days c.) Restriction and Suspension 1-3 days
12. Confrontations/Altercations: a) 1st offense b) 2nd offense c) 3rd + offense(s)	a.) Conflict Resolution/Mediation b.) a+ 1 - 2 days in school Detention c.) a+ 1-3 days of OSS
13. Defiance/Disrespect/Insubordination/Non-compliance/refusal to do school work: a) 1st offense b) 2nd offense c) 3rd + offense(s)	a.) Reprimand and Detention 1-3 days b.) Restriction and Detention 3-5 days c.) Restriction and Suspension 1-3 days

14. Disruption of the Educational Process: a) 1st offense b) 2nd offense c) 3rd + offense(s)	a.) Reprimand and Detention 1-3 days b.) Restriction and Detention 3-5 days c.) Restriction and Suspension 1-3 days
15. Ethnic/Racial Slurs: a) 1st offense b) 2nd offense c) 3rd + offense(s)	a.) Reprimand and detention 1-3 days b.) Detention 3-5 days c.) Restrictions and 1-3 days ISS
16. Dress Code Violation: a) 1st offense b) 2nd offense c) 3rd + offense(s)	a.) Reprimand and Change of Clothes b.) Detention 1-5 Days and Change Clothes c.) Restriction and Suspension 1-3 days
17. Fighting (mutual participation with physical violence/YOU THROW;YOU GO): a) 1st offense b) 2nd offense c) 3rd + offense(s)	a.) Restriction and Detention 1-3 days b.) Restriction and Detention 3-5 days c.) Restriction and Suspension 1-3 days
18. Hazing: a) 1st offense b) 2nd offense c) 3rd + offense(s) *Restitution required.	a.) Reprimand and restitution b.) Restriction and Detention 3-5 days c.) Restriction and Suspension 1-3 days
19. Injury Prone Behavior (Horseplay/ roughhousing/Recklessness - Endangerment: if results in substantial physical injury): a) 1st offense b) 2nd offense c) 3rd + offense(s)	a.) Reprimand - Detention 1-3 days b.) Detention 3-5 days - Restrictions c.) Restrictions and suspension 1-3 days
20. Intimidation/Threats/Harassment (non-sexual)/Bullying/Cyber Bullying: a) 1st offense b) 2nd offense c) 3rd + offense(s)	a.) Detention 1-3 days - Restrictions b.) Restrictions - Detention 3-5 days c.) Restrictions and suspension 1-3 days
21. Inappropriate Website including, but not limited to: pornography/unauthorized downloads/bypassing filters/unauthorized video games/etc. a) 1st offense b) 2nd offense c) 3rd + offense(s)	a.) 1 week can not take device home (check in and out for each class as needed with teacher note) b.) 1 quarter can not take the device home (check in and out for each class as needed with teacher note) and 1 day of ISS. c.) 1-3 days of OSS/loss of computer privileges for remainder of year
22. Possession of a combustibile (lighter, matches, firecrackers, gasoline, etc.): a) 1st offense b) 2nd offense c) 3rd + offense(s)	a.) Detention 1-3 days - Restrictions b.) Restrictions - Detention 3-5 days c.) Restrictions and suspension 1-3 days

<p>23. PDA (Public Display of Affection): a) 1st offense b) 2nd offense c) 3rd + offense(s)</p>	<p>a.) Reprimand b.) Detention 1-3 days c.) Detention 3-5 days</p>
<p>24. Rudeness/Slanderous, Derogatory, and/or Disrespectful comments in person or on video or social media on school grounds: a) 1st offense b) 2nd offense c) 3rd + offense(s)</p>	<p>a.) Reprimand b.) Detention 1-3 days c.) 1-3 days ISS</p>
<p>25. Sexual Offenses: -Obscene/Pornographic materials: a) 1st offense b) 2nd offense c) 3rd + offense(s)</p>	<p>a.) Confiscation, restrictions, detention 1-3 days b.) Confiscation, restrictions - detention 3-5 days c.) Confiscation, restrictions - 1-3 days OSS</p>
<p>-Indecent Exposure: a) 1st offense b) 2nd offense c) 3rd + offense(s)</p>	<p>a.) Reprimand b.) Detention 1-3 days - restrictions - 1 day of in school suspension c.) Detention 3-5 days - restrictions - 1-3 days of out of school suspension</p>
<p>-Sexual Harassment: a) 1st offense b) 2nd offense c) 3rd + offense(s) *Parent notification on all 3 levels.</p>	<p>a.) Detention 1-5 days b.) Restriction - 1-3 days ISS c.) 1-3 days OSS</p>
<p>-Sexual Harassment w/contact and/or inappropriate contact: a) 1st offense b) 2nd offense c) 3rd + offense(s) *Parent notification on all 3 levels.</p>	<p>a.) Restriction - 1-3 days detention b.) Restriction - 1-3 days ISS c.) Restriction - 1-3 days OSS</p>
<p>-Sexual misconduct w/ a minor/child molestation: a) 1st offense b) 2nd offense c) 3rd + offense(s) *Parent notification on all 3 levels.</p>	<p>a.) Restriction - Short term out of school suspension b.) Restriction - Long term out of school suspension c.) Restriction - Expulsion</p>
<p>-Sexual Assault (rape): a) 1st offense b) 2nd offense *Parent notification on all 3 levels.</p>	<p>a.) Restriction - Long term out of school suspension b.) Restriction - Expulsion</p>
<p>26. Social Media while in school (Snapchat, Facebook, Instagram, etc., texting, videoing) involving threats/harassment, rudeness/slanderous, derogatory, sexting, and/or disrespectful comments:</p>	<p>a.) Restriction - 1-3 days detention b.) Restriction - 1-3 days ISS c.) Restriction - 1-3 days OSS</p>

<ul style="list-style-type: none"> a) 1st offense b) 2nd offense c) 3rd + offense(s) 	
<p>27. Theft:</p> <ul style="list-style-type: none"> a) 1st offense b) 2nd offense c) 3rd + offense(s) 	<ul style="list-style-type: none"> a.) Confiscation - 1-3 days detention b.) Confiscation - 3-5 days ISS c.) Restriction - 1-3 days OSS
<p>28. Use of unauthorized cell phone/smart watches with texting, calling and/or emailing capabilities during class/instructional time and/or organized school activities:</p> <ul style="list-style-type: none"> a) 1st offense b) 2nd offense c) 3rd + offense(s) <p>*Parents will be notified.</p>	<ul style="list-style-type: none"> a.) Confiscated phone/smart watch for 1 day b.) Confiscated phone/smart watch 1 week c.) Confiscated phone/smart watch 2 weeks plus plan put in place
<p>29. Vandalism/Destruction of school property and/or other personal property:</p> <ul style="list-style-type: none"> a) 1st offense b) 2nd offense c) 3rd + offense(s) 	<ul style="list-style-type: none"> a.) 1 day of ISS (clean-up, repair, expenses, etc.) b) 1-3 days of OSS and possible charges (Also, all clean-up, repair, expenses, etc.) c.) See b
<p>30. Vulgarity/Profanity/Inappropriate use of language (written, verbal, profanity, gestures, etc.)</p> <p>-Student to student and/or in general:</p> <ul style="list-style-type: none"> a) 1st offense b) 2nd offense c) 3rd + offense(s) 	<ul style="list-style-type: none"> a.) Reprimand b.) 1-3 days detention c.) 3-5 days detention - 1 day ISS
<p>-To Teacher/Substitute:</p> <ul style="list-style-type: none"> a) 1st offense b) 2nd offense c) 3rd + offense(s) 	<ul style="list-style-type: none"> a.) Reprimand - 1-3 days detention b.) 3-5 days detention c.) Restriction - 1-3 days OSS
<p>31. Weapons/Dangerous Objects: (laser pointers, mace, razor blade, knife (blade that exceeds 3 inches in length, explosive device):</p> <p>-Possessions/use:</p> <ul style="list-style-type: none"> a) 1st offense b) 2nd offense c) 3rd + offense(s) 	<ul style="list-style-type: none"> a.) Confiscation - Detention 1-3 days b.) Confiscation - 1-3 days OSS c.) Confiscation - Long term OSS - expulsion
<p>-Firearms/Destructive Devices:</p> <ul style="list-style-type: none"> a) 1st offense b) 2nd offense 	<ul style="list-style-type: none"> a.) Long term suspension b.) Expulsion

-3-6 Discipline Matrix-
A PARENT CONFERENCE MAY BE REQUIRED FOR EACH OFFENSE

OFFENSE	CONSEQUENCES
1. Aiding/Abetting other infractions on this discipline matrix: -Passive: a) 1st offense b) 2nd offense c) 3rd + offense(s)	a.) Detention 1-3 days b.) Detention 3-5 days c.) ISS 1-3 days
-Active: a) 1st offense b) 2nd offense c) 3rd + offense(s)	a.) Detention 1-3 days b.) Suspension 1-3 days c.) ISS 3-5 days
2. Alteration/Tampering/Misuse of: -School Records: a) 1st offense b) 2nd offense c) 3rd + offense(s)	a.) Detention 1-3 days b.) Detention 3-5 days c.) ISS 1-3 days
-Computer Records: a) 1st offense b) 2nd offense c) 3rd + offense(s)	a.) ISS 1-3 days b.) Suspension 3-5 days and Loss of Privilege c.) Suspension 5-9 days and Loss of Privilege
3. Assault/minor aggression: -Student to Student: a) 1st offense b) 2nd offense c) 3rd + offense(s)	a.) Restriction and Detention 3-5 days b.) Restriction and ISS 1-3 days c.) Restriction and OSS 5-9 days
-Student to Teacher/Staff: a) 1st offense b) 2nd offense c) 3rd + offense(s)	a.) Restriction and ISS 1-3 days b.) Restriction and OSS 3-5 days c.) Restriction and OSS 5-9 days with possible Long Term Suspension
4. Aggravated Assault (serious bodily harm): -Student to Student: a) 1st offense b) 2nd offense	a.) Restriction and Long Term Suspension b.) Restriction and Expulsion
5. Aggravated Assault of School Employee: a) 1st offense b) 2nd offense	a.) Restriction and Long Term Suspension and/or Expulsion b.) Restriction and Expulsion
6. Arson/False Alarms/Bomb Threats, (includes a false 911 call): a) 1st offense b) 2nd offense c) 3rd + offense(s) *Will contact Law Enforcement, fine \$250 for false 911 call.	a.) Short Term ISS b.) Long Term OSS c.) Expulsion
7. Attendance Policy Violations: -Tardiness (habitual)	a.) Parent Notification b.) Parent Notification and detention 1-3 days

<ul style="list-style-type: none"> a) 1st offense b) 2nd offense c) 3rd + offense(s) <p>*Attendance meeting will occur.</p>	<ul style="list-style-type: none"> c.) Parent Notification and detention 3-5 days
<p>-Leaving Campus without Authorization</p> <ul style="list-style-type: none"> a) 1st offense b) 2nd offense c) 3rd + offense(s) 	<ul style="list-style-type: none"> a.) Detention 1-3 days b.) Detention 3-5 days c.) Suspension 1-3 days
<p>-Truancy</p> <ul style="list-style-type: none"> a) 1st offense b) 2nd offense c) 3rd + offense(s) <p>*Truancy meeting will occur.</p>	<ul style="list-style-type: none"> a.) Parent Notification Detention 1-3 days b.) Detention 1-5 days c.) ISS 1-3 days
<p>8. Breaking and Entering School Premises/Trespassing:</p> <ul style="list-style-type: none"> a) 1st offense b) 2nd offense c) 3rd + offense(s) <p>*Restitution required.</p>	<ul style="list-style-type: none"> a.) In school Suspension 1-3 days b.) OSS 3-5 days c.) OSS 5-9 days
<p>9. Bus Safety Rules Violation:</p> <ul style="list-style-type: none"> a) 1st offense b) 2nd offense c) 3rd + offense(s) 	<ul style="list-style-type: none"> a.) Bus suspension 1-3 days b.) Restriction and Bus suspension 3-5 days c.) Short term suspension 1-3 days and Long Term Bus Suspension
<p>10. Controlled Substance (alcohol, tobacco, vape/vape juice, e-cigarettes, inhalants, over the counter prescription drugs, illicit drugs: ecstasy, cocaine, marijuana, meth., hallucinogens, heroin, etc.)</p>	<p>*See above: Policy JICH-R</p>
<p>-Usage and/or Possession</p> <ul style="list-style-type: none"> a. 1st offense b. 2nd offense c. 3rd + offense(s) <p>*Parent conference for all the above</p>	<ul style="list-style-type: none"> a.) 3-5 days OSS + mandatory drug awareness course (parents responsible for payment) b.) 10 days of OSS and recommendation for expulsion c.) See b.
<p>-Paraphernalia</p> <ul style="list-style-type: none"> a. 1st offense b. 2nd offense c. 3rd + offense(s) <p>*Parent conference for all the above</p>	<ul style="list-style-type: none"> a.) 5 days OSS + mandatory drug awareness course (parent responsible for payment). May be recommended for expulsion b.) 10 days of OSS and recommendation for expulsion c.) See b.
<p>-Sale and/or Distribution</p> <ul style="list-style-type: none"> a. 1st offense b. 2nd offense c. 3rd + offense(s) <p>*Parent conference for all the above</p>	<ul style="list-style-type: none"> a.) 5 days OSS + mandatory drug awareness course (parent responsible for payment). May be recommended for expulsion b.) 10 days of OSS and recommendation for expulsion c.) See b.
<p>-Use and/or Possession of Tobacco</p>	<ul style="list-style-type: none"> a.) Restriction and Suspension 1-3 days

<ul style="list-style-type: none"> a. 1st offense b. 2nd offense c. 3rd + offense(s) <p>*Parent conference for all the above</p>	<ul style="list-style-type: none"> b.) Restriction and Suspension 3-5 days c.) Restriction and Suspension 5-9 days
<p>11. Cheating/Plagiarism/Forgery/Falsification /False Information/Lying:</p> <ul style="list-style-type: none"> a) 1st offense b) 2nd offense c) 3rd + offense(s) 	<ul style="list-style-type: none"> a.) Reprimand and Detention 1-3 days b.) Restriction and ISS 1-3 days c.) Restriction and OSS 3-5 days
<p>12. Confrontations/Altercations:</p> <ul style="list-style-type: none"> a) 1st offense b) 2nd offense c) 3rd + offense(s) 	<ul style="list-style-type: none"> a.) Conflict Resolution/Mediation b.) a+ 1-2 days in school Detention c.) a+ 1-3 days of OSS
<p>13. Defiance/Disrespect/Insubordination/ Non-compliance/refusal to do school work:</p> <ul style="list-style-type: none"> a) 1st offense b) 2nd offense c) 3rd + offense(s) 	<ul style="list-style-type: none"> a.) Reprimand and Detention 1-3 days b.) Restriction and Detention 3-5 days c.) Restriction and Suspension 1-3 days
<p>14. Disruption of the Educational Process:</p> <ul style="list-style-type: none"> a) 1st offense b) 2nd offense c) 3rd + offense(s) 	<ul style="list-style-type: none"> a.) Reprimand and Detention 1-3 days b.) Restriction and Detention 3-5 days c.) Restriction and Suspension 1-3 days
<p>15. Ethnic/Racial Slurs:</p> <ul style="list-style-type: none"> a) 1st offense b) 2nd offense c) 3rd + offense(s) 	<ul style="list-style-type: none"> a.) Reprimand and detention 1-3 days b.) ISS 3-5 days c.) Restrictions and OSS 1-3 days
<p>16. Dress Code Violation:</p> <ul style="list-style-type: none"> a) 1st offense b) 2nd offense c) 3rd + offense(s) 	<ul style="list-style-type: none"> a.) Reprimand and Change of Clothes b.) Detention 1-5 Days and Change Clothes c.) Restriction and Suspension 1-3 days
<p>17. Fighting (mutual participation with physical violence):</p> <ul style="list-style-type: none"> a) 1st offense b) 2nd offense c) 3rd + offense(s) 	<ul style="list-style-type: none"> a.) Restriction and Detention 1-3 days b.) Restriction and ISS 3-5 days c.) Restriction and OSS 5-9 days
<p>18. Hazing:</p> <ul style="list-style-type: none"> a) 1st offense b) 2nd offense c) 3rd + offense(s) <p>*Restitution required.</p>	<ul style="list-style-type: none"> a.) Reprimand and restitution b.) Restriction and Detention 3-5 days c.) Restriction and Suspension 1-3 days
<p>19. Injury Prone Behavior (Horseplay/roughhousing/Recklessness - Endangerment: if results in substantial physical injury):</p> <ul style="list-style-type: none"> a) 1st offense b) 2nd offense c) 3rd + offense(s) 	<ul style="list-style-type: none"> a.) Reprimand - Detention 1-3 days b.) Detention 3-5 days - Restrictions c.) Restrictions and suspension 3-5 days

<p>20. Intimidation/Threats/Harassment (non-sexual)/Bullying/Cyber Bullying: a) 1st offense b) 2nd offense c) 3rd + offense(s)</p>	<p>a.) Detention 1-3 days - Restrictions b.) Restrictions - Detention 3-5 days c.) Restrictions and suspension 1-3 days</p>
<p>21. Inappropriate Website including, but not limited to: pornography/unauthorized downloads/bypassing filters/unauthorized video games/etc. a) 1st offense b) 2nd offense c) 3rd + offense(s)</p>	<p>a.) 1 week can not take device home (check in and out for each class as needed with teacher note) b.) 1 quarter can not take the device home (check in and out for each class as needed with teacher note) and 1 day of ISS. c.) 1-3 days of OSS/loss of computer privileges for remainder of year</p>
<p>22. Possession of a combustible (lighter, matches, firecrackers, gasoline, etc.): a) 1st offense b) 2nd offense c) 3rd + offense(s)</p>	<p>a.) Detention 3-5 days - Restrictions b.) Restrictions - ISS 3-5 days c.) Restrictions - OSS 1-3 days</p>
<p>23. PDA (Public Display of Affection): a) 1st offense b) 2nd offense c) 3rd + offense(s)</p>	<p>a.) Reprimand b.) Detention 1-3 days c.) Restriction - Detention 3-5 days</p>
<p>24. Rudeness/Slandorous, Derogatory, and/or Disrespectful comments in person or on video or social media on school grounds: a) 1st offense b) 2nd offense c) 3rd + offense(s)</p>	<p>a.) Reprimand - Detention 1-3 days b.) 1-3 days ISS c.) 3-5 days OSS</p>
<p>25. Sexual Offenses: -Obscene/Pornographic materials: a) 1st offense b) 2nd offense c) 3rd + offense(s)</p>	<p>a.) Confiscation, restrictions, detention 1-3 days b.) Confiscation, restrictions - ISS 1-3 days c.) Confiscation, restrictions - OSS 3-5 days</p>
<p>-Indecent Exposure: a) 1st offense b) 2nd offense c) 3rd + offense(s)</p>	<p>a.) Restriction - detention 3-5 days b.) Restriction - ISS 1-3 days c.) Restriction - 1-3 OSS</p>
<p>-Sexual Harassment: a) 1st offense b) 2nd offense c) 3rd + offense(s) *Parent notification on all 3 levels.</p>	<p>a.) Detention 1-5 days b.) Restriction - 1-3 days in school suspension c.) 3-5 days out of school suspension</p>

<p>-Sexual Harassment w/contact and/or inappropriate contact: a) 1st offense b) 2nd offense c) 3rd + offense(s) *Parent notification on all 3 levels.</p>	<p>a.) Detention 1-3 days b.) Restriction - 5-9 days ISS c.) Restriction - 3-5 days out of school suspension</p>
<p>-Sexual misconduct w/ a minor/child molestation: a) 1st offense b) 2nd offense c) 3rd + offense(s) *Parent notification on all 3 levels.</p>	<p>a.) Restriction - Short term out of school suspension b.) Restriction - Long term out of school suspension c.) Restriction - Expulsion</p>
<p>-Sexual Assault (rape): a) 1st offense b) 2nd offense *Parent notification on all 3 levels.</p>	<p>a.) Restriction - Long term out of school suspension b.) Restriction - Expulsion</p>
<p>26. Social Media while in school (Snapchat, Facebook, Instagram, etc., texting, videoing) involving threats/harassment, rudeness/slanderous, derogatory, sexting, and/or disrespectful comments: a) 1st offense b) 2nd offense c) 3rd + offense(s)</p>	<p>a.) Restriction - 1-3 days detention b.) Restriction - 1-3 days ISS c.) Restriction - 3-5 days OSS</p>
<p>27. Theft: a) 1st offense b) 2nd offense c) 3rd + offense(s)</p>	<p>a.) Confiscation - 3-5 days detention b.) Confiscation - 1-3 days ISS c.) Confiscation, restriction - 5-9 OSS</p>
<p>28. Use of unauthorized cell phone/smart watches with texting, calling and/or emailing capabilities during class/instructional time and/or organized school activities: a) 1st offense b) 2nd offense c) 3rd + offense(s) *Parents will be notified.</p>	<p>a.) Confiscated phone/smartwatch for 1 week b.) Confiscated phone/smartwatch 2 weeks c.) Confiscated phone/smartwatch quarter plus plan put in place</p>
<p>29. Vandalism/Destruction of school property and/or other personal property: a) 1st offense b) 2nd offense c) 3rd + offense(s)</p>	<p>a.) 2 days of ISS (clean-up, repair, expenses, etc.) b) 3-10 days of OSS and possible charges (Also, all clean-up, repair, expenses, etc.) c.) See b</p>
<p>30. Vulgarity/Profanity/Inappropriate use of language (written, verbal, profanity, gestures, etc.) -Student to student and/or in general:</p>	<p>a.) Reprimand b.) 1-3 days detention c.) 3-5 days detention - 1 day ISS</p>

<ul style="list-style-type: none"> a) 1st offense b) 2nd offense c) 3rd + offense(s) 	
<ul style="list-style-type: none"> -To Teacher/Substitute: a) 1st offense b) 2nd offense c) 3rd + offense(s) 	<ul style="list-style-type: none"> a.) Reprimand - 1-3 days detention b.) 3-5 days detention ISS c.) Restriction - 1-3 days OSS
<p>31. Weapons/Dangerous Objects: (laser pointers, mace, razor blade, knife (blade that exceeds 3 inches in length, explosive device):</p> <ul style="list-style-type: none"> -Possessions/use: a) 1st offense b) 2nd offense c) 3rd + offense(s) 	<ul style="list-style-type: none"> a.) Confiscation - 1-5 days OSS suspension b.) Confiscation - 5-9 days OSS c.) Confiscation - Long term OSS - expulsion
<ul style="list-style-type: none"> -Firearms/Destructive Devices: a) 1st offense b) 2nd offense 	<ul style="list-style-type: none"> a.) Long term suspension b.) Expulsion

***Note:** There will be a **ZERO TOLERANCE** for threats, harassment and/or bullying. The incident will be investigated and if found to be valid will be reported to the student’s parents/guardians and to the law enforcement authorities.

Violations not listed above will be handled through administrative investigations and consequences will be determined by the administration. Parents will be notified about inappropriate behavior by phone or email.

No electronic devices will be allowed to be in use with the student during the period of detention or community service.

Any ten (10) days out of school infraction could lead to an expulsion hearing. The Principal can suspend a student from school a maximum of ten (10) days. An infraction that warrants an expulsion hearing requires the Principal to recommend expulsion to the Superintendent of Schools. The Superintendent can extend the suspension beyond the original 10 days to include the date for an expulsion hearing.

-SAFE2TELL COLORADO-

Safe2Tell Colorado wants students, parents, and educators to know that, “telling is when you need to keep yourself or someone you know safe from serious threats, harmful behaviors or dangerous situations. By unanimously calling, 1-877-542-7233, you can help stop a friend from committing suicide, helping get a friend off drugs, or help stop a bullying situation.”

***Note:** Safe2Tell Colorado is for **serious concerns** and **focuses on saving the lives** of Colorado students. **Should Safe2Tell Colorado become the victim of prank or unverified calls, the line will be forwarded to a traceable line.** Deliberate false reports made by phone, online or mobile app may be investigated. Use Safe2Tell Colorado wisely!

-ELEMENTARY EXTRACURRICULAR ACTIVITIES-

The school provides a number of extra-curricular opportunities each school year (All Valley Track Meet, student council, science fair, Missoula/drama productions, etc.) in which students may elect to participate. Students must sustain course grade averages of “C” or better, must demonstrate evidence of attainment of established reading and mathematics goals, and must be

in good standing in the school-wide discipline plan to be eligible to participate in any of these programs ([Policy JJA-2-R](#)).

-EXTRACURRICULAR ACTIVITY RULES AND WEEKLY ELIGIBILITY- 6-12 GRADES

A student's ability to participate in any district-sponsored extracurricular activity is a privilege, not a right. Those district students who participate in extracurricular activities serve as role models to other students.

Eligibility lists will be given to teachers and coaches by *Noon on Tuesday. A student who has 1 F or 2 D's will be considered ineligible. All student work is due to teacher by noon on Monday in order to be included in the eligibility period. The eligibility period runs from Wednesday through Tuesday night for the designated week or period, one-week or longer.* Students who are ineligible cannot participate in an event until they are reassessed for the next eligibility period which begins on the following Wednesday. Students receiving "Incomplete" are eligible to compete when the "I" is converted to a passing grade prior to the competition (and is passing 3.5 Carnegie units). Period exceptions: At the end of the nine weeks the eligibility period is 2 weeks, and Thanksgiving week stays the same as the previous week. At the beginning of each nine weeks the eligibility period is 2 weeks based on the final grades for the previous nine weeks ([Policy JJJ](#)).

Students who are not eligible cannot participate in an event until grades are reassessed for the new period, which begins the following Wednesday after new eligibility is determined.

Ineligible students will not be allowed to miss class for any extra-curricular activity held during the school day. (This does not include curricular activities). Ineligible students will be allowed to practice with the team but will not be allowed to travel with the team or sit on the team bench. Ineligible students will not participate in any other school functions such as Knowledge Bowl, Spelling Bee, or other competitions or school sponsored activities.

If a student misses school the day of an extracurricular activity, he/she will not be allowed to participate in the activity. Exceptions will only be allowed through parental contact and **prior approval** from the principal. A student must attend at least three (3) class periods on the day of the competition in order to compete ([Policy JJJ](#)).

-VISITOR PASSES-

We welcome parents into our school. If you would like to visit your child's teacher, please make prior arrangements. All visitors in the building during school hours are required to get a pass from the office upon entry to the building. Teachers will not admit visitors to their classroom without a visitor badge. Student guests are discouraged and must have **prior approval** from the principal. We will make every attempt not to disrupt instructional time. If you would like to have a conference with your child's teacher, please make arrangements to do so during the teacher's planning time or either before or after school ([Policy KI](#)).

-STUDENT FEES-

A 10% discount will be given for student academic fees paid in full at the time of registration. For Athletic fees or Extracurricular fees, a student may not compete until all fees are paid in full.

-SAFETY DRILLS-

Fire and emergency drills are carried out throughout the school year. These are designed to develop the proper procedure to be followed in the event of an actual building emergency. We want our staff and students to know the quickest and safest ways to respond. In the unlikely occurrence of a crisis in which the building would have to be evacuated all staff and students will go to their prearranged and practiced location.. In extreme circumstances, students may be transported to another undisclosed location due to safety. Parents will be contacted at their specific phone number as a means of notifying them where to pick up their children. Students will be released only to parents or to a person designated by the parent on their emergency card. Any person picking up a student will be required to sign the child out of school supervision. Teachers will continue to be responsible for the students in their classes until a student is signed out or until all students have officially been dismissed.

-ELEMENTARY COLD WEATHER AND RECESSES-

Students will go outside for recess every day with the exception of when it is raining heavily or when we are experiencing extreme wind chill conditions. Please assist us by making sure your child is properly dressed for recess each day. We strongly recommend a layered system of clothing that can be used to keep your child comfortable regardless of the weather conditions. Students are required to wear a long-sleeve sweatshirt, fleece jacket, or coat when the temperature outside falls below 45 degrees. Students will be restricted to the blacktop areas of the playground when it snows heavily unless they are wearing boots. Recesses are a wonderful opportunity for students to expend energy, to play with their friends, and to revitalize themselves for learning. Please be prepared! In wet or extremely cold conditions students will have recess indoors. Students may enter the school on mornings when we signal that they will be remaining indoors.

-SCHOOL CANCELLATIONS AND DELAYED START-

If school is canceled or if a delayed start is required, the decision will be announced as early as possible by the superintendent. If a delayed start is implemented, actual school starting times will be announced. School bus stops will be delayed by the same number of minutes. For example, if school is starting an hour late, bus pick-ups will also be moved back approximately one hour allowing for the possibility of slower bus travel. The cancellation or delayed start announcement will be sent via school messenger to all families and will be posted on Sargent's Facebook page. If no report is given, it can be assumed that school will be held at its normally scheduled time.

-STUDENTS RIDING BUSES-

Students riding the bus to school are required to practice safety both at the bus stop and while on the bus. Students will not be permitted to ride on a bus other than their own or to ride the bus as a guest unless the school office receives in advance written request from a parent/guardian for them to do so. Please make transportation arrangements with your child before school each day. In the event of an emergency, try to notify the school office before 2:30 p.m. of any changes in transportation plans for your child. Students being dropped off from a bus at designated locations must be met by a family member or designated care provider. Students who are not met will be returned to the school. We will not leave a student unattended at any stop.

-ELEMENTARY MORNING ROUTINE-

School Buses: School buses will unload students on the bus loop near the sidewalk that goes directly in front of the cafeteria. Elementary students not eating breakfast should go to the playground using the same sidewalk and remain on the playground until the morning whistle

signals that it is time to line up with their class. Students who are eating breakfast should proceed to the cafeteria using the west doors.

Automobiles: Parents who bring their children to school will unload their elementary children in front of the elementary school (south side). Students should proceed to the playground and remain there until the morning whistle signals that it is time to line up with their class. **If parents need to park, they must park across the road in the south parking lot. There can be NO PARKING in the drop off driveway or in the area between the elementary school fence and the highway. ([Policy EEA](#)).**

-ELEMENTARY AFTERNOON ROUTINE-

Buses will be parked in the bus loop in front of the cafeteria to load students. **Parents picking up elementary children will park in the south parking lot across from the elementary school. Parents must cross the street to pick up their children. A reminder that there is NO PARKING in the driveway in front of the elementary.** We appreciate your cooperation in following these procedures. You will be contacted by our School Resource Officer if a problem arises.

CONCERNS/COMPLAINTS/GRIEVANCES:

-STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES-

Decisions made by school personnel which students believe are unfair or in violation of pertinent Board policies or individual school rules may be appealed to the principal or a designated representative or by following the specific appeal process created for particular complaints. Grievance and investigation procedures are available for students to receive prompt and equitable resolution of allegations of discriminatory actions on the basis of disability, race, creed, color sex, sexual orientation, marital status, national origin, religion, ancestry or need for special education services ([Policy JII](#)).

-PUBLIC CONCERNS AND COMPLAINTS-

Constructive criticism motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively is welcomed by the Board of Education. Public complaints made pursuant to this policy may involve personnel or district operations. Such complaints shall be processed in accordance with this policy's accompanying regulation. Public complaints concerning unlawful discrimination, instructional resources or teaching methods shall be processed according to applicable Board policy, as listed in this policy's cross references. This policy and accompanying regulation shall not apply to parent/guardian concerns or complaints filed on behalf of a student or concerning a student. If a parent/guardian files a complaint, the district shall follow applicable Board policy in responding to the complaint, as listed in this policy's cross references. The Board relies on district staff to resolve concerns raised by the public and believes that complaints are best handled and resolved as close to their origin as possible. Therefore, whenever a complaint is made directly to the Board or an individual Board member, it shall be referred to the superintendent, who shall process the complaint in accordance with this policy's accompanying regulation. In accordance with this regulation's accompanying policy, this regulation contains the procedures to follow when a member of the public files a formal complaint against the district. Any member of the public may file a formal complaint within the same school year that the incident or concern that is the subject of the complaint occurred. Any complaint filed outside of this timeline shall not be considered. If the public complaint does not involve personnel and the most direct

staff member involved is the superintendent, the person may request to start at Step 3 of the following process. The public complaint process shall be as follows:

Step 1. Generally, the first step is to discuss the complaint or concern with the district employee responsible for the event or action that forms the basis for the complaint.

Step 2. If the complaint is not resolved at Step 1, the person may initiate a formal complaint that shall be written, dated and signed. The person may then request review of the formal complaint by submitting it to the district employee having direct administrative or supervisory responsibility over the work of the employee involved in the complaint. Such complaint shall be filed within 20 working days of discussing the complaint pursuant to Step 1. If the supervisor or administrator determines that the complaint cannot be resolved informally, the supervisor or administrator shall render a written decision within 10 working days of receipt of the complaint.

Step 3. If the complaint is not resolved at Step 2, the person may request review of the formal complaint by submitting it to the superintendent within 10 working days of receipt of the decision in Step 2. If the superintendent or superintendent's designee determines that the complaint needs further response, the superintendent shall render a written decision within 10 working days of receipt of the complaint and any written decision from Step 2.

Step 4. If the complaint is not resolved at Step 3, the person may request review of the formal complaint by submitting a written request to the Board of Education within 10 working days of receipt of the decision in Step 3. Matters referred to the Board shall be specific in terms of the action desired. The person shall submit the request for Board review to the superintendent. The Board shall not consider or act on complaints that have not been explored at the appropriate administrative level. If the Board agrees to review the complaint by adding it to a Board meeting agenda, the Board's decision shall be made in writing within 15 working days after the Board's review. All decisions and findings by the Board shall be final ([Policy KE/KE-R](#)).

-PUBLIC CONCERNS/COMPLAINTS ABOUT INSTRUCTIONAL RESOURCES-

The Board, though it is ultimately responsible for all curriculum and instructional materials including library books, recognizes the need and right of students to have free access to many different types of books and materials. It also recognizes the right of the professional staff to select books and other materials supportive of the district's educational philosophy and goals. The Board has approved principles governing the selection of all instructional materials including library books and has established policies pertaining to the selection process. However, the Board wishes to amplify its principles on the selection of books and other materials which present controversial topics or which for other reasons might be challenged. Material that is challenged usually belongs to one of the three basic categories: religion, ideology or profanity/obscenity. Board policies regarding these areas shall be as follows:

1. Religion – Factual, unbiased material on all major religions has a place in school libraries.

2. Ideologies – Libraries should, with no thought toward swaying reader judgment, make available a balanced collection of primary and factual material on the level of their students on various ideologies or philosophies which exert or have exerted a strong force, either favorably or unfavorably, in government, current events, politics, education and other phases of life.

3. Profanity/obscenity – Materials shall be subjected to a test of literary merit and reality by media specialists and teachers who will take into consideration the maturity of students and the standards of the community.

Criticism of a book or other materials used in the schools may be expected from time to time. In such instances:

1. The Board recognizes the right of individual parents to request that their child not read a given book. When such a request is presented, the teacher and/or school administrator should resolve the situation, perhaps by arranging for use of alternative materials meeting essentially the same instructional purpose. This does not apply, however, to basic program texts and materials that the Board has adopted.

2. The Board shall not permit any individual or group to exercise censorship over instructional materials and library collections but recognizes that at times a reevaluation of certain materials may be desirable. Should an individual or group ask to have any book or other material withdrawn from school use:

a. The person who objects to the book or other material shall be asked to sign a complaint on a standard form on which he or she will document the criticism.

b. Following receipt of the formal complaint, the superintendent shall provide for a re-evaluation of the material in question.

c. The re-evaluation shall be based on the points offered above as well as the principles governing the selection of all instructional materials. Additionally, the Board wishes to emphasize that:

(1) A book shall not be excluded because of the writer's race or nationality or political or religious views.

(2) The value of any book or other material shall be judged as a whole, taking into account the purpose of the material rather than individual, isolated expressions or incidents in the work.

d. The superintendent or designee shall review the complaint and reevaluation and shall render a decision in the matter. Should the solution be unsatisfactory to the complainant, the decision may be appealed to the Board.

In summary, the Board assumes final responsibility for all books and instructional materials it makes available to students. It holds its professional staff accountable for their proper selection. It recognizes the rights of individual parents with respect to controversial materials used by their own children. It will provide for the reevaluation of materials in library collections upon formal request. On the other hand, students' right to learn and the freedom of teachers to teach shall be respected ([Policy KEC](#)).

-PUBLIC CONCERNS/COMPLAINTS ABOUT TEACHING METHODS-

Parents/guardians or patrons shall be allowed to challenge the use of any teaching methods, activities or presentations but must express such objection through the following procedures:

1. The parent/guardian or patron with a concern is encouraged to meet with the appropriate teachers or other staff involved.

2. If not resolved with the teacher, the person with the concern may meet with the principal. At this time, the principal may request that a standard form setting forth the complaint be completed.

3. If the complainant is dissatisfied with the results of the meeting with the principal, he/she may request that the complaint be reviewed by the superintendent.

4. The superintendent or designee shall review the complaint and render a decision in the matter. Should the solution be unsatisfactory to the complainant, the decision may be appealed to the board.

Nothing herein shall be deemed to modify or repeal any other policy or regulation of the school district relative to rights and expression on the part of the professional staff or students ([Policy KEC-E/KEF](#)).

2023-2024 Asbestos Notification:

**To all Parents, Guardians and Employees of
Sargent RE-33J Schools**

Colorado Reg. 8 section IV requires a yearly notification of related asbestos activities that have occurred in the past year or will occur before the next notification.

The asbestos management plan is located in the principal's office of each school and plans for all buildings are located in the Superintendent's office.

The buildings which contain asbestos are checked every six months for any changes in condition of materials. If necessary, actions will be taken to keep buildings in a safe condition.

Bob Williamson, the designated person, has checked all visible asbestos containing materials every six months for changes.

The maintenance director and custodians are due for an awareness training update.

The buildings and asbestos program are in good and safe condition.

Jeffrey Fuller
Superintendent of Schools

The Sargent School District does not unlawfully discriminate on the basis of race, color, sex (which includes marital status), sexual orientation, religion, national origin, ancestry, creed, age, genetic information, disability or need for special education services in admissions, access to, treatment or employment in educational programs or activities which it operates. Specific complaints or alleged discrimination under Section 504/ADA (handicap or disability) or Title VI (race, national origin) Title IX (sex, gender) or Title II (disability) should be referred to:

Superintendent of Schools

Sargent School District

7090 North Road 2 East Monte Vista, CO 81144

Phone: 719.852.4023

Complaints may also be filed with:

Complaints regarding violations of Title V Office of Civil Rights VII (Employment) and ADEA (age) may be U.S. Department of Education, Region VII filed directly with the:

Federal Office of Building Equal Employment Opportunity Commission

1244 Speer Blvd. Suite 310 or 301 E. 17 th Ave., Suite 510

Denver, CO 82024

OR

Colorado Civil Rights Commission

1560 Broadway St. 1050

Denver, CO 80202

Sargent 2023-2024 Student Handbook Signature Page

The Parents/Guardians/Students are to review the handbook with their student by signing/stating that they have read the Sargent School Student handbook, which is available online at <http://www.sargent.k12.co.us> under the schools tab. Paper copies are available in the elementary, secondary or administrative offices.

PARENT/GUARDIAN/STUDENT MEMO OF UNDERSTANDING

I, _____ and my Sargent
(Printed Parent/Guardian Name)

Student, _____, have read,
(Printed Sargent Student Name)

reviewed and understand all the requirements and procedures of Sargent School District as outlined in this student handbook.

_____/_____
(Parent/Guardian Signature) (Date)

_____/_____
(Sargent Student Signature) (Date)