



**HAYDEN HIGH SCHOOL**  
**“HOME OF THE TIGERS”**

**STUDENT – PARENT HANDBOOK**

**2009 – 2010**

**The Mission of Hayden Schools is...**

**Achieving excellence in learning**

To The Parents/Guardians of HHS Students,

The preceding "Student/Parent Handbook" contains information that is vital to students' success at Hayden High School. The handbook contains much information that is pertinent to each and every student in attendance and every student will be held accountable for its contents. Therefore it is imperative that all students and their parents/guardians thoroughly review the complete handbook and the academic integrity policy that are enclosed in the student packet, to ensure they are familiar with all of the policies at HHS. Contained in the student information packet is a signature sheet that gives permission to attend field trips, administer Tylenol, and have media coverage. Also, it contains acknowledgement signatures acknowledging that you have read the handbook, bus conduct and academic integrity procedures. Please sign and return it with all of the required information contained within the packet by Friday, September 11, 2009.

## **INVITATION**

Parents,

We always welcome your involvement and input. We would like to invite you to be a part of our school improvement team. This team makes recommendations on budget, curriculum, safety and operations of the school. Our first meeting will be on September 21<sup>st</sup>. The meeting will be held at 7:00 p.m. in the high school library. Please always feel welcome to stop in and see what we are doing.

Our office hours are 7:45 to 4:00 and if you ever have any questions or concerns please give us a call at 276-3761.

Thanks for your support,

Troy D. Zabel  
Principal, Hayden High School

## **GENERAL INFORMATION**

### **Nondiscrimination**

"Equal Opportunity Educational Institution"

Hayden School District Re-1 is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, or handicap in its activities, programs, in employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures, contact the district office to be put in touch with our grievance officer (276-3864) or the Office for Civil Rights, U.S. Department of Education, #1 Stout Street, Denver, Colorado 80294 (303) 844-2991.

### **Announcements**

Announcements are read daily at HHS during third period and are given to each teacher. To be in the daily bulletin, an announcement must be submitted to the high school office by 2:30 p.m. the day prior to its inclusion in the bulletin. An administrator shall approve all student announcements after they have been approved by the faculty sponsor.

### **Fire Drill**

Fire drills are conducted approximately once each month. When the fire alarm sounds, students are to exit the building in an orderly fashion according to their teachers' instructions and are to remain with their classes until the all-clear alert is given.

### **Insurance**

Hayden School District does not provide secondary accident insurance coverage. Voluntary insurance will be available. The cost of this insurance will be the responsibility of the student's parent/guardian. Applications are available in the office and information may be obtained from the insurance company.

### **Lost and Found**

The office maintains a "lost and found". Students, teachers, and others are asked to turn in items they find to the office in order that these items may be claimed by and/or returned to their rightful owners.

### **School Closing**

In the event that the school is to be closed for severe weather, etc., radio stations KRAI AM & FM IN CRAIG, AND KBCR FM in Steamboat Springs will be notified by the superintendent and will broadcast this information well in advance of the normal beginning of the school day.

### **Telephones**

School telephones are for school business and emergencies. Classroom teachers will monitor usage within the classrooms. There is a student courtesy phone in the high school office that should only be used on a limited basis.

### **Visitors and Guests**

Visitors are always welcome at HHS, but they are asked to come to the high school attendance office for information and directions. It is strongly discouraged that students bring a guest to school, other than a parent or guardian. The school administration recognizes that at times a guest is appropriate and will make decisions pertaining to guests on a case by case basis – the following criteria must be met before a request will be considered:

1. A guest pass must be obtained from the office.
2. A student may have no more than one guest on a single occasion.
3. A guest is responsible for the same behavior expected of Hayden High School students.
4. Only a high school student under 19 may be a guest of an HHS student.
5. No guests will be approved during semester finals.

## **ACADEMIC INFORMATION**

### **Course Make-up**

Occasions may arise when graduation deficiencies exist whereby a student may be in jeopardy of not receiving a diploma. In such cases, a student may petition the principal for the opportunity to earn credit through a correspondence course, on-line course, or a college course. Students may make-up failed classes through correspondence courses, on-line courses, college courses, or summer school courses pre-approved through the guidance office.

### **Early Graduation**

Students, who have completed the required number of credits and have earned a cumulative 2.0 grade point average and wish to be considered for graduation prior to the normal four years of high school attendance, may request "early graduation". A student who has successfully completed all requirements for graduation may graduate after their fifth semester. A formal application may be obtained through the guidance office and must be completed at least three months before the student wishes to graduate. Under no circumstances will an early graduate be considered as a valedictorian or salutatorian.

### **\*Valedictorian – Salutatorian**

The Hayden High School student having the highest, four-year cumulative grade point average, will be selected as the Valedictorian of the graduating class. The student having the second highest four-year cumulative grade point average of the graduating class will be selected as the Salutatorian of the graduating class. Students must complete the last three consecutive semesters at Hayden High School in order to be considered as Valedictorian or Salutatorian. In addition, a bona fide high school teacher, as part of a formal high school curriculum must, have taught all courses used in the Valedictorian/Salutatorian selection process. All other course grades will be considered a “Pass/Fail” grade and will not be used in the selection process.

### **Grading information**

Two nine-week grading periods with final exams determine a student's semester grade. Teachers use the following grade formula equivalency:

<b>Grade</b>	<b>GPA</b>	<b>Percentage</b>
A	4.00	90-100
B	3.00	80-89
C	2.00	70-79
D	1.00	65-69
F	.00	Below 65

### **Advanced Classes**

Advanced classes will use a weighted grade system with 5.0 grade points available for an "A" grade. Classes at HHS that receive "5.0 Point A's" are:

College English (Composition, British Literature, World Literature)

Advanced Placement English

College Biology

Pre-Calculus

College Calculus

College Art (2D Design and Art Appreciation)

College Chemistry

College Welding

College Algebra

10<sup>th</sup> Grade Honors Biology

11<sup>th</sup> Grade Honors English

Physics

Other advanced courses may be taken through our online lab upon approval.

Some teachers may elect to give a "Pass - Fail" grade.

Pass –Fail grades will not be calculated in the students GPA.

## Graduation Requirements

Graduation from Hayden High School requires 25 Carnegie units earned in grades 9-12. The high school operates on two semester grading periods. Successful course completion for a semester earns 1/2 Carnegie unit. Three college credits earns 1/2 Carnegie unit. Students must pass all required courses and enough elective courses to total 25 Carnegie units in order to graduate. The following break down of credits must be completed for graduation: 4-English, 3-Math, 3-Social Studies, 2-Science, 2-Physical Education, 1-Business, 1-Fine Arts, .5-School-to-Career, .5-Speech, .5 Health, .5-Computer Applications, and .5 Geography. In addition to these required courses a student must complete 7 credits of academic electives.

## Incomplete

Occasionally a student will be awarded a grade of "I" (incomplete) for a marking period or a semester. This grade reflects a student's failure to complete a portion of the grading period's requirements and represents a delay in the actual awarding of a standard letter grade. Students will be given two weeks to finish "incomplete" work. After two weeks all grades still listed as "incomplete" will automatically turn to an "F", regardless of what the grade was at the end of the grading period, unless specific arrangements are made with the teacher and principal prior to the two-week deadline.

## Repeating A Course

All required courses must be passed with a grade of D or better for students to be eligible for graduation. Therefore, if students fail a required course, they must repeat it until a passing grade is earned. Also, if students elect to repeat a course that they previously passed but wish to earn a higher grade or pursue a more in-depth study, permission to do so must be obtained from the students' counselor. If that permission is granted, the highest grade earned will count toward the grade point average.

**In no case, however, may students be awarded duplicate credit for a course retaken that was previously passed and for which credit was already earned.**

## Report Cards/Quarter Reports

First and third quarter reports are distributed at mid-semester. For the 2009-2010 school year, parent/teacher conferences will be held at the end of the first quarter, November 11<sup>th</sup> and 12<sup>th</sup>, and at mid-term of the 3<sup>rd</sup> quarter on February 24<sup>th</sup> and 25<sup>th</sup>. Report cards are mailed home at the end of second, third and fourth quarters, or parents may pick them up from the H.S. office.

## Advisory

All students will be provided with an advisory teacher. Advisory period will be held every Wednesday from 9:45 – 10:00. Eligibility grade sheets will be run for each student on most Wednesdays (there will be some weeks when advisory eligibility will not be run – examples of this are; immediately following the end of a grading period, CSAP testing, etc.). If a student is at 70 percent or below, in any given class, contact with the student’s parent/guardian will be attempted. Our preferred method of contact will be through email, unless email access is not available to you. It is encouraged that Parents/Guardians monitor their student’s grades through our website and the PowerSchool portal for parents. Note that due to the volume of grading that high school teachers do each week, student grades will not always be reflective of all assignments that have been turned in. Login and passwords will be given to parents at the beginning of the school year, and upon request. Above all, we strongly believe that students must take ownership in the process of monitoring their grades. Except for a limited number of weeks that advisory eligibility isn’t produced, students receive a weekly grade that they should be bringing home to you, the parent/guardian. Please make sure that they follow through with this and keep you informed of their progress here at HHS.

The advisory teacher will be in communication with the classroom teacher to monitor if the student should be referred to our interventions team.

### **Levels of Intervention**

The mission of Hayden Schools is... Achieving excellence in learning. Hayden High School will provide students with a level of interventions to help them achieve excellence in learning. Students’ achievement levels will be monitored through a variety of methods - Individual teacher recommendations, Counselor, Professional Learning Communities Team, student referral, and parent referral. All students will be monitored for interventions through the use of assessments (Course, Common, and CSAP), 70 percent rule with advisory eligibility, and teacher recommendation. Interventions happen in a three tier system utilizing the Response to Interventions (RtI) model.

**Tier One Interventions** happen for every student at the classroom level. Examples of this are; Differentiated instruction, Advisory and the T.I.G.E.R course, etc.

**Tier Two Interventions** are determined when a student has been referred to the RtI team. This team will work in direct contact with the student and parents. Example of interventions at this tier are; Tutoring, Intervention Lab (Language, Math, or General), accommodations to classroom work, accommodations to classroom setting, etc.

**Tier Three Interventions** are utilized when the student has not made adequate progress with tier two interventions. A student will not be moved to tier three interventions until all tier two interventions have been exhausted and the RtI team, student and parents agree. Examples of interventions at this tier are; Special Education.

\*Note – Levels of Intervention are not intended as punishment. They are methods of helping the student with areas of difficulty.

**Math Lab** – Students who are struggling in math may be provided an opportunity to attend Math lab for individualized math support. Students will be removed from elective classes to attend. Students will only be in Math lab for the necessary amount of time to get them back on track. If students are pulled from their elective for more than 10 days they will be placed in Math Lab as an elective class for the remainder of the semester. Math Lab will be located in either Mr. Wither’s or Ms Fink’s classrooms.

**Language Lab** - Students who are struggling in English courses may be provided an opportunity to attend Language lab for individualized support. Students will be removed from elective classes to attend. Students will only be in Language lab for the necessary amount of time to get them back on track. If students are pulled from their elective for more than 10 days they will be placed in Language Lab as an elective class for the remainder of the semester. Language Lab will be located in either Mrs. Hansen or Ms Salberg’s classroom.

**Interventions Lab** - Students who are struggling in any course may be provided an opportunity to attend Interventions lab for individualized support. Students will be removed from elective classes to attend. Students will only be in Interventions lab for the necessary amount of time to get them back on track. If students are pulled from their elective for more than 10 days they will be placed in Interventions Lab as an elective class for the remainder of the semester. Interventions Lab will be located in Mr. Win’s classroom.

**ZAP (Zeros Are Poison)** – At Hayden High School we feel that all assignments are essential and that not completing them shouldn’t be an option. This policy is intended to discourage students from not following through on a given assignment. Receiving a zero on any given assignment is extremely damaging (poisonous) to a student’s grades. If the assignment or project is large enough, a zero can even make it statistically impossible for the student’s grade to recover from. Even though we strongly discourage a student from taking a zero on an assignment, we realize that eventually, the student must be accountable for their action and receive a zero if the

assignment has not been completed within a two-week period. If students do not turn in an assignment on the due date (unless due to an excused absence) they will have a two week period to make up the work at a reduced rate. Students will be allowed to turn in the assignment the next class period for 80 percent of the grade received. After two days it will drop to a 50 percent and remain at 50 percent of the possible grade for the remainder of the two week period. After a two-week period the assignment will be entered into their grades as a zero. Furthermore a student fails to get the assignment in before the next scheduled ZAP, they will be required to attend that ZAP period. ZAP will be offered on Friday afternoons on the four-day weeks within the school calendar. If a student has not turned the assignment in and fails to attend ZAP, their absence will count towards their absences in the assigned class in accordance with the attendance policy.

**Friday School** – If a student is struggling in any class they may be asked to attend Friday school. This intervention is intended to provide small group, or one on one tutoring for them. This is a benefit to the student and we strongly encourage that they attend if asked.

## **Make-up Work**

**Students are responsible for all work missed.** Arrangements for make-up work after an illness or emergency must be made by the student upon returning to class and according to the make-up work time lines. The teacher shall make appropriate provisions for completion of such missed work. For work that must be made up following an absence due to illness or emergency, two class periods for the first excused absence, then one class period per class period of excused absence for additional days missed, will be allowed to make-up the work. For example, if a student has three days of consecutive excused absences due to illness or emergency, that student will have two days for the first day missed and one day for each of the other two days missed for a total of four days to make up the work.

**Work missed during unexcused absences will be made under the ZAP guidelines.** Every effort should be made to complete work missed during the absence so that students do not fall behind in their studies. Students or their parents are encouraged to contact the school during students' illness related absences to obtain assignments. For all other excused absences and SCHOOL ACTIVITIES, all arrangements for completing class must be made PRIOR to the absence, AND ALL MAKE-UP WORK IS DUE UPON RETURNING TO CLASS. Work that was due the first day of an absence, due to sickness or emergency, is due at the start of class the day the student returns. Any work that was assigned while a student was absent due to sickness or emergency is due according to the make-up work timelines. For any excused absences, other than for reasons of sickness or

emergency, all assignments must be obtained before a student is absent, and are due the day the student returns.

### **Manifest Hardship**

A student failing to complete make-up work during the normal semester because of a manifest hardship, injury, illness, or other circumstance beyond his/her control may be permitted, at the discretion of the principal, to make up work according to the make-up work time lines.

### **Progress Reports**

Mid-term progress reports are mailed at each four and one-half week period or any other time a teacher feels it appropriate to notify a student's parents of failing or declining academic work, other deteriorating performance in class, or notable improving performance in class. However, weekly progress sheets are carried by students each Wednesday for advisory. Parents are encouraged to ask their children to bring home their weekly progress sheets, as they will have the student's current grade in each class.

## **Post-Secondary Enrollment Options Program**

The school board believes that high school students deemed by their parent(s)/guardians, and with the advice and counsel of the high school principal, to be in need of course work at a higher academic level than that available at HHS, are eligible to apply to an institution of higher learning for enrollment. Any eleventh or twelfth grade student, under the age of twenty-one, is eligible to apply. Students electing this option shall give written notice to the school district of their intent to enroll in courses at an institution of higher education at least two months prior to such enrollment. The notice shall specify the course in which the student intends to enroll. The academic credit to be granted for course work successfully completed by the pupil enrolled in the institution of higher education must be deemed by the high school principal as appropriate for credit toward a high school diploma and must also earn 3 semester hours of college credit for each 1/2 Carnegie unit granted. A high school student participating in this program shall still be considered as enrolled in the district and eligible for all high school activities, if meeting eligibility requirements. The high school principal shall coordinate this program, which is available only during the regular school year, not during summer session. The school district is not responsible for providing transportation for the student to and/or from the institution of higher education, nor is the school district financially obligated for college courses taken outside of the high school curriculum.

# STUDENT SERVICES

## Athletic/Activities Director

Any questions or requests pertaining to athletics or activities should be directed to the athletic/activities director who schedules all events for the school.

## Bus or Other School-provided Transportation

Bus transportation to and from school on a daily basis is provided for those students who are geographically eligible. Questions regarding geographic eligibility should be directed to the transportation director at 276-3864 X407. In all circumstances, when students are riding school buses, the "Hayden RE-1 School Bus Policy," must be observed.

School transportation is normally provided for field trips. Students wishing to participate in school-sponsored field trips must complete and submit to the trip sponsor a field trip permission slip no later than 24 hours prior to the scheduled event. Field trip permission slips may be obtained from the trip's sponsor.

Students who travel to school-sponsored events on school-provided transportation are expected to return on it unless prior written permission is granted by the student's parents/guardian, in person, for the student to return home or elsewhere from the event with a responsible adult or immediate family member. If parents are going to transport students, after the conclusion of the event, they may simply notify the head coach or sponsor, in writing, when departing. If students are riding with a responsible adult, other than their parent or legal guardian, a written request from the parent or guardian must be submitted to the coach/sponsor for approval prior to departure from Hayden High School. Upon approval, students must notify the trip sponsor. A responsible adult is defined as someone 21 years of age or over and is stated in writing to be responsible by the parent or guardian.

## Cafeteria/Lunch/Foodstuffs

A complete hot lunch program is provided at HHS each day. The price for a full, hot lunch will be **\$2.75** for students. Lunch tickets may be purchased on either a daily, weekly, or monthly basis from cafeteria personnel, during lunchtime only. Students must dispose of all trash properly. Students are expected to act with proper etiquette in the lunchroom. Food fights, leaving trays on or under tables, etc., are not appropriate behavior and will result in consequences. **Students are**

**also reminded that open foodstuffs or beverage containers are not to be in the lockers.**

### **Counseling Services**

A counselor is available to assist students at HHS. Students are encouraged to seek assistance from the counselor in the areas of academic concerns, personal problems, career guidance, school-related problems, college admission requirements, application procedures, etc. The counselor can be of help to students with their educational information and in other areas that students feel they would like to discuss with a counselor. A career education center is continually being updated for student use. The counselor is available to help in career exploration, career planning, and interest testing. The counselor will attempt to see each student on a “call-in” basis during the school year. Students wishing to confer with a counselor should sign up in the counseling office for an appointment. Appointments will be scheduled for the earliest opportunity.

### **Health Services**

A school nurse is assigned and scheduled to serve HHS certain hours of each day. Students wishing to be seen by the nurse should make an appointment in the office prior to his/her visit. Students will then be called from class upon the nurse's arrival. In the event of an emergency, the school district nurse may be called to attend to students' needs immediately, or students may be transported to the hospital upon notification of a parent. Minor first aid will be administered by school personnel. If students require medication for an illness, the district policy on administering medication must be followed. No student may leave school for medical reasons without first consulting with the school nurse. **Students who fail to consult with the school nurse or other staff member will be considered truant.**

Prescription medications to be dispensed at school must be in a container appropriately labeled by the pharmacy or physician. This label must contain the student's name, the name of the medication, the date the prescription was filled and the dosage. This label will act as the medication permission from the physician. All medications must be checked in through the nurse's office and must be administered by the nurse or designee only. Medications will be appropriately stored and safeguarded.

The parent/guardian will need to sign a permission for medication administration form before the medication can be administered. A permission for over the counter medications needs to be signed by a parent/guardian and physician.

Students may carry inhalers if a signed permission for medication form is on file in the office. The school provides 325mg acetaminophen (Tylenol). The school does not provide cough drops. You must send a signed parent permission note for the cough drops and please send only enough for the day.

### **Hall Lockers**

Lockers are school property and are provided for the convenience of the students. Lockers are expected to be maintained appropriately and are subject to inspection by the police or an administrator if possession of contraband, inappropriate photos or material, or un-cleanliness is suspected. If a school official has reasonable suspicion to believe a locker contains contraband, that locker may be searched by the school official. **IT IS POSSIBLE THAT RANDOM LOCKER SEARCHES BY A DOG TRAINED TO LOCATE ILLEGAL DRUGS COULD TAKE PLACE IN ORDER TO MAINTAIN A DRUG-FREE ENVIRONMENT WITHIN THE SCHOOL.** Lockers are the responsibility of those students assigned to the locker. Vandalism and obscenities of any kind will not be tolerated. Immediately report any locker damage to the attendance secretary. Students who damage lockers will pay for the locker's repair. **All photographs, drawings, or other items displayed inside the locker must meet the same standards of dress and decency required of students.** Locker assignments are made through the office; students are to use only the locker assigned to them unless approval is granted through that office for a locker change. Students are responsible for locker security. If students have concerns about their own locker security they should contact the secretary. Students are **strongly** discouraged from storing valuables in the lockers and are **strongly** encouraged to keep them locked. If students use a lock the combination, or spare key, must be kept in the office.

### **Gym Lockers**

Gym lockers are also provided for students in physical education classes. Locks are provided by the school and must be used. Gym lockers are subject to the same conditions as hall lockers.

### **Media Center**

The Media Center is open from 7:45 am. to 4:00 p.m. daily and at other times by special arrangement with the media specialist. Students are encouraged to use the library regularly.

### **Drink and Snack Machines and Candy**

There are new federal guidelines regulating what types of beverages and snacks may be sold at public schools. HHS will begin observance of these guidelines at the beginning of the 2009-2010 school year. These guidelines limit the types of

beverages and snacks allowed to be carried in our vending machines. Acceptable beverages and snacks will be allowed in classrooms at the discretion of individual classroom teachers. These items must be in a sealed container, not glass.

## **HAYDEN HIGH SCHOOL ATTENDANCE POLICY & PROCEDURES**

Hayden High School has a detailed attendance policy. These details are based on the premise that the student who attends school regularly derives the maximum benefit from the instructional program and that 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.” Under the law, parents and students who are in violation of the Colorado School Attendance Act are subject to severe penalties, including monetary fines, community service and incarceration. Every child who has attained the age of seventeen, or older, and is registered as a high school student at Hayden High School, will be held to the school district and high school attendance policies and procedures. It is our hope that the school and home can work together to make sure proper attendance is maintained and no other steps will need to be enforced. This policy has been approved by the Hayden School District Board of Education and the Hayden High School Improvement Team.

### **Grading and Credits:**

Hayden High School has set a minimum attendance expectation of 90% for completion of any course. A student with ten (10) or more absences, excused or unexcused, in any class will receive a NC (no credit) due to attendance for the semester unless an appeal is granted. The student will be given a specified amount of time to make up the NC within the course. If the student fails to do so within the specified time frame the student will receive an “F” for the course.

### **Appeal for Grade/Credit:**

If a student has exceeded the allowable absences within any given class, and risk the loss of credit for that class, they have the right to an appeals process. The student holds complete responsibility for filing the "Appeal of Failure Due to Attendance" form with the school administration. The student may file the appeal form as soon as the student has acquired ten or more absences and should be aware that he or she is in danger of failing one or more courses. The appeal has to be filed within three (3) school days of going over the allotted absences, or within three days of the students return to school. If the absences are at the end of a semester the appeal must be filed no later than three (3) school days after the end of the semester (second semester appeals must be filed by the last day of the school year). Only one appeal form may be filed per semester. Appeal forms may be picked up from the school office during non-instructional time and returned correctly completed and with proper documentation supporting the appeal to the high school principal.

**NOTE** – The building principal has the authority to approve absences that have been prearranged through him/her. These absences will be exempt to the grade/credit and appeals processes. Absences will only be approved for circumstances that are unavoidable and documentation of such absences will be required.

All appeals will be reviewed by the Attendance Appeals Committee for recommendations on acceptance, or denial of the appeal. This committee will consist of the Principal, Counselor, and one Classroom Teacher.

The following is a list of absences that **may** qualify for appeal. It is strongly recommended that each of these circumstances (except emergencies and bereavement) be pre-approved by the school administration prior to the absence. This list is not exclusive - other absences may qualify for the appeal process.

- Religious
- Family Business/Vacation (strongly discouraged)
- Legal
- Medical
- Emergencies
- Bereavement

**Parental Notification:**

When a student has accumulated five (5) absences for any one class, the attendance office will mail out an attendance notice and submit a copy to the counselor. When a student has accumulated seven (7) absences from any one class a second letter will be sent out requesting a conference with the parent(s), student, and counselor, or principal. At this conference the student will be placed on an attendance contract. A summary of the student's attendance may be attached to each notice. **Parents must monitor their child's class attendance in all classes. Parents will have the opportunity to schedule a conference with the counselor, teacher, or school's administration at any time concerning the attendance of their child.**

\*Note – all attempts will be made to mail out attendance letters when a student reaches target dates. There will be times that the absences of a student move past target dates before a letter has been generated.

## **TARDIES**

Students that enter a class late take away from the educational setting of other students. The following policy for tardies will apply to all Hayden High School students.

\*Note - Entering the class late with a written excuse from a Hayden High School staff member will not be considered a tardy under this policy.

A student is considered tardy if they are not across the threshold of a classroom before the tardy bell ends. **The tardy bell is not a suggestion it is a requirement.**

If a student comes to class unprepared and must leave the classroom to get the necessary materials for the course they will be considered tardy.

Hayden High School staff does not delineate between excused and unexcused tardies. A student will be allowed two tardies per quarter, per class. If a student receives three tardies, in a given class for the quarter, they will serve a 30-minute after school detention per the school detention policy outlined on page 33 of this handbook. Each tardy thereafter will receive a 30 minute detention. If a student fails to attend an assigned detention they will receive a Tier III office referral (1 day in school suspension). The Hayden High School staff and administration recognizes that some tardies will be out of a student's control – these tardies will be reviewed by the school administration and a decision will be made regarding the application of the tardy policy.

## **Authorized School Activities:**

A student who participates in school-sponsored activities will not be penalized for absences or tardies to classes caused by those activities provided he or she has proper authorization. Students will be allowed to make up all work missed within a time frame determined by the teacher. School related activities are not considered absences.

## **MAKE-UP ASSIGNMENTS**

**1) Excused Absences:** Students with excused absences will be allowed to make up missed assignments. Examples of excused absences are illness, medical or dental appointments, death in the immediate family, college visits for up to five days for seniors and three days for juniors, or unforeseen incidents deemed excusable by the administration or attendance clerk. For medical or dental office visits, official documentation must be provided with proper date and time notations or the absences will not be considered excused and so not approvable by an appeal.

**2) Unexcused Absences:** Students with unexcused absences will be allowed to make up missed assignments at a reduced percentage grade. Examples of unexcused absences are baby-sitting, truancy, in-school suspension, out-of-school suspensions, and any absences that have not been approved by the school administration.

**3) Excuse Notes:** All students are required to bring a note signed by a parent or guardian after an absence from school. The student has a maximum of three (3) school days to bring in a note and present it to the office for a readmit slip. After the readmit slip is obtained, the student must present it to their teachers. If not, the absence is considered unexcused. It is the student's responsibility to present the readmit to the teacher and then attach it to the appeal form if one is filed. Any student presenting a forged note to account for an absence or tardy will be considered truant.

\*NOTE – All absences will follow district policy on time allotted for make-up work to be completed.

## **PERFECT ATTENDANCE**

Any student who has no absences OR UNEXCUSED TARDIES in any classes or whose absences are only school-related during a quarter, qualifies for perfect attendance. In order to be counted present for the purpose of perfect attendance, students must be present for at least the first 30 minutes of a 60-minute period.

### **Other Important attendance Information**

1. All students arriving late must report to the attendance office.
2. Any student leaving school for ANY REASON, including any illness must check out at the attendance office and have written or verbal permission from parents..
3. Any student who becomes ill during the school day must first go to the office. If the nurse, or the adult manning the nurse's office determines the student should go home, and parent permission is received, the student must check out at the attendance office.

## **STUDENT ACTIVITIES**

### **Assemblies**

A variety of assemblies are offered throughout the year, including entertaining, informative, and pep assemblies. All school conduct guidelines shall prevail at assemblies. Attendance at all assemblies is mandatory.

### **Athletics**

HHS offers a full slate of athletics for both boys and girls. Students or their parents wishing to know more about athletics in general or about a particular sport should contact either the coach or the athletic director.

### **Dances**

Hayden High School sponsors dances and other social functions throughout the year. Dances are for current HHS students only and their dates. Non-student dates may attend a dance with HHS students only if the hosting students have obtained a date pass from the main office. The dates may not be students from a junior high or middle school, ***OR BE OVER 20 YEARS OF AGE***. A date pass may be obtained during school hours and must be signed by an administrator 24 hours prior to the dance. If the student attends another high school they must have a signature from their building principal on the date pass. Generally, dances are from 8 p.m. to 12 p.m. Persons leaving a dance cannot gain re-admittance. Students are required to dress appropriately. All general school regulations apply for dances.

Students must sign a student council dance rules acknowledgement before attending each dance function.

## **HAYDEN HIGH SCHOOL ACTIVITY RULES**

### **Activity Fees**

Hayden Schools do assess student activity and athletic fees. Please ask the school secretary, coach, or athletic director for a fee schedule and procedures.

The following rules are in effect for all athletes, cheerleaders, extra-curricular activity participants, and participants in performance based concerts, tours, or field trip activities such as band, choir, and FBLA. These standards are high, but these students are representing Hayden High School, are highly visible, and are role models to other high school students and children throughout the district. These rules are in effect 24 hours a day, seven days a week, from the first day of practice, rehearsal, or meeting until the last day of the activity. They are in addition to and subordinate to the high school drug and alcohol policy.

NOTE: These rules list consequences for violations during non-school-related time. These consequences are in addition to those listed in the drug and alcohol policy for violations during school and school-related events.

### **USE, SALE, OR POSSESSION OF TOBACCO IN ANY FORM**

**1st Violation** ----14 day suspension from competition

**2nd Violation** ----suspension from practice and competition for the remainder of that activity

**3rd Violation** ----suspension from practice and competition for all activities for the remainder of the school year

### **USE OR POSSESSION OF ALCOHOL OR AN ILLEGAL SUBSTANCE**

**1st Violation** ---- 14 day suspension from competition

**2nd Violation** -----expulsion from practice and competition for the remainder of the school year and forfeiture of all activity-related awards

### **SHARING, DISTRIBUTION, OR SALE OF ALCOHOL, OR OTHER ILLEGAL SUBSTANCE**

**1st Violation** -----suspension from practice and competition for all activities for the remainder of the school year and forfeiture of all activity-related awards

NOTE: Saturdays count toward suspension time. Sundays and vacation days with no scheduled practices do not.

Students who participate in a regularly scheduled religious ceremony that involves taking of communion in the form of wine are not in violation of this policy.

## **CLUBS AND ORGANIZATIONS**

Student organizations and clubs are active at HHS on an extracurricular basis. Several function in conjunction with academic programs, but many are open to any

interested student. Students are encouraged to seek membership and to take an active role in the HHS extracurricular programs. These opportunities are provided in order to expose the student to experiences not otherwise available through the regular academic curriculum; they are designed and conducted with an eye to broadening and rounding out the students' formal education. Through the extracurricular program, students have the opportunity to meet and work with both teachers and their fellow students on an informal basis in a relaxed atmosphere. Many of the clubs and organizations sponsor major projects during the year, all of which interested students can take an active part in organizing and conducting. Any student wishing to initiate a school club not currently being offered must first obtain a faculty sponsor, get initial approval from the activities director, and then develop a constitution, membership list, and activity account, and then submit the final paperwork to the principal for final approval before the club is allowed to operate. All clubs and organizations that operate at Hayden High School must be related to the curriculum. The following are the clubs and organizations currently active at HHS:

**Drama Club** produces one major production in the spring of each school year.

**Future Business Leader of America (FBLA)** engages in business skill competition, both within the school and against other schools, on a progressive scale to the national level to hone and enhance business and secretarial skills in preparation for careers in this area.

**National Honor Society** membership is by election only based upon the qualities of scholarship, character, leadership, service, and knowledge. NHS goals are to continue the development of these qualities among members and to demonstrate their value to the school community through the organization and implementation of worthy projects as well as by personal example. Candidates eligible for election to this chapter must be members of the sophomore, junior, or senior class. Candidates eligible for election to the chapter must have a minimum 3.25 GPA on a 4.0 grade scale. Members provide tutorial services to other students and conduct civic programs and other activities throughout the school year.

**Student Council** is comprised of two elected representatives from each class, as well as the student council president, vice-president, secretary, and treasurer elected by the student body. Its purpose is to develop and practice good citizenship, improve school morale, and provide a forum for both student expression and for input into the decision process. It sponsors various moneymaking projects during the school year, as well as Homecoming and Winter Sports.

**Educational Travel Club** is a school organization that offers students the opportunity to learn about other cultures, travel and practice language skills learned in the classroom. The club travels to a Spanish speaking country every other year during the spring or summer vacation. The club has many activities throughout the year to raise money for this project.

**Weight Lifting Club** - Weights are open to all students interested in weight lifting. The weight lifting club meets after school. Weight lifting builds a healthier/stronger body and mind.

### **EPYCS**

El Pomar Youth in Community Service is a club that teaches students the benefits of community service and philanthropy.

### **Peer Counseling**

Support students on social and educational needs.

### **Athletics**

Hayden High School offers a full range of athletic activities for the students. They include the following: **Fall:** football, volleyball, and cheerleading. **Winter:** boys' basketball, girls' basketball, wrestling, and cheerleading. **Spring:** boys' and girls' track.

### **GENERAL ELIGIBILITY RULES**

Eligibility requirements as published by the Colorado High School Activities Association (CHSAA) shall be observed by all students at the high school level. The school district has set more stringent eligibility requirements, an option under CHSAA by-laws. Hayden High School has a modified no pass/no play policy. Eligibility requirements include good citizenship, acceptable academic standing, parental permission and good health (sports only). All eligibility requirements shall be published in applicable student/parent handbooks.

The following rules shall govern participation in all school approved extracurricular competitive activities and shall apply to all high school students, be they home-based, private school, out-of-district or in-district public high school students:

1. The following rules shall govern participation in all school approved extracurricular activities with the exception of activities that are tied directly to a course grade – An example of this would be solo and ensemble band.

2. Participants must be full time students, enrolled in courses that will earn a minimum of 2 ½ Carnegie units of credit (five classes) per semester. Home school students may be exempt of this requirement with prior approval of the school principal, or activities director.
3. Students must be in attendance at school for the entire day of a competition, or the Friday before a Saturday competition, or the Thursday before a Friday competition that the school is on a four day school week.
4. An ineligibility list will be printed on each Wednesday except for the first week of each semester. If students believe that there is an error with their grade they have until 4:00 pm on Thursday to meet with the teacher, or counselor to resolve the issue. Students failing one class or more **will** be considered ineligible for the following week of participation.
5. All ineligibility decisions will be based on the Wednesday printed report and administered by the activities director, or building principal. Any grading errors that have been resolved between the teacher, counselor and student must be reported to the activities director, or building principal on **Thursday by 4:00 p.m.** or the printed grade report will be utilized to determine eligibility status.
6. All students receiving a 70 percent to 65 percent in any class will be included on the ineligibility list. The purpose of this process is for coaches and sponsors to have a conversation with the student about their grades – students with grades that fall within this range will not be considered ineligible.
7. Students failing more than one class at semester will be ineligible for the first six weeks of the following semester.
8. No makeup work shall be permitted after the close of a semester for the purposes of becoming eligible.
9. All eligibility will be certified by the activities director, or building principal.

NOTE: - The eligibility procedures are currently under review and revisions will be made for this academic year. All athletes and parents will be notified when these changes are adopted.

### **Physical Examination**

All participating students must have a current, valid physical examination form on

file with the receiving school prior to beginning practice in an athletic activity.

### **Proof of Insurance**

All participating students must have proof of accidental injury insurance or a waiver form indicating election not to be insured on file with the receiving school prior to beginning practice or activity.

### **Parental Consent**

All participating students must have parental consent and medical consent forms on file with the receiving school prior to beginning practice or the activity.

### **Activity Rules**

All participating students and their parents must sign the extra-curricular handbook form. This form must be on file with the receiving school prior to beginning the practice or activity.

### **Special Eligibility Requirements**

1. Home based, private school and out of district students must meet the same academic requirements in place for in district students. They must be taking a minimum of five classes and not be failing more than one.
2. Eligibility will be checked weekly and for home based, private school and out of district students, certification of eligibility must be received in writing or fax by the receiving school from the sending school by noon on Thursday of each week.

### **Participation**

1. Home based, private school and out of district students will compete under the same circumstances as all in district students. No guarantee will be made as to a position on the team or activity.
  2. No guarantee will be made as to the amount of playing time to be granted if students successfully qualify for the team or activity.
  3. For non-competitive events, any ineligible student will not be allowed to miss class during the regular school day.
- Fine arts major events like a play, a musical, a band concert, and a choral performance are not competitions.

### **Closed Campus Policy**

Beginning with the first Monday of the school year, all students attending Hayden High School are required to remain on school campus for the entire school day. Exceptions to the above requirement include students who have a signed "Parental Consent to Leave Campus" form, permitting the student to leave campus during lunchtime. Other than lunchtime, all students, including students having parental

consent, may leave the high school building to be in the football field area only. [Students will not be allowed in the parking lot any time after the first period tardy bell except at lunch time.] Any errands requiring students to leave campus may be accomplished before school, during lunchtime, or after school. Students needing to leave campus during the school day for personal reasons should refer to the Student-Parent handbook for proper procedures.

If a student leaves without the required consent form, he/she will be considered truant (refer to Hayden High School Student-Parent Handbook.)

Open campus privileges can be revoked by parents at any time and/or by the high school principal in the event of noncompliance with the closed campus policy. Noncompliance will include unexcused absences or tardies.

The consent form will also give permission to have the student be included in the voluntary random drug testing pool. See Policy J-19.0

## **VOLUNTARY RANDOM DRUG TEST POLICY**

Hayden High School students who have a signed “Parental Consent to Leave Campus” form (Policy J-36.0) may be randomly tested for drug use. The random sample will be supplied by Mac School Student Management software. The high school principal or his/her designee will conduct the test in accordance with the procedures set out in the testing manual.

Consequences of a positive drug test are as follows:

Level 1. First positive drug test – A meeting will be held with the student, parents, high school principal and high school counselor to discuss positive drug test results and the school resource officer will be notified. The student will be required to retest based on substance found. Parents will be given a list of local resources for treating substance abuse. The student shall lose the opportunity to leave campus pursuant to consent.

Level 2. Second positive drug test – student will be suspended for three days and will be required to complete a school approved substance abuse counseling or treatment program at the student’s expense. The student’s name and documented test results will be given to local law enforcement authorities and criminal charges may result.

Level 3. Third positive drug test – Student will be suspended for five days and

referred to local law enforcement authorities and criminal charges may result. The student will also be required to complete a school approved substance abuse evaluation and follow recommended treatment. Refusal to comply with a recommended program will result in up to a twelve-month expulsion.

If a student ends a school year at Level 1 or 2, he/she will start with a clean slate the following school year. If a student ends a school year at Level 3, the first subsequent positive drug test will result in a consequences detailed in “Level 3 Third positive drug test”.

Costs of the initial voluntary random drug test will be the responsibility of Hayden High School. Costs of subsequent tests and/or treatment will be the responsibility of the student and his/her parents.

If a student refuses to take the drug test pursuant to this policy the student will be in violation of this policy and shall forfeit the right to leave campus with parental consent for twelve months.

Test result will be observed by the test administrator, and if positive, the student, parents and high school counselor. The results will be documented by the test administrator and kept on file in the high school counselor’s office.

Whenever feasible, the student, parents and school resource officer will be notified of positive test results, the day of the test, by phone or personal visit from the high school principal.

The student or parents can contest a positive test result the day of the test. If contested, the sample must be sent to the drug-testing lab for determination. If such lab-tested sample is positive, the student and his/her parents will be responsible for the cost. Until the contested sample results are received from the lab, the initial test will be considered negative.

Any time there is a positive test result and the student claims use of a prescription medication, the Medical Review Officer of the currently used drug testing lab must be contacted, that person may request the test be sent to the lab or may require another test. If the lab-tested sample is positive due to prescription medication, Hayden High School will be responsible for the cost. If the lab-tested sample is positive, not due to prescription medication, the student and his/her parents will be responsible for the cost.

## **BUS POLICY**

As in the classroom, student discipline on the school bus is an important matter.

There are, however, some differences. Unlike the classroom teacher, the driver has his back to the pupils, his mind and hands controlling thousands of pounds of glass, steel and rubber as he drives through traffic and varying road conditions. The driver is strongly aware that a single lapse in concentration could result in a serious accident and possible injury or death to the pupils on board.

**Rules:**

1. Follow directions the first time they are given.
2. Stay in your seat or seat assigned by driver with your feet in front of you.
3. Keep all parts of your body and objects inside bus.
4. No pushing, shoving, or fighting at any time.
5. Keep all harmful objects (drugs, tobacco, alcohol, weapons) off bus.
6. Keep language and actions appropriate.
7. Be completely silent while the bus is stopped before crossing a railroad track.

**Consequences:**

1. Student / Driver Conference
2. Parents Contacted by Transportation Department.
3. Discipline Report #1 -Referral to Principal for:
  - a. Principal / Student conference
  - b. Discipline Action
  - c. Parent Notification
  - d. Parent / Principal /Transportation conference may be required
4. Discipline Report #2 -Referral to Principal for Suspension of bus privileges for one week
5. Discipline Report #3 -Referral to Principal for:
  - a. Recommendation to School Board for removal of bus privileges for remainder of school year.
    - 1.Student's bus privileges will be suspended pending decision of School Board.
    2. Due process standards shall be followed in any disciplinary action, which may result in the suspension of transportation privileges. These standards are defined as: 1) Oral or written notice of charges; 2) An explanation of evidence; 3) An opportunity to present his/her side of the story.

**\*\*\* SEVERE CLAUSE \*\*\***

Immediate suspension of bus privileges for serious behavior that jeopardizes the safety of the passengers.

**STUDENT DRIVING/PARKING RULES &**

# REGULATIONS

## Driving eligibility

Any student possessing a valid driver's license and having access to an appropriately licensed and insured motor vehicle is eligible to drive to school and park in the HHS parking lot provided the guidelines listed below are observed and provided spaces are available. Failure to do so may result in the student's driving/parking privileges being curtailed or revoked. Students should remember also that all Colorado motor vehicle regulations apply at HHS. Any violation of legal regulations will be reported to the local law enforcement agencies.

## Parking Lot Rules

1. Motor vehicles must be operated in an entirely safe and legal manner on and around school property. Drivers should be especially cautious with regards to bus and bicycle traffic. The rate of speed in the parking lot itself will depend upon weather and traffic conditions but should at no time exceed **10 miles** per hour. Because of the heavy flow of traffic in the parking lot, students are not to "cruise" the parking lot.

2. Possession and/or use of alcoholic beverages, tobacco, snuff, and/or drugs in a motor vehicle is strictly forbidden.

Students in violation of this guideline are subject to the school's drug, alcohol and discipline policies.

**3. Students are not allowed in vehicles or in the parking lot at any time (unless escorted by a school employee) during the school day except at lunchtime if they have parents consent to leave campus for lunch**

**IT IS POSSIBLE THAT RANDOM SEARCHES OF SCHOOL GROUNDS, POSSIBLY BY A DOG TRAINED TO LOCATE ILLEGAL DRUGS, COULD TAKE PLACE IN ORDER TO MAINTAIN A DRUG-FREE ENVIRONMENT AT THE SCHOOL, AND THOSE SEARCHES COULD INCLUDE VEHICLES PARKED ON SCHOOL PROPERTY.**

4. Littering or dumping of trash in the parking lot is prohibited.

5. Motor vehicles operated by students must remain on the paved areas of the parking lot at all times.

6. All vehicles must be parked within designated parking areas.

# **HAYDEN HIGH SCHOOL CODE OF CONDUCT**

## **STUDENT RESPONSIBILITIES**

In order to ensure maximum educational benefits for all pupils, each pupil is required to conform to the rules and regulations established by the school and the district, conducting himself/herself at all times in a manner fitting his/her ability, age, and grade. Student behavior and activity that is encouraged includes any behavior that enables or allows learning to take place. Student behavior that is discouraged, and will be penalized, is any behavior that disrupts or prevents learning or has a negative impact on the school's learning environment. Student defiance of a staff member's reasonable request or directions will not be tolerated. Students who disagree with a teacher's directions should talk to the teacher privately, politely, and at an appropriate time that does not disrupt classroom or other school activity.

## **PARENT RESPONSIBILITIES**

It is the joint responsibility of parents, students, and the schools to provide a safe and orderly atmosphere for learning. Parents, when notified of pupil misbehavior, are strongly encouraged and expected to lend full support to school officials in the effort to correct the student's problems and conduct.

## **STAFF RESPONSIBILITIES**

Pupil control is to be achieved through firmness and reason rather than autocratic force. Daily recognition of students as human beings possessing individual personalities will go far in providing solution for pupil control. There are a few children who will not respond to normal disciplinary procedures; other methods and techniques must be sought and implemented. Good discipline leads to positive rather than negative outcomes. Consequences shall be administered in a manner that is as consistent as possible, dignified, and never through anger. Each pupil deserves the very best thinking and most deliberate judgment of the teacher and administrator before receiving a prescribed consequence.

## **SCHOOL OFFICIAL'S RESPONSIBILITIES**

Each year Hayden High School will publish and distribute to students and parents a document outlining the regulations governing pupil conduct. Teachers, administrators, and other school district employees will make every effort to determine the facts surrounding any student misconduct prior to the imposition of corrective measures. In all cases extending beyond the "classroom reprimand" or teacher/parent contact, the building administrator is delegated the authority to determine the appropriate course of action within the confines of statutory

governance. School officials will keep parents well informed in regard to pupil misconduct.

### **Hayden Re-1 Discipline Policy**

The principal may suspend or recommend expulsion of a student who engages in one or more of the following specific activities while in school buildings, in school vehicles or during a school sponsored activity on or off school grounds:

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Causing or attempting to cause physical injury to another person.
4. Commission of any act which if committed by an adult would be robbery or assault as defined by state law. Expulsion shall be mandatory, in accordance with state law.
5. Violation of criminal law.
6. Violation of district or building regulations.
7. Carrying, bringing, using or possessing a deadly weapon, **or firearm facsimile**, whether loaded or unloaded, without the authorization of the school or school district. This would include fixed blade knives, spring loaded knives, pocket knives with blades longer than 3", firearms or facsimiles, pellet or BB guns, operational or not. A firearm facsimile is any object that could be reasonably mistaken for an actual firearm. Expulsion **may** be mandatory in accordance with state law.
8. Violation of the district's alcohol use/drug abuse policy. Expulsion shall be mandatory for sale of drugs or controlled substances, in accordance with state law.
9. Throwing objects that could cause bodily injury or damage property, within or from school district vehicles, on or from school district property or during school sponsored activities away from school district policy.
10. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
11. Engaging in verbal abuse; i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
12. Committing sexual harassment against another student or staff member by sex-oriented verbal "kidding" or repeated remarks, gestures, unwelcome touching, suggested or pressured sexual involvement, or pictures posted in lockers. Any student who believes they have been sexually harassed should report any incidents to a counselor, administrator, teacher, or other staff member.
13. Lying or giving false information, either verbally or in writing, to a school employee.

14. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
15. Scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
16. Continued willful disobedience or open and persistent defiance of proper authority.
17. Behavior on or off school property, which is detrimental to the welfare, safety or morals of other students or school personnel.
18. Repeated interference with the school's ability to provide educational opportunities to other students.
19. Violation of the district's gang activity policy on gang related activities in the school, on school grounds, in school vehicles or at school vehicles or at school activities or events.
20. **Declaration as a habitually disruptive student. Expulsion shall be mandatory in accordance with state law.**
21. **Continued violation of the district's attendance policy which results in a designation as an "habitually truant" student.**
22. Violation of the district policy on sexual harassment.
23. **Tobacco -Possession and/or use of tobacco in any form including mint chew or other look alike products.**

### **Other General Behavior Deemed Unacceptable**

1. Gambling -The act of playing any game of chance for money or other valuables.
2. False Alarms -the act of falsely initiating a report or warning of a fire or bomb.
3. **Displays of affection other than holding hands**
4. Clothing -These standards are offered so student clothing does not distract from the educational process.
  - a. The wearing of clothing or jewelry advertising alcohol, tobacco, drugs, or other products of an inappropriate nature.
  - b. The wearing of clothing or jewelry with inappropriate pictures or wording. Such as; vulgar language, vulgar symbols, sexual products, etc..
  - c. The wearing of revealing clothing that is disruptive to the educational climate including see-through and bare midriff blouses, low-cut shirts and blouses, tank tops with a shoulder band less than one inch, and "sagging" pants. Pants must be worn at or above the point of the hips. All shorts, dresses and skirts must be "fingertip" length. In other words, when a student's arms are extended directly toward the floor, shorts, dresses, and skirts must reach the student's outstretched fingertips. Students who fail to dress appropriately will be either provided more

appropriate clothing or will be suspended out-of-school and a parent contact will be made.

d. Muscle shirts (shirts with deep arm holes).

e. Hats are approved to be worn in the hallway of the school, but must meet dress code standards. Hats are not allowed in the auditorium, library, labs, offices, gym and classrooms.

5. Students are not allowed to carry laser pointing devices or any other disruptive electronic devices. All electronic devices are subject to immediate confiscation and may not be returned until the end of the school year.

6. Students must abide by the District Internet Agreement, which they and their parents sign. The agreement includes avoiding any content that is obscene, illegal, or otherwise inappropriate. Students must not give out personal information about themselves or anyone else on the Internet; nor may they let anyone use their password. Failure to follow the signed agreement may result in denial of the access to the Internet and/or disciplinary action.

**7. Students are not allowed to lie in hallways or obstruct hallways in any manner. Students are only allowed to sit on the brick side (not the locker side) of the hallway.**

8. The throwing of snowballs and the use of water spraying devices are prohibited on all school grounds and on all district transportation.

**9. CD/MP3 players are allowed only in classes that have given pre-approval and the hallway. If students have CD/MP3 players out at any other time – staff members have the authority to confiscate the item.**

10. Cell phones are permitted at school but must remain turned off during the school day and must not be seen. **Absolutely no text messaging will be permitted.** If a staff member sees a cell phone out during class-time hours – staff members have the authority to confiscate the phone. The phone will be given to the building principal and must be picked up by the parent/guardian of the student.

11. Use of profanity that is not directed toward another person.

The principal shall have the responsibility to determine the facts, the mitigating circumstances and the severity of misbehavior. The principal will determine the level of consequences appropriate for each offense and will use the below listed Tiers of Consequences as a guide to administering behavioral consequences. The principal will take in to account the severity of the incident and the amount of times a student has received an infraction. Suspension or expulsion shall be mandatory for serious violations in a school building or on school property.

**BEHAVIORAL TIERS OF CONSEQUENCES – Students usually will progress through the tiers of consequences outlined below. Example: If a student is at TIER III and is referred for the same type of behavior – they will**

**automatically drop to TIER IV.**

**The exception to this sequence is regarding detentions due to tardies. Students will continue to have to serve afterschool detentions in the detention room for each tardy they receive a referral for. They will not move up the tiers of referral unless they fail to show up for a detention.**

### **Detentions**

All detentions will be served in the detention room, on either Monday or Wednesday, unless other wise stated by a staff member. If a student receives a detention on Monday or Tuesday they will serve the detention on the following Wednesday. If a student receives a detention on Wednesday, Thursday or Friday they will serve the detention on the following Monday. Detention lists will be generated for the duty teacher and it is the obligation of the student to show up for their detention – failure to do so will result in a Tier III referral. If the student has a legitimate conflict (i.e. Dr. Appointment) they must make prior arrangements with school administration. Detentions will be served from 3:55 to 4:25. The designated detention room is Mr. Winn’s classroom. Students must bring homework or something appropriate to read. Ipods, cell phones, and other electronic devices are prohibited while serving detention. No food or drink is allowed in detention. Students are responsible for their own transportation after serving an afterschool detention.

### **Tiers of Consequences**

TIER I Teacher Detention

TIER II Office Referral

TIER III 1 Day of In School Suspension – Referred to Intervention Team.

TIER IV 1 Day of Out of School Suspension – Student must have a reentry conference with the building principal and school resource officer. If referrals have been due to disruptive behavior the student’s parent(s) or guardian will be issued the first of three letters declaring them a habitually disruptive student. (##-See definitions of habitually disruptive student following this section).

TIER V 2 Days of Out of School Suspension – Reentry conference with the building principal and school resource officer. If referrals have been due

to disruptive behavior the student's parent(s) or guardian will be issued the second of three letters declaring them a habitually disruptive student.

**TIER VI** 3 Days of Out of School Suspension – Reentry conference if applicable  
If referrals have been due to disruptive behavior the student's parent(s) or guardian will be issued a third letter declaring them habitually disruptive behavior and the student will be referred to the Board of Education for expulsion.

### **INAPPROPRIATE BEHAVIOR THAT HAVE SPECIFIC CONSEQUENCES**

**DIRECTING PROFANITY TOWARD A STAFF MEMBER** – Three day out of school suspension with reentry conference with the building principal and school resource officer.

**FIGHTING** – Three day out of school suspension with a reentry conference with the building principal and school resource officer.

**HARASSMENT or HAZING OF OTHER STUDENTS** – Automatically moved into Tier III of behavioral consequences. If deemed serious enough the student may be placed at other tiers of consequences.

**TRUANCY** – Students who are truant from class will be required to do 2 hours of school service for every period they are gone. If they are truant for more than 4 hours they will automatically be placed at Tier III of behavioral consequences. If the student has multiple truancies it will be the discretion of the building principal to move them down the Tiers of behavioral consequences.

**USE OF DISCRIMINATORY REMARKS** – Students who use discriminatory remarks about gender, race, religion, sexual orientation, etc. will receive an automatic Tier II referral.

**##Habitually Disruptive Student – Pursuant to Colorado School Law section 22-33-06(II) “habitually disruptive student” means a child who has been suspended three times during the course of the school year for causing a material and substantial disruption in the classroom, on school vehicles, or at school activities or events, because of behavior that was initiated, willful, and overt on the part of the child. Any student who is enrolled in a public school may be subject to being declared a habitually disruptive student.**

**DRUG, ALCOHOL, AND TOBACCO USE/ABUSE BY**

# **STUDENTS WHILE ON SCHOOL PROPERTY OR WHILE PARTICIPATING IN ANY WAY, IN ANY SCHOOL ACTIVITY IS STRICTLY FORBIDDEN**

## **Use, possession or under the influence**

If a student is suspected of being under the influence of drugs or alcohol the principal or his designee will conduct an investigation. The investigation will include interviewing the student and witnesses and examining the evidence. The student's parents)/guardian(s) will be contacted regarding the nature of the incident.

If, after investigation, clear intent did exist for the student to have been under the influence of and/or in possession of alcohol, narcotics and/or other dangerous drugs at school, on school district properties, in district furnished vehicles, or at school-sanctioned or sponsored activities, the following consequences will result:

## **First offense**

1. Appropriate law enforcement officials will be notified.
2. An automatic three-day suspension.
3. Enrollment in an administratively approved drug/alcohol educational program or a minimum of ten hours of counseling/therapy with a state certified counselor or agency program; cost to be the responsibility of the parent(s)/guardian. The parent(s)/guardian(s) will be offered general information and a list of community resources related to substance abuse.
  - a. Upon completion of an approved drug/alcohol program or counseling, a certificate of completion will be provided to the school principal and parent(s)/guardian(s) with recommendations for further counseling if necessary.
4. On or before the completion of the suspension period, the principal or his designee will conduct a conference with the student and parent(s) or guardian(s). The conference will include:
  - a. A review of the incident that was in violation of the drug/alcohol policy.
    - 1) The consequences for committing a second offense;
    - 2) The agency or person being used to satisfy the requirement outlined in item 3)
    - 3) The approximate date for completion of a drug/alcohol program or counseling.

## **Second Offense**

1. Appropriate law enforcement officials will be notified.
2. Automatic, five-day out-of-school suspension
3. A minimum of ten hours of counseling/therapy with a state certified counselor or agency; program cost to be the responsibility of the parent(s)/guardian(s). The

parent(s)/guardian(s) will be offered general information and a list of community resources related to substance abuse.

a. A certificate of completion will be provided by the drug/alcohol educational agency or counselor with recommendations including further counseling if necessary.

4. On or before being readmitted to school, the principal or his designee will conduct a conference with the student and parent(s) or guardian(s). The conference will include:

a. A review of the incident that was in violation of the drug/alcohol policy.

### **Third Offense**

1. Student will be recommended for expulsion.

### **Sale and distribution**

Students who are engaged in selling, distributing, intending to distribute or exchanging alcohol, narcotics or other dangerous drugs at school, on school district properties, in district furnished vehicles, or at school sanctioned or sponsored activities will incur the following consequences:

1. Appropriate law enforcement officials will be notified.

2. Any student who distributes, trades, exchanges or sells controlled substances will be expelled.

3. Before re-admittance student must prove completion of an administratively approved drug/alcohol educational program or a minimum of 30 hours of counseling /therapy with a state certified counselor or agency; program cost to be the responsibility of the parent(s)/guardian(s). The parent(s)/guardian(s) will be offered general information and a list of community resources related to substance abuse.

a. A certificate of completion will be provided by the drug/alcohol educational agency or counselor with recommendations, including further counseling if necessary.

### **Miscellaneous**

A staff member who comes in contact with evidence of drugs, tobacco use, or alcohol use and/or contraband must notify the principal or his designee immediately.

A staff member who has reasonable suspicion to believe that a student possesses alcohol, tobacco products, any controlled substance or drug containing paraphernalia in violation of board policy, will request that the student accompany him to the principal or his designee. If the student refuses, the staff member will notify the principal or his designee immediately.

**The school has the legal right, with reasonable suspicion, to search persons, places or things in accordance with Board policies JIH, Student Interrogations, Searches and Arrests, and JIHB, Parking Lot Searches.**

The schools will adhere to all state and federal laws in the administration of this policy. Any contraband obtained during investigation of possession or sale of alcohol, tobacco or a controlled substance will be released to appropriate police authorities.

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

**In-School Suspension**

One alternative to Out-of-School suspension that has been successful is In-School Suspension (ISS). It does not replace the suspension process but is an alternative approach. ISS takes place in the ISS room. Teachers will provide regular assignments for PARTIAL credit, which **the student must complete as homework and not during the suspension.** The student must remain in I.S.S. for all assigned periods including lunch – lunch will be delivered to the student. Students will not be allowed to have anything in the I.S.S. room except a pencil to fill out a redirect form and a bottle of water. They will only be allowed to use the restroom when escorted there. Other students are not allowed to visit with them during the time that they are in I.S.S. If a student violates any of the I.S.S. rules they will have to repeat the I.S.S. the following day.

Assignment to ISS can only be done by formal action of an administrator. A teacher is not to send a student directly to ISS when the student's behavior is unacceptable and ISS is not to be used in place of detention. The student must be sent directly to the main office where formal action will be taken.

A student in the program who does not cooperate with the person in charge or who violates any of the rules and policies will be referred to the office for administrative action and possible Out-of-School suspension.

**School Service**

A preferred method of consequences is administering school service for infractions to the student code of conduct. This may be administered during an after school detention or during an in-school suspension. Students will be asked to do cleaning around the building – such as vacuuming, cleaning windows, etc.

