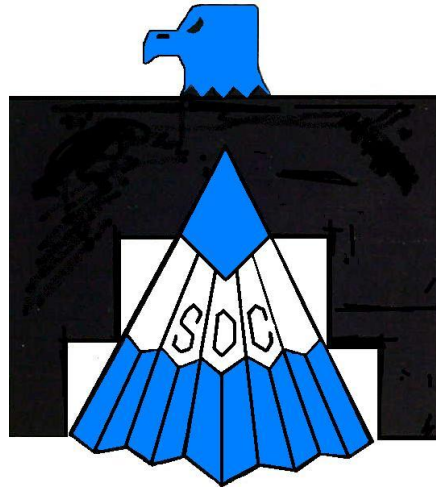


*Sangre de Cristo*



*School District*

*Student Handbook 2017-18*

## STAFF

Brady Stagner	Superintendent
John Stephens	Principal
Dave Curtis	Athletic Director
Mavi Valdez-Apodaca	Counselor
Brenda Mixon	District Bookkeeper
Paula Fritz	Bookkeeper
Lindsay Getz	Front Office Manager
Jenene Holcomb	Pre-School
Krista Culver	Kindergarten
Emily Windhorst	1 <sup>st</sup> Grade
Kelly Parker	2 <sup>nd</sup> Grade
Denise Benavides	Elementary Math Intervention
Erica Mortensen	3 <sup>rd</sup> Grade
Krista Gjellum	4 <sup>th</sup> Grade
Amy Crowther	5 <sup>th</sup> Grade
Krystal Bouet	ESL
Christy Mortensen	Para Professional
Jenna Mondragon	Elementary Intervention
Beverly Selin	MS/HS Intervention
Jacqueline Ortiz	Learning Resource Para Professional
Bonnie White	Title I
Jackie Bianca	Para Professional & Bus Driver
Loretta Beiriger	Special Needs Classroom
Barry Hawkins	Computer Tech / Maintenance
Misty Lambert	Art

Frank Cordova	History
Wayne Thomas	History
Brice Crowther	Physical Education
Ryan Mortensen	Physical Education
Leslie Garcia	Library
Marvin Muniz	MS Math
Alyssa Miller	HS Math
Taylor Beiriger	Business/Yearbook
Carol Sessums	Business/FBLA
Matt Sinclair	Ag-Ed/FFA
Roxi Vigil	English
Cyndi Snyder	English
Jill Nwabuonwu	Spanish
Meadow Reynolds	HS Science
Hallie Owsley	MS Science
Kaitlyn Larsen	Nurse
Bob McKinley	Transportation
Julia Gilmore	Bus Driver & Custodial Staff
Lee Smith	Bus Driver
Barb Grandell	Nutrition Director
Crystal Swope	Nutrition Staff
Kelly Chiles	Nutrition Staff
Frances Slane	Head Custodian & Bus Driver
Jaci Gilmore	Custodial Staff
Emmanuel Nwabuonwu	Football Coach
Andrew Soloducha	Football Coach

Wesley Brandon	Football Coach
Misty Lambert	Volleyball Coach
Megan Cantu	Volleyball Coach
Brice Crowther	Girls Basketball Coach
Jackie Ortiz	Girls Basketball Coach
Ryan Mortensen	Boys Basketball Coach
Mitchell Stagner	Boys Basketball Coach
Frank Cordova	High School Track Coach

## **MISSION STATEMENT**

The Sangre de Cristo School District shall strive to provide a safe environment for all students and staff while offering meaningful opportunities of innovative educational programs for all students which challenge every student to:

Develop their full academic and social potential including the attainment of content standards and be prepared to make competent decisions in our changing world through partnerships between home, school and community.

To achieve this mission, students, teachers, administrators, parents, and community members must work together guided by the three R's: Rights, Respect, and Responsibilities.

## **EXPECTATIONS OF STUDENTS**

One of the major objectives of formal education is teaching citizenship and responsibility for one's actions. It has been an expectation for students of Sangre de Cristo School District to recognize the conduct appropriate for a given situation and to conduct themselves accordingly. It is expected that this tradition will continue and that students will exhibit the courtesy that has brought many compliments to our school.

Sangre de Cristo Schools:

Everyone has the right to learn (and no one has the right to interfere).

Everyone's dignity, welfare and material possessions should be respected.

Everyone is expected to attend all scheduled classes on time.

Individual teachers may have additional expectations about student behavior for their classes.

## **NONDISCRIMINATION/EQUAL OPPORTUNITY STATEMENT**

Sangre de Cristo Schools does not unlawfully discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, genetic information, disability or need for special education services in admissions, access to, treatment, or employment in educational programs or activities which it operates.

Complaint procedures have been established for students, parents, employees and members of the public.

The following person has been identified as the compliance officer for the district:

Brady Stagner, Superintendent.

8751 Ln 7 Mosca, Colorado 81146

719-378-2310

[bstagner@sangreschools.org](mailto:bstagner@sangreschools.org)

### **Chain of command (for students, parents & staff)**

Chain of command to be followed to resolve issues quickly and efficiently with the people most involved. This preserves and enhances the integrity of the learning environment.

1. Go to the lowest level where the problem originated. Example teacher or coach (coaches should not be contacted immediately after a game).
2. Next step if unresolved go to the Dean of Students/AD
3. Principal
4. Superintendent
5. School Board (Ask to be put on the agenda) or sign in at meeting

At any time in this process students may speak to the counselor for additional guidance.

### **CODE OF CONDUCT AND DISCIPLINE**

Each Colorado school district is required to publish and distribute a “Code of Conduct and Discipline policy” which must contain all policies on these subjects. These policies are taken from the Sangre de Cristo Board of Education Policies: Minimally, the “Code” must be distributed to each student entering elementary, junior high and high school. This Sangre de Cristo Jr. /Sr. Handbook are closely aligned with the Sangre de Cristo Student Code of conduct.

#### **Student Conduct**

It is the intention of the Board of Education that the district's schools help students achieve maximum development of individual knowledge, skills and competence and that they learn behavior patterns which will enable them to be contributing members of society. The Board, in accordance with applicable law, has adopted a written student conduct and discipline code based upon the principle that every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority. The code emphasizes that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action. The code shall be enforced uniformly, fairly and consistently for all students.

The Board shall consult with parents/guardians, students, teachers, administrators and other community members in the development and review of the conduct and discipline code. The conduct and discipline code shall be provided to each student upon enrollment in elementary, middle and high school.

The district shall take reasonable measures to ensure each student is familiar with the code. Copies shall be posted or kept on file. In addition, any significant change in the code shall be provided to students and posted in the building. In all instances, students shall be expected to conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority vested by the Board in all district employees, the educational purpose underlying all school activities, the widely shared use of district property, and the rights and welfare of other students and staff. All employees of the district shall be expected to share the responsibility for supervising the behavior of students and for seeing that they abide by the conduct and discipline code.

## ATTENDANCE

### Entrance Age Requirements Beginning with the 2017-2018 school year

A child may enter kindergarten if five years old on or before **June 1<sup>st</sup>** of the year of enrollment. Younger students who do not meet the district's entrance age requirement for kindergarten may be accepted if transferring from another kindergarten program, if the principal or designee determines that placement of the student in kindergarten is appropriate.

A child who is four years old on or before the district's start date for kindergarten and has been identified as a highly advanced gifted student in accordance with applicable state law may enroll in kindergarten, if the principal or designee determines that placement of the student in kindergarten is appropriate.

Students enrolling in the first grade may enter if they are six years old on or before **June 1<sup>st</sup>** of the year of enrollment. A student who is at least five years old on or before October 1 may be permitted to enroll in first grade if the student attended at least 120 days of kindergarten in another state

A child who is five years old on or before the district's start date for first grade and has been identified as a highly advanced gifted student in accordance with applicable state law may enroll in first grade, if the principal or designee determines that placement of the student in first grade is appropriate.

A legal birth certificate or other acceptable record shall be required for enrollment age certification.

### Student Absences and Excuses

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.

Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more and are more employable after leaving school. For at least these reasons, the Board believes that a student must satisfy two basic requirements in order to earn full class credit: (1) satisfy all academic requirements and (2) exhibit good attendance habits as stated in this policy.

### Excused absences

The following shall be considered excused absences:

**Office notification must be done by 9:00 AM the following day.**

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a *serious nature only* which cannot be taken care of outside of school hours.
2. A student who is absent for an extended period due to physical, mental or emotional disability.
3. A student who is pursuing a work-study program under the supervision of the school.

4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
5. A student who is suspended or expelled.

As applicable, the district may require suitable proof regarding the above exceptions, including written statements from medical sources.

If a student is in out-of-home placement absences due to court appearances and participation in court-ordered activities shall be excused. The student's assigned social worker shall verify the student's absence was for a court appearance or court-ordered activity.

### **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 record. The parents/guardians of the student receiving an unexcused absence shall be notified orally or in writing by the district of the unexcused absence.

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 or in-school suspension. Academic penalties, out-of-school suspensions or expulsion shall not be imposed for any unexcused absence.

Students and parents/guardians may petition the Board of Education for exceptions to this policy or the accompanying regulations provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception.

The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is ten (10) days during any calendar year or school year.

### **Make-up work**

Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the administrator or unless the absence is due to the student's expulsion from school. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class. There shall be 2 days for the first day absent and one school day for each consecutive day absent.

Make-up work shall be allowed following an unexcused absence or following a student's suspension from school with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. This work may receive full or partial credit to the extent possible as determined by the building administrator.

Unless otherwise permitted by the building administrator, make-up work shall not be provided during a student's expulsion. Rather, the district shall offer alternative education services to the expelled student in accordance with state law. The district shall determine the amount of credit the expelled student will receive for work completed during any alternative education program.



## **Tardiness**

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, appropriate penalties may be imposed for excessive tardiness.

In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter the next class. Teachers shall honor passes presented in accordance with this policy. The provisions of this policy shall be applicable to all students in the district, including those above and below the age for compulsory attendance as required by law.

Students must be in class on time for the teacher to best use the time allocated for learning. A student not in class prior to the bell that signals the start of a class is considered tardy. A tardy is normally unexcused unless the student can produce an appropriate note or documentation to support the excusing to the late entry. Excessive tardiness may result in disciplinary action.

Consequences for tardiness to class shall be a tiered system, and a shared responsibility between the student, parents, teachers and administrators.

Teachers will track and document student tardiness throughout each quarter. Students shall be held accountable after their second tardy to any class for each quarter. A verbal warning will be issued by the teacher verbally for the first tardy.

A second tardy will result in a second warning from the teacher and documented parental notification.

The third tardy shall result in a 20-minute lunch detention with the teacher. The teacher is responsible to inform the student of further action if the tardiness continues.

If the student continues to be late for class, the teacher shall refer the student to the Principal/ Dean of Students. The Principal/Dean will contact parents and assign after school detention(s). If tardiness continues, the Principal/Dean shall place the student in Friday School and hold a meeting with the student and parent(s).

If tardiness continues, the student shall be referred to the Dean of Students for further disciplinary action.

## **Truancy**

If a student is absent without an excuse signed by the parent/guardian or if the student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant. An "habitual truant" shall be defined as a student of compulsory attendance age who has four total days of unexcused absences from school in any one month or 10 total days of unexcused absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences for purposes of defining a student as an "habitual truant."

In order to reduce the incidents of truancy, parents/guardians of all students shall be notified in writing at the beginning of each school year of their obligation to ensure that all children of compulsory attendance age attend school. Parents/guardians shall be required to acknowledge in writing awareness of their obligations and to furnish the school with a telephone number or other means of contacting them during the school day.

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

A plan shall be developed for a student who is at risk of being declared habitually truant with the goal of assisting the child to remain in school. The plan shall also include strategies to address the reasons for the truancy. When practicable, the student's parent, guardian or legal custodian shall participate with district personnel during the development of the plan. Appropriate school personnel shall make reasonable efforts to meet with the parent, guardian or legal custodian to review and evaluate the reasons for the student's truancy.

In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while truant. Penalties may include a warning, school detention or in-school suspension. Academic penalties, out-of school suspensions or expulsion shall not be imposed for any truancy. The administration shall develop regulations to implement appropriate penalties for truancy.

The school administration shall consider the correlation between course failure, truancy and a student dropping out of school in developing these regulations and shall implement research-based strategies to re-engage students with a high number of truanancies.

### **LEAVING SCHOOL**

If it is necessary for a student to leave school, he/she and the office must have written permission from the parent/guardian. In the case of unavoidable medical appointments, the student must bring a written excuse to the office prior to first period and secure a permit. Before a student leaves the school property he/she must sign out in the office indicating the date and time.

### **PUBLIC DISPLAY OF AFFECTION**

Obvious displays of affection including kissing, hugging, and other inappropriate touching are not acceptable behaviors at school. Students may be assigned disciplinary action according to school policies ranging from warnings to suspension.

### **EVACUATION/LOCKDOWN PROCEDURES**

**In an Emergency, when you hear it. Do it. Lockout! Secure the Perimeter.**

**Students;** Return inside, business as usual

**Teachers;** Bring students into the building, increase situational awareness, take roll, business as usual

**Lockdown! Lock doors, Lights out, out of sight**

**Students;** Move away from sight, maintain silence

**Teachers;** Lock classroom door, turn out the lights, move away from sight, maintain silence, wait for responder to open door, take roll

## **Evacuate! (Directions to follow)**

**Students;** Leave your stuff behind, form a line, hand in hand

**Teachers;** lead evacuation to location, take roll, notify if missing, extra or injured students

## **Shelter (Directions to follow)**

**Students;** Shelter types; 1. For tornado 2. For bomb **Teachers;** Shelter type, Shelter method, Take roll

## **CANINE DETECTION NOTICE**

This campus is routinely inspected by detection canines for prohibited items in order to provide you with a safe learning environment.

### **DRESS CODE**

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Board recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. In this case, there shall be no further penalty.

If the student cannot promptly obtain appropriate clothing, on the first offense, the student shall be given a written warning and an administrator shall notify the student's parents/guardians. On the second offense, the student shall remain in the administrative office for the day and do schoolwork and a conference with parents/guardians shall be held. On the third offense, the student may be subject to suspension or other disciplinary action as outlined in the school discipline code.

All shorts and dresses must be of knee length. If spandex is worn the front and back of the student must be covered.

### **Unacceptable Items**

The following items are deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school and are not acceptable in school buildings, on school grounds, or at school activities:

1. Shorts (athletic), warm-ups or sweats of any type, dresses, skirts or other similar clothing shorter knee length.
2. Sunglasses and/or hats worn inside the building
3. Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts
4. Tank tops or other similar clothing with straps narrower than 1.5 inches in width

5. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
  - a. Refer to drugs, tobacco, alcohol, or weapons
  - b. Are of a sexual nature
  - c. By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
  - d. Are obscene, profane, vulgar, lewd, or legally libelous
  - e. Threaten the safety or welfare of any person
  - f. Promote any activity prohibited by the student code of conduct
  - f. Otherwise disrupt the teaching-learning process
6. Extremely baggy pants, flannels and pajamas
7. Visible body piercings that are a distraction and/or a safety issue will not be allowed
8. Men's undergarments showing over the waistband are not to be visible at any time

**The administration has the discretion to determine violations of the dress code not specifically addressed herein.**

### **Exceptions**

Appropriate athletic clothing may be worn in physical education classes. Clothing normally worn when participating in school-sponsored extra-curricular or sports activities may be worn to school when approved by the sponsor or coach and administration.

### **BEHAVIORAL GUIDELINES FOR ACTIVITY PARTICIPANTS**

In order to provide the finest possible experience for participants, we have established minimum standards and regulations for participating in extracurricular activities. Participants are required to adhere to these standards and regulations to ensure that everyone has a satisfactory experience. Activity sponsors may establish additional rules for students participating in their particular activity. Students will conduct themselves at all times in such a manner that their actions will not discredit Sangre de Cristo Jr. /Sr. High School or the sponsoring group. Students are to be responsible at all times.

1. Students will dress appropriately in public. Shabby, dirty, or ragged clothing is not acceptable.
2. Participants are responsible for their own personal expenses, as well as any breakage or loss they cause.
3. All participants are required to display a positive standard of conduct at all times.
4. The use/possession of alcohol, tobacco, drugs, or other prohibited substances will not be tolerated. Violators will be sent home immediately.
5. Quiet, courteous and respectful behavior is mandatory at all lodging areas.
6. Students are responsible for managing their own luggage.
7. Students must ride school provided transportation to the events. Exceptions must have prior approval from the Athletic Director.
8. While riding buses, students will not extend head or limbs out of the windows or throw articles from the bus.
9. Students will be assigned rooms as near their sponsors as possible. Young men's rooms are off limits to young women, and vice versa.
10. All participants will adhere to the curfew established by the sponsors.

11. Students are expected to remember they are representing the school and community, and all actions should reflect positively on both.
12. Students will treat opponents, spectators and officials with respect and courtesy.
13. Should a violation of rules cause a student to be sent home, the parents shall be notified immediately and they will be required to immediately come and pick up their child at their own expense.

### **SPORTSMANSHIP**

Sangre de Cristo students and parents are encouraged to attend extracurricular events to show their school spirit and pride. Extracurricular activities are intended to provide social, academic and athletic experiences for both participants and spectators. Enthusiasm and vocal support is always encouraged. Spectators are expected to exercise good judgment in clothing and behavior, and spectators and participants are expected to conduct themselves in a positive and respectful manner towards all participants and officials. Students and spectators should remember they represent Sangre de Cristo Jr. /Sr. High School, and their actions will reflect on our school and the community. Show pride in yourself and be a positive role model for those around you by cheering for your team and not against the opponent or the officials. Inappropriate behavior including but not limited to booing, taunting, throwing objects or generally exhibiting aggressive behavior is prohibited and may result in disciplinary action and/or removal from the event.

Removal from any event will constitute a meeting with the building administration before any admittance to future activities.

### **VIDEO AND CELL PHONES**

The Board of Education recognizes that electronic communication devices can play a vital communication role during emergency situations. However, ordinary use of electronic communication devices in school situations disrupts and interferes with the educational process and is not acceptable. For purposes of this policy, “electronic communication devices” include cell phones, beepers, pagers, walkie-talkies, and any other telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.

Students may carry electronic communication devices but these devices must be turned off inside school buildings and kept out of site, on school buses, at school-sponsored activities and on field trips. In these locations, electronic communication devices may be used only during emergencies. For purposes of this policy, “emergency” shall mean an actual or imminent threat to public health or safety, which may result in loss of life, injury or property damage.

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, if the device is noticeable through clothing although not directly visible it is considered a violation of this policy. 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 district shall not be responsible for loss, theft or destruction of electronic communication devices brought onto school grounds.

Students are subject to being filmed by video in hallways and on buses. Should video equipment be used on buses, the video will be rotated on all buses by an undisclosed schedule

**Sangre de Cristo Schools**  
**2017-2018**  
**Acceptable Use Agreement**  
**for Network/Internet Access**

The **Network/Internet** provides access to worldwide information, databases, and program files in virtually every discipline and curricular area. However, there are also materials/websites available which are not acceptable in the PreK-12 environment. All computers having **Network/Internet** access must be used in a responsible, efficient, ethical and legal manner.

Transmission of any material in violation of any U.S. or state regulation is prohibited. Because misuse could endanger the privilege for everyone, we have adopted a policy that prohibits the following:

1. Profane or pornographic materials/websites
2. Materials/websites which advocate violence or discrimination towards other people
3. Materials/websites which advocate illegal acts
4. Downloading copyrighted material
5. Materials protected by trade secret
6. Surfing and accessing websites deemed inappropriate by district employees to include, but not limited to, chat rooms, social sites, personal websites, game sites, and proxy servers which circumvent the districts website filtering and access polices
7. **ONLY** school issued e-mail will be allowed
8. Hacking: Gaining unauthorized access to a computer, computer network, computer file or website; altering computer data without permission of the owner
9. Cyber Bullying: The use of internet services (such as e-mail, chat room, discussion groups or instant messaging) to repeatedly and intentionally torment, threaten, harass, humiliate, embarrass or otherwise target another individual.
10. Plagiarizing: Copying another's writing or other creative work and presenting it as one's own, especially without permission; passing off as one's own someone else's words; ideas or research findings; using another person's work without giving credit.
11. Other Violations: These can include using computers to access or display objectionable, violent, illegal, and discriminatory or age inappropriate content or stealing copyrighted materials.

## **CONSEQUENCES**

Any student who is not in accordance with the rules governing use of the **Network/Internet** will lose their access immediately and be brought before the building administrator for whatever consequences may be appropriate, including, but not limited to:

- Detention

- Suspension
- Exclusion for Internet usage for the remainder of the school year

Additional in-class teacher consequences will apply depending on the situation. It is understood that **Network/Internet** access is a privilege and not a right.

The Sangre de Cristo School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Sangre de Cristo School District will not be responsible for damages a student may suffer in using the **Network/Internet**. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions.

Use of any information obtained via the **Network/Internet** is at the student's own risk. Sangre de Cristo School District specifically denies any responsibility for the accuracy or quality of information obtained through this service. There should be no expectation of privacy as **Network/Internet** access may be monitored at any time.

Before any student is permitted access on the **Network/Internet**, they must:

- ◆ Sign this form acknowledging this agreement to use **Network/Internet** access in a decent and appropriate manner.
- ◆ Obtain parents' signature acknowledging that misuse is possible and Sangre de Cristo School District does not condone accessing these resources.
- ◆ Not attempt to gain unauthorized access to any computer system or go beyond authorized access.
- ◆ Agree to not make deliberate attempts to disrupt the computer system, destroy data by spreading computer viruses, or any other unacceptable behavior.
- ◆ Not use the computer to engage in any other illegal act, such as threatening the safety of another person.
- ◆ Not plagiarize (presenting as one's own the intellectual or creative accomplishments of another without giving credit to the sources or sources) works that are found on the **Network/Internet**.
- ◆ Realize that there are subjects which parents have judged inappropriate and as a student will not attempt to access these subjects.

The attached form must be signed and returned either to the main office or to the classroom teacher or class sponsor.

If the form is not returned by September 5, 2017, access to the school **Network/Internet** will be blocked until the form is returned.

Contact Mrs. Sessums 719-378-2321 x 149 (after August 15, 2017) with any questions concerning **Network/Internet** access.

## VISITORS

Students who are not enrolled in Sangre de Cristo Schools are not welcome to visit during school hours. While parents/guardians are encouraged to visit, they must check in with the office. Anyone visiting school must have an ID, present it to office personnel, have it copied and issued a visitor's ID card. This card must be surrendered when exiting the school. In addition each visitor must register with the front desk.

Due to school mishaps, parents/guardians and guests must check in at the office when they are picking up their child. The office personnel will then retrieve the child from class. No one is allowed to go to the classroom or wander the halls. Parents, please stay out of the halls or classrooms unless cleared through the office.

### Student Conduct in School Vehicles

The privilege of riding in a school vehicle is contingent upon a student's good behavior and observance of the student code of conduct and established regulations for student conduct both at designated school vehicle stops and on-board school vehicles.

The operator of a school vehicle shall be responsible for safety of the students in the vehicle, both during the ride and while students are entering or leaving the vehicle. Students shall be required to conform to all regulations concerning discipline, safety and behavior while riding in the school vehicle. It is the vehicle operator's duty to notify the supervisor of transportation and the principal of the school involved if any student persists in violating the established rules of conduct.

After due warning has been given to the student and to the student's parents/guardians, the principal may withhold from the student the privilege of riding in the school vehicle. Violation of district policies and regulations while in a school vehicle may also result in the student's suspension or expulsion from school, in accordance with district policy.

## BUS REGULATIONS

**Riding the school bus is a privilege.** Improper conduct on the buses will result in that privilege being denied. Students in our school system who ride a bus are subject to regulations. Any misbehavior, which distracts the driver, is **a very serious violation** and jeopardizes the safety of everyone. A student's riding privileges may be suspended from the bus and from school if the violation is serious enough.

### BUS RULES

1. Sit in assigned seat with feet out of the aisle
2. Keep hands and personal belongings to yourself
3. Use appropriate voice with no profanity
4. Belongings go under the seat, in the rack or on your lap
5. Bus drivers may have other rules posted on their bus.
6. **Students are to be at the bus stops on time.**

### CONSEQUENCES OF VIOLATION OF BUS RULES

1<sup>st</sup> Written warning and parent contact

2<sup>nd</sup> One (1) day off of the bus, parent conference with driver and Dean of Students

3<sup>rd</sup> Three (3) days off of the bus and conference



4<sup>th</sup> Five (5) days off of the bus and possible further consequences

5<sup>th</sup> Permanent record

**A list of serious violations follows:**

- |                          |  |
|--------------------------|--|
| Failure to remain seated | Use or possession of tobacco, drugs, alcohol |
| Refusing to obey driver  | Profanity or Weapons                         |
| Throwing objects         | Lighting matches                             |
| Fighting                 | And any other dangerous behavior             |

**AUTOMOBILES**

All students driving to school must park cars in the designated student parking area south of the gym. **All student drivers must have their car registered with the office. They will then be given a sticker that must be put in the left rear window.**

**Parking Lot Searches**

The privilege of bringing a student-operated motor vehicle on to school premises is conditioned on consent by the student driver to allow search of the vehicle when there is reasonable suspicion that the search will yield evidence of contraband.

Refusal by a student, parent/guardian, or owner of the vehicle to allow access to a motor vehicle on school premises at the time of a request to search the vehicle shall be cause for termination without further hearing of the privilege of bringing the vehicle on to school premises. Refusal to submit to search also may result in disciplinary action and notification of law enforcement officials.

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

**PROPER PROCEDURES**

- a. Park your car as soon as you have arrived on the school grounds.
- b. Leave the parking area.
- c. Do not return to your car until school is dismissed or you have permission from the Administration.
- d. **Driving is a privilege, not a right.** Do not abuse your privilege. It is within the school's jurisdiction to have a student leave his/her car or motorbike at home or turn your keys in to the office each morning if the privilege is abused.
- e. Speed limit is **10 mph or slower around all school buildings.**

**VIOLENT AND AGGRESSIVE BEHAVIOR**

The Board recognizes there are certain behaviors that, if tolerated, would quickly destroy the type of learning environment to which the students and staff of the district are entitled. These behaviors, categorized as violent or aggressive, will not be tolerated and shall result in immediate action being taken by the district.

Students exhibiting violent or aggressive behavior or warning signs of future violent or aggressive behavior shall be subject to appropriate disciplinary action including suspension, expulsion and/or referral to law enforcement authorities. At the district's discretion and when appropriate, the student shall receive appropriate

intervention designed to address the problem behavior. The Board of Education shall be informed of all intervention efforts by district schools.

Students shall be taught to recognize the warning signs of violent and aggressive behavior and shall report questionable behavior or potentially violent situations to appropriate school officials. All reports shall be taken seriously.

Acts of violence and aggression shall be documented and communicated by the staff to the building principal and the superintendent. The immediate involvement of the parents/guardians is also essential. Law enforcement officials shall be involved if there is any violation of law.

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.

The following behaviors are defined as violent and aggressive:

1. Possession, threat with or use of a weapon — as described in the district’s weapons policy.
2. Physical assault — the act of striking or touching a person or that person’s property with a part of the body or with any object with the intent of causing hurt or harm.
3. Verbal abuse — includes, but is not limited to, swearing, screaming, obscene gestures or threats directed, either orally (including by telephone) or in writing, at an individual, his or her family or a group.
4. Intimidation — an act intended to frighten or coerce someone into submission or obedience.
5. Extortion — the use of verbal or physical coercion in order to obtain financial or material gain from others.
6. Bullying — as described in the district’s policy on bullying prevention and education.
7. Gang activity — as described in the district’s secret societies/gang activity policy.
8. Sexual harassment — as described in the district’s sexual harassment policy.
9. Stalking — the persistent following, contacting, watching or any other such threatening actions that compromise the peace of mind or the personal safety of an individual.
10. Defiance — a serious act or instance of defying or opposing legitimate authority.
11. Discriminatory slurs — insulting, disparaging or derogatory comments made directly or by innuendo regarding a person’s race, color, ancestry, creed, sex, sexual orientation, religion, national origin, disability or need for special education services.
12. Vandalism — damaging or defacing property owned by or in the rightful possession of another.
13. Terrorism — a threat to commit violence communicated with the intent to terrorize or with reckless disregard for the risk of creating such terror or to cause serious public inconvenience, such as the evacuation of a building.

### **VANDALISM AND PROPERTY DAMAGE**

Our school buildings and equipment cost the taxpayers valuable monetary resources to construct purchase and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If you should happen to damage something by accident, you should report it to a teacher or the office immediately.

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

In accordance with the accompanying policy, the following procedures are established for addressing alcohol- or drug-related misconduct. These procedures will supplement and complement authority conferred elsewhere by Board policy and will not be deemed to limit or suspend such other authority.

## Use

1. When a student is suspected of use, the person having the suspicion should notify the principal or designee. Notification must include reasons for such suspicion (observed use, unusual behavior, etc.). The principal or designee will conduct a check of the suspected student and collect data. This action must comply with the Board policy on interrogations and searches.
  - a. If information is not sufficient to warrant further action, the principal or designee may have a personal conference with the student expressing awareness and concern.
  - b. If information warrants, the parent/guardian will be requested to attend a conference at school. The conference may include sharing the data collected, explaining consequences of involvement with drugs/alcohol, developing a plan of action, and offering the parent or guardian general information and resources related to substance abuse.
2. When necessary, emergency health and safety care will be provided and any procedural or disciplinary issues postponed until the student's immediate needs are treated. While waiting for the parent/guardian or further medical aid, the student will not be left alone but placed in a quiet situation where the student will remain under observation.

## Possession

Students who possess alcohol, drugs, other controlled substances or drug-containing or drug-related paraphernalia in violation of Board policy will be handled in the following manner:

1. A staff member who comes in contact with evidence and/or contraband must notify the Dean of Students immediately.
2. A staff member who has reasonable cause to believe that a student possesses alcohol, any controlled substance or drug-containing or drug-related paraphernalia in violation of Board policy will request that the student accompany him or her to the Dean of Students. If the student refuses, the staff member will notify the Dean of Students immediately.
3. The Dean of Students will undertake interrogation and search procedures as outlined in Board policy.
4. The Dean of Students will place any evidence in an envelope or alternative container as necessary which will be sealed, dated and initialed by the individual who originally obtained the materials and by the Dean of Students. The evidence then will be placed in the school safe.
5. The Dean of Students will call appropriate law enforcement officials in each instance of possession or sale of controlled substances by a student. A mutual decision will be made as to retention of the contraband by the school or testing by the authorities.
6. When there is evidence of a student possessing illegal drugs, the student may be suspended and the parent/guardian notified. If information warrants, the parent/guardian will be requested to attend a conference at school. The conference may include sharing the data collected, explaining consequences of involvement with drugs/alcohol, developing a plan of action, and offering the parent or guardian general information and resources related to substance abuse.

## **Distribution**

Students who sell, give or exchange alcohol, drugs, other controlled substances or drug-containing or drug-related paraphernalia in violation of Board policy will be handled in the following manner:

1. If an employee witnesses or has reasonable cause to suspect an act in which alcohol, drugs, other controlled substances or drug-containing or drug-related paraphernalia are being transferred from one student to another, the staff member will immediately attempt to detain the student and request that the student accompany the staff member to the Dean of Students. If the student refuses, the staff member will notify the Dean of Students immediately.
2. The Dean of Students will undertake investigation and search procedures in accordance with Board policy.
3. Any student who distributes, trades, exchanges or sells controlled substances may be expelled.
4. The Dean of Students will place any evidence in an envelope or alternative container as necessary which will be sealed, dated and initialed by the individual who originally obtained the materials and by the Dean of Students. The evidence then will be placed in the school safe.
5. The Dean of Students will call appropriate law enforcement officials in each instance of possession or sale of controlled substances by a student. A mutual decision will be made as to retention of the contraband by the school or testing by the authorities.
6. When there is evidence of a student possessing illegal drugs, the student may be suspended and the parent/guardian notified. If information warrants, the parent/guardian will be requested to attend a conference at school. The conference may include sharing the data collected, explaining consequences of involvement with drugs/alcohol, developing a plan of action, and offering the parent or guardian general information and resources related to substance abuse.

## **DRUGS AND ALCOHOL ABUSE**

Sangre de Cristo School District Re 22J shall promote a healthy environment for students by providing education, support and decision making skills in regard to alcohol, drugs and other controlled substances and their abuse. In order to accomplish this goal, a cooperative effort must be made among the schools, parents/guardians, community and its agencies.

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

For purposes of this policy, controlled substances include but are not limited to narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, any other controlled substances as defined in law, or any prescription or nonprescription drug, medicine, vitamin or other chemical substances not taken in accordance with the Board policy and regulations on administering medications to students.

This policy also includes substances that are represented by or to the student to be any such controlled substance or what the student believes to be any such substance.

This policy shall apply to any student on district property, being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event, or whose conduct at any time or place interferes with the operations of the district or the safety or welfare of students or employees.

Students violating this policy shall be subject to disciplinary sanctions which may include suspension and/or expulsion from school and referral for prosecution.

Situations in which a student seeks counseling or information from a professional staff member for the purpose of overcoming substance abuse shall be handled on an individual basis depending upon the nature and particulars of the case. When appropriate, parents shall be involved and effort made to direct the substance abuser to sources of help.

The Board, in recognition that drug and alcohol abuse is a community problem, shall cooperate actively with law enforcement, social services or other agencies and organizations, parents and any other recognized community resources committed to reducing the incidents of illegal use of drugs and alcohol by school-aged youths.

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

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

## **TOBACCO PRODUCTS**

Colorado Board of Health prohibits use of tobacco products in public school buildings. Therefore, possessing, smoking or chewing will not be allowed in Sangre de Cristo School buildings. Students are not permitted to use tobacco products at any time in the school building, on the school grounds, or within the area surrounding the school grounds. This applies to all school-sponsored activities as well as the regular day. Violation of this rule constitutes a suspension offense.

## **Weapons in School**

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

### **Dangerous weapons**

Using, possessing or threatening to use a dangerous weapon on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event without the authorization of the school or the school district is prohibited. An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms.

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

- a. A firearm.
- b. Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
- c. A fixed blade knife with a blade that exceeds three inches in length.
- d. A spring-loaded knife or a pocket knife with a blade exceeding three and one-half inches in length.
- e. Any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury including, but not limited to, a slingshot, bludgeon, nun chucks, brass knuckles or artificial knuckles of any kind.

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

### **Firearm facsimiles**

Carrying, using, actively displaying or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off school property when such conduct has a reasonable connection to school or any district curricular or non-curricular event without the authorization of the school or school district is prohibited. Students who violate this policy provision may be subject to disciplinary action, including but not limited to suspension and/or expulsion, in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

A student may seek prior authorization from the building principal to carry, bring, use or possess a firearm facsimile that could reasonably be mistaken for an actual firearm on school property for purposes of a school-related or non-school related activity. A student’s failure to obtain such prior authorization is a violation of this policy provision and may result in disciplinary action, including but not limited to suspension and/or expulsion, in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions. The principal’s decision to deny or permit a student to carry, bring, use or possess a firearm facsimile that could reasonably be mistaken for an actual firearm on school property shall be final.

School administrators shall consider violations of this policy provision on a case-by-case basis to determine whether suspension, expulsion or any other disciplinary action is appropriate based upon the individual facts and circumstances involved.

### **Referral to law enforcement**

In accordance with applicable law, school personnel shall refer any student who brings a firearm or weapon to school without authorization of the school or the school district to law enforcement.

## **ARTICLES PROHIBITED AT SCHOOL**

Problems arise each year because students have articles, which are hazardous to the safety of others or interferes in some way with school procedure. Such items include toy guns, water pistols, knives, video games, music equipment, cigarette lighters and firecrackers. They will be taken from the students and returned to parent upon

request. **Also, remember that there is a very strict Gun Law in effect. Anyone bringing any type of gun even a facsimile, or toy, to school or having one within their vehicle within a given distance from the school is automatically subject to penalties of the law.**

## **SUSPENSIONS**

The authority to suspend a student from SDC rests with the Dean of Students, Principal and Superintendent. A student may be suspended by the principal/dean of students for up to five days for some offenses, up to ten days for others. If further offenses warrant additional suspension time, the student can be referred to the superintendent for further suspension time of up to ten days and/or to the school board for further action. Suspended students are not allowed on school grounds. Friday school and after school detention will be used when merited.

### **Makeup work for students suspended:**

Suspended students will be provided an opportunity to makeup schoolwork during the period of suspension, so the student is able to reintegrate into the educational program of the district following the period of suspension. Students will receive 50% credit for makeup work, which is completed satisfactorily.

## **SCHOOL CLOSING**

In the event of severe weather or mechanical breakdown, school may be closed or starting time delayed. Closings message will be sent to households through phone messages, texts messages and e-mails.

School closings will also be announced over radio stations KGIW and KSLV in the morning as early as possible. If no report is heard, it can safely be assumed that school will be in session.

## **USE OF BUILDINGS AFTER REGULAR SCHOOL HOURS**

1. All school events scheduled for after school hours must be approved through the principal's office by completing an application for Use of School Facilities.
2. All school events must be on the school calendar and placed there by the Dean of Students.
3. Damage will be charged to the individual or groups responsible.
4. Cleaning up premises following meetings or other activities is the responsibility of the group involved and must be done promptly following the event.

## **PLAYGROUND RULES AND BOUNDARIES**

Sangre de Cristo students' are asked to model respect for oneself, others and buildings. With that in mind, examples of how to follow the three rules above, students need to make right choices by:

1. Not fighting, tackling, pushing or shoving
2. Students are to stay on school grounds unless they have been given permission from the teacher on duty
3. For the purpose of student safety they are to stay away from:
  - a. Playing in front of the main school building
  - b. Keep off of and away from fence

- c. Sliding on the ice is not acceptable
- d. Climb up the slide by the stair only, go down feet first and sitting
- e. Use swings for sitting only, not standing or twisting
- f. Keep hard baseballs at home
- g. Follow rules from teacher on duty
- h. Throwing of snowballs, ice, rocks or any object that might be dangerous to self and others are not allowed
- i. Hands, feet and other objects are to be kept to oneself
- j. Skateboards or roller blades are unacceptable on the school grounds
- k. Teachers on recess duty may modify rules, as they deem necessary for safety
- l. During recess students must get permission to enter the building

### **CAFETERIA RULES**

Follow the designated path. Line up quietly and remain in a single file line.

All students and staff are required to use the provided sanitizing solution before getting their trays.

Junior High students are served first, however; those who arrive after we serve the first high school student must wait at the end of the line. Seniors will be served first in the 9<sup>th</sup> thru 12<sup>th</sup> grouping. 9<sup>th</sup> thru 11<sup>th</sup> line will stop at the break in the tables by the stage. This will allow the seniors availability to the trays. Once the seniors have their trays they are to remain at the tables running east and west by the gym doors until the junior high have been served.

The cafeteria is a GUM FREE ZONE! Please dispose of gum before reaching the concession window.

Do not eat food off of trays while in the serving line. (The person at the POS where you enter your number must verify that your tray meets the necessary requirements). It may be necessary for them to send you back for additional food. Please respect their request.

Students are responsible for scraping their trays and sorting silverware and paper as well as stacking the trays/bowl in an orderly manner.

1. Line up quietly in single file line
2. Be courteous and quiet
3. Visit quietly while eating
4. Finish all food on your tray before coming up for seconds
5. No throwing food
6. No fighting
7. No hats
8. Leave your area clean
9. Wait until the teacher, on duty, dismisses you before leaving
10. All students are expected to use appropriate manners



## PARTIES

The major parties held in the elementary school each year are: Easter, Halloween, Christmas and Valentine's Day. Students may pass out treats to celebrate their birthdays, and after making arrangements with their teacher. The handing out of invitations to birthdays or other parties, done at school, can be viewed as discriminatory; therefore, be respectful and take care of such situations out of the school setting.

## HALL AND CLASSROOM PROCEDURES

1. Be prompt to class. You must be in your seat or in the room, as each individual teacher wishes, when the bell rings. **Students not in room when the bell rings are tardy.** Students are asked to be courteous at all times and keep to the right when moving in the halls.
2. The teacher, not the bell, dismisses the class.
3. Non-essential materials should be left in your locker.
4. Students are not to leave the classroom without a pass from the teacher. Leaving the room without teacher's permission and pass is truancy.
5. There shall be no running, scuffling, or distractions in the school buildings.
6. Classes in session are not to be disturbed. If it is necessary to contact someone, check in with the office.
7. Use the halls only for necessary traffic. Do not use the halls for meaningless wandering or block the hall with group gatherings. If a group wishes or needs to gather before school, during the noon hour, or after school, choose a place that will not obstruct the hallways. Students in the halls during class time must have hall passes.

## TEXTBOOKS

All basic texts are loaned to students for their daily use during the school year. Textbooks are to be kept clean and handled carefully. Please be sure your name, grade, and school are written on the book label in case the book is misplaced. You will be required to pay for lost or damaged books.

## LIBRARY

A replacement fee will be charged for any lost or destroyed library book. This charge will help cover ordering, shipping, stickering, computer and shelving costs.

## LOCKERS

Lockers are school property and are issued to students at the beginning of the year. One combination padlock will be issued to each student at the beginning of the year. **Each student is responsible for keeping his/her locker clean both inside and outside.** Lockers crammed and disheveled to the point of springing the door will not be tolerated and the student will immediately be asked to remedy the situation and clean the locker. Damage caused by misuse of tape, etc., will be charged to the student responsible. Any locker malfunction should be reported to the office. **Students are cautioned: only necessities in their lockers.** All personal property should be marked with your name. As school property the principal/dean of students has the authority to search lockers as merited. **This also pertains to PE and/or athletic lockers.**

## **TELEPHONE**

Students will be allowed to use the office phone with staff permission. Phone calls for students will be handled during lunchtime or after school, unless in situations that may require medical attention or other emergencies. **NO Telephone calls are to be made from Classrooms!**

## **IMMUNIZATIONS**

All students must meet the State of Colorado immunization requirements in order to attend school.

## **MEDICATION**

The necessary forms must be completed by a parent/guardian and their doctor and will be kept on file by the school. If forms are not on file, no medication will be given.

**ANY AND ALL MEDICATIONS ARE TO BE TURNED IN TO OFFICE PERSONNEL; AUTHORIZED STAFF WILL THEN DISBURSE MEDICATION AS NEEDED TO ALL STUDENTS. THIS INCLUDES PRESCRIPTION AND NON-PRESCRIPTION MEDICATION.**

**PERMISSION FOR DISPENSING MEDICATION AT SCHOOL**

Name of Student \_\_\_\_\_ Date of Birth \_\_\_\_\_ Grade \_\_\_\_\_

**\*To be completed by Health Care Provider:**

\*Name of medication \_\_\_\_\_ \*Dosage \_\_\_\_\_

\*Purpose of medication \_\_\_\_\_

\*Possible side effects \_\_\_\_\_

\*Time of day medication is to be given \_\_\_\_\_

\*Anticipated number of days needed \_\_\_\_\_

\*Signature of Health Care Provider \_\_\_\_\_ Date \_\_\_\_\_

**To be completed by Parent / Guardian:**

I understand that medication administered to my child at school is an accommodation to myself. I agree by accepting this accommodation to release any employee of Sangre de Cristo School District RE 22-J from any legal claim now or hereafter arising out of the administration or failure to administer the medication to the student.

I understand it is my responsibility to furnish this medication. I also understand that the medication will be brought to the school in its original container with appropriate labeling.

It is strongly recommended that medication be transported to and from school by the parent / guardian.

All medications will be administered by the school nurse or a delegate appointed by the school nurse.

I hereby give my permission for my child, \_\_\_\_\_, to take the above medication at school as directed above.

Signature of Parent / Guardian \_\_\_\_\_ Date \_\_\_\_\_

## MENTAL HEALTH SERVICES

A Mental Health Professional will be available to meet with students on a referral basis, for those requesting services, or those in need of regular visits, for this school year. You may contact SLV Mental Health or the SDC school counselor for more information.

## LOST AND FOUND

Articles found in and around the school should be turned in to the main office where the owners may claim their property by identifying it. It is important to write your name on all belongings, including clothes, coats, shoes, etc.

## CAFETERIA AND LUNCH HOUR

Student behavior in the dining room should be based on courtesy and cleanliness. This means leaving the area in the condition you would like to live in. Students are to remain in the cafeteria until their breakfast and lunch period is over. **At no time are pupils allowed to take food outside of the cafeteria.** Students are not to go into areas where classes are being held during the lunch hour. **All food and lunches must be eaten in the cafeteria, unless an exception is granted by the principal/dean of students or his designate.**

## ASSEMBLIES AND SPIRIT RALLIES

All students are expected to attend, unless dismissed through the office. At all times the student's behavior should be refined and courteous. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled-for clapping, rowdiness, and talking during a program.

## STUDENT COUNCIL

Your Student Council provides for student activities, serves as a training experience for both leaders and followers, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearing house for student activities, seeks to interest students in school affairs, and helps solve problems that may arise. Members of the council are your representatives and have direct access to the school administration. Student Council Representatives are involved with the school administration and with the school district accountability committee.

## SCHOOL SPONSORS

Each class and organization sponsored by the school district is assigned a sponsor who will be responsible for all the related projects and activities. All related student activities must be cleared through the sponsor. All students participating in any of these organizations are expected to follow all school rules, codes of conduct, and appropriate citizenship expectations.

**Expectations include maintaining passing grades. Students please note: any organization or club you join will take time and commitments beyond the regular school day. Meetings, activities, and other requirements of the organization are not to take away from other classes, unless part of the co-curricular class and/or the building principal or his designate approves them.**

## SCHEDULE CHANGES

All changes must be made through the counseling office by getting a drop/add slip and having it signed by the teacher whose class you wish to drop and the teacher whose class you wish to add. Your parent/guardian and counselor/principal/dean of students must sign all change slips. **There will be no schedule changes after the second week of the semester, unless there are extenuating circumstances. There will be no class drops/withdrawals after the second nine-weeks. If a student drops a class after this time frame, it will be recorded as a “Withdrawal – F” on the report card and permanent transcript.**

## GRADING

Grades are given every quarter. Units toward graduation will be awarded by semester credit. Grades are an evaluation of what you have learned. They become a part of a permanent record that lasts as long as you live. They are a vital part of your growth and can affect you in many ways later in life. Grades are computed each week. Students making less than 2.0 may be required to attend Academic Mastery Sessions, after school sessions, or Friday/Saturday sessions.

In grades 6<sup>th</sup> – 12<sup>th</sup> the grading system will be as follows:

<b>Regular Classes</b>	<b>Honors Classes</b>	<b>AP Classes</b>
A = 100-90% - 4.0	4.5	5.0
B = 89-80% - 3.0	3.5	4.0
C = 79-70% - 2.0	2.5	3.0
D = 69 – 60% - 1.0	1.5	2.0
F =59-0% - 0.0	0.0	0.0

**Number of grades: There will be no less than two grades per week taken for each student, in each subject, to provide a good basis on which to compute an average.**

Grades will be kept on the computer. Eligibility will be pulled from your grade book on Monday morning after first period and ineligibility lists will be distributed on Monday morning.

Daily attendance and tardies will be kept on the computer.

**Grade books must be kept current at all times.**

## INCOMPLETE

An incomplete for any quarter must be removed within one week or it automatically becomes an F. All incompletes will be treated as F's until made up.

## VALEDICTORIAN AND SALUTATORIAN

In order to be eligible for the Senior Class Valedictorian and Salutatorian a senior must have been enrolled and attended Sangre de Cristo High School continuously throughout his/her junior and senior year.

## ATHLETIC AND EXTRACURRICULAR ELIGIBILITY

1. Participants must be enrolled in the district as full-time middle school students or high school students in courses that will earn 2.5 Carnegie units per semester or enrolled in a nonpublic home-based program or an independent or parochial school taking an equivalent number of classes.
2. Students enrolled in the district must be in attendance at school for the one half school day in order to participate in any school-sponsored activity that is conducted on that day. In cases of emergency or extenuating circumstances, the principal or designee may grant an exception to this limitation. The attendance requirement will not apply to other students since the district cannot effectively monitor their daily attendance.
3. Students must submit a physical examination statement to the school before participating in any sport.
4. Students must have emergency treatment, district parent permission and athletic insurance waiver forms, if applicable, and all CHSAA forms (high school only), filled out, signed and on file with the school before being allowed to practice in a sport or participate in any activity.
5. Ineligibility twice during the season could constitute permanent dismissal from the activity.

To be eligible to participate in extracurricular activities, **a student must not have a failing grade in any class and must have an acceptable citizenship status.** Grades will be checked on a weekly basis. **An eligibility period runs Monday through Sunday night for the designated week or period. Students who are ineligible cannot participate in an event until they are reassessed for the new period which begins on the following Monday.** Students receiving “Incomplete” are eligible to compete when the “I” is converted to a passing grade previous to the competition. **Ineligible students will not be allowed to miss class for any activity held during the school day.**

### **Students on the “Ineligible List” May Attend Given Events.**

The practice in the past at Sangre has been to disallow students to attend extra-curricular events when the students are “ineligible.” Because of lost learning opportunities when a student is unable to attend what is sometimes “a once-in-a-lifetime event”, students on the “Ineligible List” **will** be allowed to attend prom, school dances, home ball games, (even though they may not be able to dress out or sit with the team). They may attend some activity trips (**if not during school time**) unless the by-laws of the organization sponsoring the trip specify differently.

## ACTIVITY BUS

Students riding an activity bus to events are required to return via the bus unless parent or guardian completes the designated form prior to leaving the event.

## SCHOOL SPIRIT

1. Students are encouraged to attend school activities, concerts, and games.
2. Be a good sport. Sportsmanship is best cultivated by engaging in activities of one kind or another during your school career.
3. Cheer an injured player of either side.
4. Participants and spectators are expected to display good sportsmanship at all times.

## **GRADUATION ATTIRE**

Graduating seniors failing to meet the following dress code standards will not be allowed to participate in the graduation exercises:

Boys must wear slacks, dress shirt with tie, dress shoes with dress socks.

Girls must wear a dress or dress skirt, and a dress blouse. Sunglasses will not be allowed to be worn in the building unless there is a medical exception at the time.

Approved caps and gowns will be worn without unauthorized alterations, additions, or modifications.

Students will not write on tops of the cap prior to graduation.

## **Bullying/Ethnic Intimidation of Students**

Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental or emotional harm to another person. Bullying can occur through written, verbal or electronically transmitted expression or by means of a physical act or gesture. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry or the need for special education services, whether such characteristic(s) is actual or perceived.

Bullying is prohibited on district property, at district or school-sanctioned activities and events, when students are being transported in any vehicle dispatched by the district or one of its schools, or off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event.

A student who engages in any act of bullying and/or a student who takes any retaliatory action against a student, who reports in good faith an incident of bullying, are subject to appropriate disciplinary action including but not limited to suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made. Bullying behavior that constitutes unlawful discrimination or harassment shall be subject to investigation and discipline under related Board policies and procedures. Students targeted by bullying when such bullying behavior may constitute unlawful discrimination or harassment also have additional rights and protections under Board policies and procedures regarding unlawful discrimination and harassment.

## **SEXUAL HARASSMENT**

All students at SDC are protected from sexual harassment by other students or school employees. Sexual harassment of a student is defined as unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature. Any suspected violation should be reported to a guidance counselor, teacher, or administrator. Sexual harassment is recognized as a form of sex discrimination. Students who sexually harass other students or staff will be disciplined.

## **HAZING**

Hazing is defined as forcing fellow students to engage in humiliating or dangerous tasks for the purpose of initiation or perceived entertainment. Hazing is illegal in the state of Colorado. Students involved in hazing may be suspended or expelled, and may be referred to police.

## **STAFF ABUSE**

Students who threaten or curse staff members will be suspended and their behavior reviewed for possible expulsion and/or arrest. Students who actually strike or injure a staff member will be expelled from SDC and prosecuted.

## **PROFANITY**

Students are advised to use appropriate language at school at all times. This includes in the hallways, outdoors and at school events. Use of profanity at school or on school grounds may result in progressive disciplinary action. Cursing directed at a school employee is considered more serious and punishments are more severe

## **WEAPONS IN SCHOOL – SCHOOL BOARD POLICY**

The Board of Education determines that possession and/or use of a weapon on or off school property by a student can be detrimental to the welfare or safety of students and school personnel.

Carrying, bringing, using or possessing any weapon, including dangerous weapons, in any school building, on school grounds, in any school vehicle or at any school-sponsored activity without the authorization of the school or the School District is prohibited. "Dangerous weapon" is defined to include any firearm, whether loaded or unloaded, or a firearm facsimile that could reasonably be mistaken for an actual firearm, any pellet or bee-bee gun or other device designed to propel projectiles by spring action or compressed air, a fixed blade knife with a blade three inches or longer or a spring loaded knife or a pocket knife with a blade longer than three and one-half inches, any other weapon, device, instrument, material or substance, whether animate or inanimate which in the manner it is used or intended to be used is capable of producing death or serious bodily injury, or any other definition established by state law.

For the purposes of this policy, and without limiting the generality of the foregoing, weapons also include but are not limited to any handgun, pistol, revolver, rifle, shotgun, air gun, spring gun or other automatic firearm of any description, loaded or unloaded, capable or intended to be capable of discharging any shot, bullet cartridge, explosive charge or missile; slingshot; brass knuckles or artificial knuckles of any kind; and any knife including but not limited to a ballistic knife, or any pocketknife.

Expulsion is mandatory, except provided by law, for carrying, bringing, using or possessing dangerous weapon as defined by state law. Proceedings for the expulsion of the student shall be initiated immediately by the principal/dean of students. Students may also be expelled for carrying, bringing, using or possessing any weapon defined by this policy.

Pursuant to federal law, expulsion of not less than one (1) year is mandatory for any student who brings a firearm to school. Exceptions may be made on a case by case basis as determined by the Board of Education.

An exception to this policy may be made for student participating in an authorized extracurricular activity or team involving the use of firearms.

Pursuant to federal law, any student who brings a firearm or weapon to school shall be referred to the criminal justice or juvenile delinquency system.



**SANGRE DE CRISTO COURSE OF STUDY**

26 credits are required for graduation

<u>REQUIRED COURSE</u>	<u>CREDITS</u>
------------------------	----------------

**English –Four credits from English**

English 9.....	1
English 10.....	1
English 11.....	1
English 12 or College Prep.....	1

**Foreign Language- One credit of Foreign Language**

Spanish I.....	1
Spanish II / III / IV.....	1

**Mathematics – Four credits**

Basic Algebra, Algebra I  
Geometry, Applied Geometry  
Algebra II, Trigonometry, Pre-Calculus, Business Math, Calculus

**Science – Three credits**

Physical Science.....	1
General Biology I.....	1
<b>Total</b>	<b>2</b>

A third credit will come from one of the following:

General Biology II.....	1
General Chemistry.....	1
Aquaculture/Horticulture.....	1
Physics.....	1
Ag Science I and Ag Science II.....	1
Anatomy.....	1
Forensics.....	1

A fourth science recommended for college

**Social Studies – Three credits will be required.**

Global Geography.....	1
American History/US History.....	1
U.S. Government.....	1
<b>Total</b>	<b>3</b>

A fourth is recommended for college

World History

**Business – Two credits will be required.**

Personal Finance.....	1
Computer Applications.....	1
<b>Total</b>	<b>2</b>

A third business/computer class recommended for college.

**Physical Education – Two credits will be required.**

One credit must be earned from a formal Physical Education Class (Weights/P.E.). One credit can be earned from 3 extra-curricular sports. Cheerleaders may earn a Physical Education credit by cheering for 3 sports.

P.E.....1  
Weights.....1

**Fine Arts- One credit is required**

Art.....1  
Band.....1  
Choir.....1

**Other required classes include .5 credit of Speech and .5 credit of Health.**

Speech.....½  
Health.....½  
Reading.....1

**Business Pathway Include all Required Classes**

Desktop Publishing  
Accounting I, II, III  
Career Development  
Yearbook  
WebDesign  
Advanced Computer Applications

**Agriculture Science Pathways include all Required Classes**

Agriculture Science I  
Agriculture Science II  
Agriculture Science III  
Agriculture Science IV  
Aquaculture/Horticulture

Students with 22.5 credits may take college courses for one half of the day. These courses must be something not offered by S d C. Students must have classes every period. Students will not be out of school just because they have enough credits to graduate. Students must have a 3.0 GPA or better to take college courses. Students are allowed to take only 100 level courses.

**COLLEGE COURSES**

Students may elect to take a college-level course during the day if he/she meets all of the following criteria:

The student is in 11<sup>th</sup> or 12<sup>th</sup> grade and is under the age of 22.

The student is deemed to be in need of course work at a higher academic level than is available at the school or in need of course work of a different environment.

The student has the maturity and self-motivation to take a college-level course.

The student has at least 22.5 credits.

The student may take college courses for up to ½ of the day.

The student has completed the requirements for graduation.

A letter must be submitted containing a description of all course work for which the student plans to enroll and will request high school graduation credit for. The letter must also include a statement which explains the basis for the request to take course work at an institution of higher education.

The school will not provide or pay for transportation to the institution of higher education, room and board, fees, books or equipment. The student and/or parent/guardian are responsible for signing up for the course and initial payment to the institution. The school will pay for course only if the student has fulfilled all his/her graduation requirements and/or has no other options. The school district will reimburse the tuition for the first two (2) postsecondary courses taken by a student for high school credit in any one academic term so long as the course is passed with at least a "C". Proof of completion of the course must be submitted via transcript to Sangre Schools before reimbursement will be initiated. The student and/or parents/guardians shall pay the regular tuition charged by the institution for the third and each additional course per academic term. This program is not available for summer school.

### **Qualifications for Academic Letters**

1. Cumulative scholastic grade point average of weighted 3.5 or above  
Teacher aide, peer tutor, library assistant, office assistant and non-academic classes will be excluded from GPA (see guidelines)  
**Minimum** of 4 academic credits per semester
2. Demonstrate positive aspects of character including honesty, courtesy, tolerance and cooperation  
In or out of school suspension for any reason will disqualify student for that school year  
More than 2 detentions will disqualify student  
3 teacher letters of recommendation required
3. Possess a willing attitude toward service and contribute to school, classmates and community  
Accumulate 10 participation points for the academic year  
Sports – 1 pts/season  
Academic clubs – 2 pts/semester  
FBLA, FFA, Knowledge Bowl, Academic Decathlon, NHS  
Academic contest participation – 2 pts/contest  
Science/math/history/music  
Class/club officer – 1 pts/semester  
Student council – 1pt/semester  
College/ AP credit classes 1pt/semester  
Perfect attendance – 1pt/semester  
Excludes only school activities  
Log 20 hours of community service per semester  
Church  
School  
Peer tutor, library, after school tutoring – 5 hours /quarter  
Community

## SANGRE DE CRISTO GRIEVANCE PROCEDURES

**All grievances shall follow the chain-of-command. Should a student have a grievance with a teacher, the student may visit with the teacher within forty-eight (48) hours or go to the principal or Title VI Coordinator. If there is no resolution, the student will supply the principal with a “Written Notice of Objection and Request for Hearing”. A hearing will be scheduled within forty-eight (48) hours with the student, parent/guardian (or representative), teacher, Title VI Coordinator, and principal present. Should this hearing fail to bring resolution, the student must request in writing a hearing with the Superintendent of Schools (or his designate) within three (3) days. If no resolution is reached with the superintendent, the student must request an audience with the Board of Education at its next regular meeting.**

A student’s parent or legal guardian may file grievances on behalf of a student. Should one need additional information or have questions the address and telephone number of the Office of Civil Rights is as follows:

**U.S. Department of Education, Office for Civil Rights  
1244 Speer Blvd. Suite 300  
Denver, CO 80204  
Telephone: (303) 844-5696.**

**If the issue dealt with the Title VI Discrimination, the first step would be to meet with the Title VI Coordinator of the district within forty-eight (48) hours and then follow the above steps: Teacher, Principal, Superintendent, and Board of Education.**

**GRIEVANCE FORM**

**Written Notice of Objection  
And Request for Hearing**

**Today's Date** \_\_\_\_\_ **Date(s) of Incidences:** \_\_\_\_\_

**Description of Incident(s):** (In specific terms describe the alleged violation, the activity (ies) involved, individual(s) involved, date, time, and location(s) involved).

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_

## STUDENT DISCIPLINE CODE OF CONDUCT

In accordance with applicable law and Board policy concerning student suspensions, expulsions and other disciplinary interventions, the principal or designee may suspend or recommend expulsion of a student who engages in one or more of the following activities while in school buildings, on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event and off district property when the conduct has a nexus to school or any district curricular or non-curricular event.

1. Causing or attempting to cause damage to district property or stealing or attempting to steal district property.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Willful destruction or defacing of district property.
4. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
5. 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.
6. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, either orally or in writing or derogatory statements addressed publicly to an individual or a group that precipitate disruption of the district or school program or incite violence.
7. Engaging in "hazing" activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
8. Violation of the Board's policy on bullying prevention and education.
9. Violation of criminal law which has an effect on the district or on the general safety or welfare of students or staff.
10. Violation of any Board policy or regulations, or established school rules.
11. Violation of the Board's policy on weapons in the schools. Expulsion shall be mandatory for bringing or possessing a firearm, in accordance with federal law.
12. Violation of the Board's policy on student conduct involving drugs and alcohol.
13. Violation of the Board's violent and aggressive behavior policy.
14. Violation of the Board's tobacco-free schools policy.
15. Violation of the Board's policies prohibiting sexual or other harassment.
16. Violation of the Board's policy on nondiscrimination.
17. Violation of the Board's dress code policy.
18. Violation of the Board's policy on gangs and gang-like activity.
19. Throwing objects, unless part of a supervised school activity, that can or do cause bodily injury or damage to property.
20. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or others.
21. Lying or giving false information, either verbally or in writing, to a district employee.
22. Engaging in scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
23. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
24. Behavior on or off school property that is detrimental to the welfare or safety of other students or school personnel, including behavior that creates a threat of physical harm to the student exhibiting the behavior or to one or more other students.
25. Repeated interference with the district's ability to provide educational opportunities to other students.
26. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the district staff.

## **LEVEL THREE “ZERO TOLERANCE”**

The following behaviors will not be tolerated on school property, school buses or at school functions and will result in suspension and/or recommendation for expulsion as well as possible sanctions for this in extracurricular activities. Law enforcement agencies will be notified when necessary.

1. 3<sup>rd</sup> and all subsequent Level II violations.
2. Use, intent to sell, or sale of any controlled substance or illegal drug at school, on school property, or at school activities.
3. Carrying, possessing, using a deadly weapon or bringing a gun or deadly weapon to school in the vehicle the student has brought to school. If a student discovers that they have a weapon in the vehicle, the student can immediately report it to the principal and avoid suspension. However, the student must report the weapon immediately and not wait until there is a problem.
4. Committing an act that if the student were an adult would be considered robbery.
5. Committing an act of violence.
6. Repeated interference with the school’s ability to provide education opportunities to other students.
7. Assault, disorderly conduct, misconduct, harassment.
8. Knowingly giving false allegations of child abuse, alleged criminal offense, or making libelous or slanderous statements against a teacher or other school employee.
9. Damage by a student to the personal property of a teacher or school employee occurring on school district premises.
10. Threatening to shoot or use a deadly weapon on a teacher or school employee or other person at school.
11. Extreme cases of network/computer violations.
12. Extreme or repeated cases of academic dishonesty.
13. Continued sexual harassment or bullying of a very serious nature.
14. Willful destruction or defacing of school property.
15. Behavior on or off school property which is detrimental to the welfare, safety, or morals of other students or school personnel including behavior which creates a serious threat of physical harm to the child or to other students.
16. Continued willful disobedience or open and persistent defiance of proper authority.
17. Possession of a controlled substance.
18. Possession or consumption of any alcoholic beverage at school or a school-sponsored activity.
19. Attending school or a school sponsored activity under the influence of alcohol or an illegal drug.
20. Violation of criminal law.
21. Defacing or vandalizing school employees’ property, either on or off the school grounds.
22. Continued truancy.
23. Pulling the fire alarm when there is no fire.
24. Bomb threats.
25. Verbal or physical harassment or intimidation or hazing.
26. Non-compliance of the school district inoculation policy.
27. Any type of Bullying-verbal, physical, relational, reactive, cyber
28. Gang activity with criminal or felony intent

### **Steps to be taken:**

1. Discipline form is filed with the Dean of Students.
2. Student is given due process.
3. Parent notified as soon as possible.
4. Notify Appropriate Law Enforcement Agencies.

5. Immediate out-of-school for no less than three days. More than 10 days upon recommendation of Superintendent.
6. According to state law, the principal may recommend expulsion of a student who engages in one or more of the level three violation.
7. Students suspended will turn in work while suspended but will receive only 50% credit for the work turned in while suspended.
8. A remedial discipline plan is implemented, if such a plan has not been formulated previously.
9. After three Level II violations in the same school year, the student is declared Habitually Disruptive and the District will begin expulsion proceedings.
10. Restorative Justice Procedures should be utilized whenever possible.

## **LEVEL TWO**

The following behaviors will result in a referral to the Dean of Students who will assign the following disciplinary action: One day in out of school suspension or Friday school with parent contact; second offense – 3 day suspension (out of school) with parent contact; third offense – 5 day suspension with parent meeting.

1. Fourth and all subsequent Level 1 violations in a year.
2. More serious damage to school property or personal property.
3. Fighting (horseplay, shoving, name calling, hitting not requiring medical attention.)
4. Willful behavior resulting in bodily injury.
5. Careless driving on school property.
6. Gestures, language, or behavior inappropriate for the school environment. (includes gang signs)
7. Willful disobedience.
8. Engaging in any gang-related activity.
9. Use of any tobacco product.
10. More serious violations or the computer policy, including, but not limited to computer hacking.
11. Theft of objects or money worth more than \$10.00 but less than \$100.00, or 2<sup>nd</sup> theft of any amount.
12. Engaging in verbal abuse, i.e., name calling, ethnic slurs, gender slurs, or derogatory statements or gestures addressed publicly to others that disrupt the school program or incite violence. This policy includes electronic messages.
13. Lying giving false information either verbally or in writing, or withholding information.
14. Sexual harassment or bullying of a more serious nature.
15. More serious school bus behavior infractions.
16. Truancy, more than 2 hours, or second violation.
17. Cheating, second or subsequent offense.
18. Insubordination. Extreme disrespect to teachers, administrators.

### **Steps to be taken:**

1. Disciplinary Referral Form is filled with the Dean of Students.
2. Student is given due process.
3. Parents are notified by phone, if possible, followed by a letter.
4. Out of school suspension for one to three days or Friday school. Students must do school work, but is only counted as 50% as per school policy.
5. Students are ineligible for extra-curricular events for one or two weeks at the principal's discretion.
6. After two Level II violations, a Remedial Discipline Plan may be implemented for the student according to Article 33, Section 22-33-106 of Colorado School Law. Depending on the frequency and severity of the problem and the past history of the student; the administration may expedite the Remedial Discipline Plan process. Restorative Justice should be utilized whenever possible.



## LEVEL ONE

The following behaviors may result in referral to the Dean of Students and will result in appropriated disciplinary action. Referrals for these behaviors will be cumulative with the consequences becoming more severe with each referral. Consequences could range from a formal warning, an in school or out of school suspension, after school detention or Friday school with parent contact if the behavior becomes chronic.

1. Leaving school without permission (minimum 1 day after school detention).
2. Being out of bounds or in an unsupervised area any time during the school day.
3. Excessive tardies.
4. Failure to serve a teacher assigned detention.
5. Violation of the school dress code.
6. Disrespect shown to teachers, sponsors, and other school personnel or visitors to the school.
7. Use of vulgar language, written or oral.
8. Minor damage to school or personal property.
9. Riding in or driving a motor vehicle any time during the school day without administrative permission.
10. Engaging in inappropriate public display of affection.
11. Minor school bus behavior infractions.
12. Inappropriate behavior anywhere at or at a school activity.
13. Engaging in any behavior which disrupts or impedes the educational process.
14. Minor computer violations.
15. Attempting or threatening to cause bodily injury to another person.
16. Possession of any tobacco product.
17. Theft of objects worth less than \$10.00.
18. Sexual harassment or bullying of a less serious nature.
19. Failure to show up for an assigned detention.
20. Truancy, first violation if less than 2 hours.
21. Name calling.
22. Attempting to provoke a fight or argument.
23. Cheating, first offense.
24. Throwing objects, when such throwing might cause physical injury.
25. Failure to tell the truth, including leaving class under false pretenses.
26. Repeated failure to bring work or materials to class.

### **Steps to be taken:**

1. Disciplinary Referral Form is filed with the Dean of Students.
2. Student is given due process
3. Parents are notified
4. Teachers will have discretion on detention times and locations.
5. Restorative Justice should be utilized whenever possible.
6. In addition to this Code of Conduct, please refer to the following codes governing Bullying and Gang Behavior.

## SANGRE DE CRISTO SCHOOL DISTRICT DISCIPLINE GUIDELINES

**“YOUR CHOICES SHOULD NOT CREATE A PROBLEM FOR YOU OR ANYONE ELSE”**

### **KEY:**

**ISS – In School Suspension**

**OSS – Out Of School Suspension**

**NOLE\* – Notification of Law Enforcement**

**ASD – After School Detention**

**FS – Friday School**

**Any out of district student that gets a 2<sup>nd</sup> level one or two offense will be subject to the loss of his/her attendance privilege.**

### **LEVEL 1 AND 2 OFFENSES**

#### **Absence from class (unauthorized)**

1<sup>st</sup> Offense: Detention (teacher) notify parent

2<sup>nd</sup> Offense: ASD -1 day

3<sup>rd</sup> Offense: 2-5 days OSS

#### **Bus Misbehavior**

1<sup>st</sup> Offense: Warning-notify parent

2<sup>nd</sup> Offense: Parental Contact loss of riding privilege (1-10 days)

3<sup>rd</sup> Offense: FS-Loss of riding privilege

#### **Cell Phone/electronic devices Use During School Hours**

1<sup>st</sup> Offense: phone kept in office until the end of the day-notify parent

2<sup>nd</sup> Offense: Phone kept in office, parents notified parent must pick up phone

3<sup>rd</sup> Parent/Guardian must come into office, conference and receive phone

#### **Cheating/Plagiarism**

1<sup>st</sup> Offense: Loss of test credit – Teacher notifies parents

2<sup>nd</sup> Offense: Loss of test credit – FS

3<sup>rd</sup> Offense: Habitual offender – OSS 5days

#### **Classroom Disruption – Disorderly Conduct**

1<sup>st</sup> Offense: Class Detention - Teacher notifies parent

2<sup>nd</sup> Offense: ASD with teacher parents notified

3<sup>rd</sup> Offense: FS

4<sup>th</sup> Offense: Habitual OSS – 2-3 days

#### **Disrespect- Insubordination**

1<sup>st</sup> Offense: ASD-notify parent

2<sup>nd</sup> Offense: FS

3<sup>rd</sup> Offense: 3 – 5 OSS

4<sup>th</sup> Offense: Habitual expulsion

**Failure to Report for Teacher or administrative Detention**

1<sup>st</sup> Offense: FS

2<sup>nd</sup> Offense: 1 – 3 OSS

**Inappropriate Language**

1<sup>st</sup> Offense – conference with principal-parents notified

2<sup>nd</sup> Offense – ASD/FS

3<sup>rd</sup> Offense – OSS

**In Halls Without a Pass or Permission**

1<sup>st</sup> Offense: sent back to class – teacher has them for one day ASD

2<sup>nd</sup> Offense: FS

3<sup>rd</sup> Offense: OSS 1 – 3 Days

**Leaving Class Without Permission**

Refer to truancy

**Leaving School Grounds Without Permission or Checking Out in the Office**

Refer to truancy

**Profanity, Obscene, Abusive Language/Materials/Gestures**

**Student to student**

1<sup>st</sup> Offense: Confiscate materials ASD 1 day – notify parent

2<sup>nd</sup> Offense: FS

3<sup>rd</sup> Offense: 3-10 days OSS

**Public Display of Affection**

1<sup>st</sup> Offense: Warning

2<sup>nd</sup> Offense: ASD-notify parent

3<sup>rd</sup> Offense: FS

4<sup>th</sup> Offense: OSS

**Rude and/or discourteous to an adult in position of authority**

1<sup>st</sup> Offense – OSS 1-3 days-notify parent

2<sup>nd</sup> Offense – OSS 3-5 days

3<sup>rd</sup> Offense – recommended for expulsion

**School Dress Code**

1<sup>st</sup> Offense: Warning-Change clothes -ASD if clothes can't be changed

2<sup>nd</sup> offense: Contact Parents ASD 3 days

3<sup>rd</sup> offense: Contact Parents - FS

**Tardies to Class are unacceptable**

Per 9 Weeks

1-2 Tardies: warning - Parent contact

3<sup>rd</sup> Tardy: ASD

4<sup>th</sup> Tardy: FS

5<sup>th</sup> Tardy - OSS

**Theft (Under \$10.00)**

1<sup>st</sup> Offense: FS + Restitution – may be reported to law

2<sup>nd</sup> Offense: OSS + Restitution + Report law enforcement

3<sup>rd</sup> Offense: 3-10 Days OSS/Expulsion Restitution –Report Law Enforcement

**Threats to another student**

1<sup>st</sup> Offense: OSS 1-3 days

2<sup>nd</sup> Offense: OSS 3-5 days

3<sup>rd</sup> Offense: Recommended for expulsion

**Tobacco Products**

1<sup>st</sup> Offense: 3 days ASD or OSS

2<sup>nd</sup> Offense: OSS 1-3 days refer to Counseling

3<sup>rd</sup> Offense: OSS 3-5 days Refer to Counseling

Athletes are subject to additional penalties

**Truancy**

1<sup>st</sup> Offense: Notify parents and/or FS

2<sup>nd</sup> Offense: OSS 1 – 5 days

3<sup>rd</sup> Offense: expulsion

**Unauthorized Areas (Before, During, After School-During Lunch)**

1<sup>st</sup> Offense: ASD

2<sup>nd</sup> Offense: FS

3<sup>rd</sup> Offense: OSS 2-5 days

**Vandalism of School Property/Property of Others (Under \$10.00)**

1<sup>st</sup> Offense: FS and Clean up pay restitution

2<sup>nd</sup> Offense: OSS 1 – 3 days Restitution and/or Clean up

3<sup>rd</sup> Offense: OSS 3 - 5 days Restitution and/ or Clean up ( or expulsion)

## LEVEL 3 OFFENSES

**Any offense that requires immediate law enforcement notification for a felony is a level 3 offense and Colorado State Law requires recommendation for expulsion.**

### **Assault/Battery (Fighting) (depends on injury) RJ**

1<sup>st</sup> Offense: 2-5 days OSS - NOLE\*

2<sup>nd</sup> Offense: 10 days OSS - NOLE\*

3<sup>rd</sup> Offense: 10 days –NOLE\* -Recommend Expulsion

### **Bomb Threats/ Explosives RJ**

1<sup>st</sup> Offense: 10 days OSS –NOLE\* -Recommend Expulsion

### **Breaking and Entering (Tampering with Staff or School Property) RJ**

1<sup>st</sup> Offense: 10 days OSS \_ NOLE\* Behavior Contract or Recommend Expulsion

### **Bullying (Misdemeanor or Felony) RJ**

1<sup>st</sup> Offense Misdemeanor: 2-5 Days OSS

2<sup>nd</sup> Offense Misdemeanor: 5-10 days OSS

3<sup>rd</sup> Offense Misdemeanor: 10 days Recommend Expulsion

1<sup>st</sup> Offense Felony: 10+ days OSS Recommend Expulsion

### **Drugs/Alcohol (Use/Possession) RJ**

1<sup>st</sup> Offense Misdemeanor: OSS 10 days –NOLE\*-Behavior Contract

2<sup>nd</sup> Offense: OSS 10 days- NOLE\* - Recommend Expulsion

### **Extortion/ Threats RJ**

1<sup>st</sup> Offense: OSS 5-10 days NOLE\* - Behavior Contract

2<sup>nd</sup> Offense: OSS 10 days NOLE\* - Recommend Expulsion

### **False Fire Alarm/ Tampering With Fire Equipment RJ**

1<sup>st</sup> Offense: OSS 10 days NOLE\* - Recommend Expulsion

### **Firecrackers/ Fireworks (Possession/ Igniting) RJ**

1<sup>st</sup> Offense: OSS 5-10 days –Behavior Contract

2<sup>nd</sup> Offense: OSS 10 days - Recommend Expulsion

### **Gross Insubordination ( Failure to Report to Office when Called, Refusal to identify self, Excessive tardies or absences) RJ**

1<sup>st</sup> Offense: OSS 5-10 days - Behavior Contract

2<sup>nd</sup> Offense: OSS 10 days – Recommend Expulsion

### **Physical Assault on or Serious Misconduct Towards District Employee RJ**

1<sup>st</sup> Offense: OSS 10 days \_NOLE\*- Recommend Expulsion

### **Repeated Misconduct (4<sup>th</sup> Discipline referral in Semester) RJ**

1<sup>st</sup> Offense: OSS 5 days – Behavior Contract-Habitual Offender

8<sup>th</sup> discipline referral: OSS 10 days –recommend expulsion

### **Sexual Offenses (Molestation) RJ**

1<sup>st</sup> Offense: OSS 10 days+ NOLE\* Recommend Expulsion

### **Theft (over \$10.00) RJ**

1<sup>st</sup> Offense: OSS 5-10 days - Restitution - Behavior Contract - NOLE\*

2<sup>nd</sup> Offense: OSS 10 days - Restitution - NOLE\* - Recommend Expulsion

### **Trespassing (Visiting Other School Campuses – Unauthorized) RJ**

1<sup>st</sup> Offense: OSS 5-10 days NOLE\* Behavior Contract

2<sup>nd</sup> Offense: OSS 10 days NOLE\* - Recommend Expulsion

### **Vandalism of School Property/Property of Others (\$10.00 + ) RJ**

1<sup>st</sup> Offense: OSS 5-10 days NOLE\* Restitution - Behavior Contract

2<sup>nd</sup> Offense: OSS 10 days NOLE\* Restitution - Recommend Expulsion

### **Weapons (Use or Possession) RJ**

1<sup>st</sup> Offense: OSS 10 days + NOLE\* Recommend Expulsion

## **EMERGENCY PROTOCOL FOR EXTRA-CURRICULAR ACTIVITIES**

### **Purpose:**

To establish a safe environment for students, coaches, teachers, and support staff. To establish effective procedures to be implemented in case of emergency. To assign duties in order to coordinate actions and responses for safety. The following emergency protocol should be implemented for the 2015-2016 school year by all extra-curricular, co-curricular, and sports programs.

- Coaches, teachers, and sponsors should carry 2-way radios or cell phones for contact with each other and to notify 911 or other emergency agencies.
- Coaches, teachers, and sponsors should take roll to meet and insure each student can be accounted for in case of an emergency.
- Coaches should carry whistles and have an emergency signal (ex. Three long blasts).
- Coaches, teachers, and sponsors will monitor students and areas under their supervision at all times. No students will be left unsupervised until students have left their care following completion of practice, competition, field trips, etc.
- Designated safe zones should be established for all events. (Ex. certain buildings, bus, hotel, etc.)

### **Procedures:**

- All students will remain on school grounds or at meet/event sites, unless approved by a supervisor. Proper forms must be signed by parents taking students from away sites, and supervisors should remain until all students have safely left the area.
- Should an emergency occur, supervisors will gather students and proceed to nearest safety zone.
- Emergency communication to other supervisors should be through 2-way radios, cell phones, or whistle blasts.
- Upon arrival at safe zones, supervisors will account for all students under their care.
- Head supervisor should determine all important information and level of threat.
- 911 or emergency call should be placed by designated supervisor.
- Supervisors will remain with students at safe zones until an all clear is given by Head Supervisor.

- Print Students Name(s)\_\_\_\_\_

# STUDENT HANDBOOK

The student handbook will be given to all elementary students to be gone over by parents and child. The high school (6-12) students can access it on the school web site. If you do not have internet access please come by the office and pick up a copy.

I have read a copy of the **STUDENT DISCIPLINE CODE OF CONDUCT**. I understand that my parent/guardian and I are to review together, sign this document and return to the school within the first two weeks of the new school year **(by September 6, 2016)**. **Students not returning this form will be subject to after school detention.**

PARENT/GUARDIAN \_\_\_\_\_ DATE \_\_\_\_\_

STUDENT \_\_\_\_\_ DATE \_\_\_\_\_ Grade \_\_\_\_\_

STUDENT \_\_\_\_\_ DATE \_\_\_\_\_ Grade \_\_\_\_\_

STUDENT \_\_\_\_\_ DATE \_\_\_\_\_ Grade \_\_\_\_\_

STUDENT \_\_\_\_\_ DATE \_\_\_\_\_ Grade \_\_\_\_\_