

August 15, 2016

Dear Parents and Students:

Welcome to Springfield JH/HS, home of the Longhorns! We are glad you are a part of our school. As you join or continue your membership in the Longhorn Nation, we look forward to working with you so that you enjoy the many benefits of our school's outstanding educational opportunities. A well-rounded curriculum and a wide array of extra-curricular opportunities await you for the enrichment of your personal, social, and academic development.

The handbook has been prepared to provide you with pertinent information regarding educational opportunities and responsibilities while a student at Springfield JH/HS. Please make a point to carefully review the handbook, as it explains our general expectations, regulations, consequences, policies, and procedures. We are excited to have you as a student and want to assure you that we will do our best to maximize your positive experiences.

Our well-trained and experienced staff at Springfield JH/HS is eager and ready to help you in any way we can. It is important that each of you remember that your success is greatly affected by your attitude, attendance, effort, and the quality of your relationships.

The following are some of my beliefs about education:

- All students can and will learn. Your potential is not fixed. It is limitless.
- High expectations yield high achievement. Expect that your teachers will expect much from you, and expect much from yourself.
- We can all be excellent. Excellence doesn't take time off, and be excellent when no one is watching.
- Students have responsibility in the learning process. Be willing. Effort is the key to your success.
- Challenging experiences lead to personal growth. Welcome change and new experiences. Be accepting.
- A diverse school community broadens appreciation of individual differences. Practice the "Golden Rule."
- A safe, orderly environment is essential for learning. Students must act to assure this. Be pro-active.
- The learning experience is enhanced by a collaborative effort from students, parents, and staff. Educating anyone takes everyone.

We want to encourage students to get involved in school activities. Involvement takes many forms, like school governance and club membership, athletics and competitions, community service and being a quality classmate. In any event, make a connection to the school's past and future, and chart your own pathway to excellence.

We want to likewise encourage parents to get involved in your child's education. In fact, we depend on you to take an active and supportive role in your son's/daughter's education at Springfield JH/HS. We look forward to your continued support and personal involvement in the weeks and months ahead.

When people think and ask about our school, let them think and ask about our commitment to scholarship and leadership, friendship and sportsmanship! Character is revealed by conduct toward a person who can do you no good.

In all things, the least is as important as the greatest. Everyone matters.

Go Horns!

Respectfully,

Dr. Kirk Salmela  
Principal  
Springfield JH/HS  
Springfield, Colorado

# Being Excellent and Practicing the “Golden Rule”

Springfield JH/HS is in the business of advancing excellence in all things, and moving from good to great.

Good isn't good enough.

In order to advance excellence, human capacity, and humanity in our school system, we have to agree to do certain things and stand for certain things. We must challenge ourselves to live our lives, each and every day, so that we:

- Look for the best in others.
- Choose positive influences.
- Speak words of kindness.
- Forgive yourself and others.
- Treat others the way we want to be treated.

Treating others the way you want to be treated is the “Golden Rule.” It's doing unto others as you would have them do unto you. The “Golden Rule” is about modeling the behavior you expect from others.

These are our challenges. These challenges should sound very familiar. These are the challenges set forth in “Rachel's Challenge.” These are Rachel Scott's challenges to us. They are guiding lights,

These guiding lights will help you keep it simple, even when human relationships get complicated. Do these things, and be excellent, even when no one is watching.

Be the person who lightens the burden of others. Be kind and loyal so that others are kind and loyal.

## HORNS

A simple piece of paper hangs in the principal's office. Just about everything we do or don't do is tied to the piece of paper. When things go right, it's because we practice HORNS. When things go wrong, it's because we didn't practice HORNS. Hold yourself and others to HORNS. Live your life according HORNS, enjoy the peace of mind that HORNS brings, and move from good to great.

**H**onor the “Golden Rule.”

**O**thers---Be kind and generous to them.

**R**espect school and private property.

**N**ever give up.

**S**peak words of kindness.

The policies, procedures, and practices set forth in this school handbook are the result of an intentional informative effort on the part of the staff, administration and students. This information has been carefully prepared and presented so that it will be of great value in helping you to adjust to our school and to become an integral part of it.

The ultimate purpose of education is to help each student become an effective citizen within American democracy and our global community of nations. We must nurture and accept the responsibilities and obligations of good citizenship, and embrace the diverse world in which we live. In so doing, the demands of tomorrow will be eased and made clear. We hope that you will be active in our varied activities and find those things within our school which will prepare you to live a better life and take your place in this complex, global society. Let there be no mistake on this point: Your success in this school will be directly proportional to your effort.

Springfield JH/HS is dedicated to getting better and better at what we do.

**Vision Statement:**

Springfield Public Schools RE-4 is committed to fostering respect and responsibility, and encouraging risk taking in the daily acquisition of knowledge.

**Mission Statement:**

Springfield Public Schools RE-4 is committed to providing safe schools for the development of productive lifelong learners who are able to communicate effectively, access information, think critically and contribute productively to society.

**Alma Mater**

"In the state of Colorado, Springfield High School stands so proud. With banners waving red and white we will sing our praises loud. With glory and with honor as the years go swiftly by, we will pause to pay our tribute, to you, our Springfield High."

**Springfield High School Fight Song:**

Fight on, Longhorns, Fight on  
On to Victory  
V-I-C-T-O-R-Y  
Will our Slogan be, RAH, RAH, RAH,  
Red and White Victorious  
Fight on to your fame  
Fight on Longhorns, Fight on  
To Victory Again.

**Springfield JH/HS Wellness, Nutrition, and Community Engagement Statement:**

Promoting health and wellness is one of the school district's priorities. This contemplates sound health and wellness practices for students and staff like. This health and wellness imperative further contemplates stakeholder involvement in school governance and implementing wholesome programming, in advisory capacities, in order to enhance school-community partnerships and communication outcomes.

1. The school district has an interest in creating and sustaining a healthy student body and staff, and will therefore work to promote nutritional knowledge and healthy lifestyles among stakeholders.
2. Staff should model sound nutritional and healthy lifestyle practices as much as possible.
3. Engaging parents and community, staff and student body members about health and wellness is essential. Stakeholders are encouraged to contact school officials in order to more completely implement and sustain wellness programming.
4. The school district should look for ways to better inform parents about proper nutrition and healthy choices, featuring advisory information in periodic newsletters or electronic media.
5. Steps will be taken to re-inforce the expectation that organizations operating concessions will market healthy food choices in order to encourage student consumption.
6. Sales of OTC food products having minimal nutritional value shall be prohibited until thirty (30) minutes after students have been dismissed from school (typically 4:30 PM).
7. As per Board of Education policy (ADF), a health and wellness advisory council shall be formed, meet at least bi-annually. The Accountability Committee will satisfy meeting and advisory requirements.
8. It is understood that wholesome physical activity also contributes to wellness status. To achieve these ends, the PE, health, and wellness curriculum will:
  - Schedule adequate time for students to engage in wholesome and purposeful physical activity;

- Have safe and functional equipment and facilities;
- Teach to a physically active lifestyle as a function of wellness;
- Allow for moderately vigorous physical activity;
- Teach to competencies in participation skills;
- Include and provide appropriate adaptations for handicapped students and others associated with the school;
- Such courses and educational experiences will be on a par value with other course offerings;
- Assure quality and adequate recess play or non-structured activity time for younger students;
- Will have manageable student-teacher ratios and qualified teachers;
- Include opportunities for members of the community to benefit from access to school facilities;
- Will have adequate resources for supplies, equipment, and necessary expenses; and
- Provide for quality and equitable interscholastic or intramural programming.

**School Breakfast and Lunch Prices, 2016-2017:**

Breakfast: Student \$1.40  
Lunch: Student \$2.90

Charges and negative balances must be paid in full by the end of every nine weeks. Grade reports may be withheld until the balance is cleared.

**Health Information:**

It is imperative that parents realize the importance of completely filling out and returning the emergency medical release forms. In addition, parents must notify the school if there is a change in work, emergency contact persons, or home and/or cell phone numbers. The school nurse is not available every day. In an emergency, school personnel must have a quick and sure way to contact you. It is advisable that emergency contact people are able to reach the school quickly.

**Sportsmanship at Inter-Scholastic Contests:**

Fans and supporters of inter-scholastic athletics are expected to demonstrate the highest standards of sportsmanship and competitive spirit. Those who attend any school function, including athletic events, are expected to demonstrate common courtesy and respect for all participants, officials, and school personnel.

**CHSAA Sportsmanship and Spectator Behavior Expectations:**

I will . . . . .

- Remember that I am at a sporting event to support and cheer for my team, and to enjoy the skill and competition.
- Never ridicule or intimidate the other team or its fans.
- Remember that school athletics are learning experiences for everyone and sometime mistakes are made.
- Praise student-athletes in their attempt to improve themselves as students and athletes, as we praise a student for working and growing in the classroom.
- Understand that this ticket of admission is a privilege to observe a contest, and not a license to verbally assault others and be generally obnoxious.
- Show respect for the opposing players, coaches, spectators, and support groups.
- Respect the integrity and judgment of game officials, supervisors, and coaches.
- Use only those cheers that support and uplift my team.
- Recognize and compliment the efforts of school and league administrators for their efforts in emphasizing the benefits of educational athletics and the rule of good sportsmanship to that end.

**Sportsmanship Statement from the Student Council:**

“Just as we students of Springfield Jr./Sr. High School try to represent our school and community in a positive manner, we encourage our fans to support us in a positive way. Please be courteous to all players, officials, coaches and opponents.”

**Springfield Schools are Tobacco-Free Schools:**

The board approved tobacco-free school policy states that smoking and possession of tobacco products by students, staff and patrons while they are on school properties, under school jurisdiction, during school hours, or while participating in a school sponsored event is prohibited. Additionally, electronic cigarettes are considered contraband, and should not be brought to school under any condition. Electronic cigarettes are nicotine delivery systems, and nicotine is highly addictive. Highly addictive substances should neither be brought to school nor be in the possession of students. File:ADC.

**Sick While at School:**

Students who are feeling unwell should ask their teacher for permission to leave class and report to the office. Parents or emergency personnel will be called to pick up sick or injured students. Because the JH and HS does not have sickroom

space, students will be allowed to stay in the office for one hour. At the end of one hour, students will return to class or make arrangements to check out of school. Each case will be evaluated and handled on an individual basis. Emphasis will be applied to keeping students in class and preventing students from missing out on educational opportunities. We want to promote good school attendance, but caution students about coming to school when not feeling well.

**Selling and Exchanging Goods:**

There will be no selling or exchanging of goods that are not school sponsored or approved by the administration or the Board of Education during school time or on school property or school vehicles. The sale of drugs or alcohol is an automatic expulsion per board policy and Colorado State Statute File JICH-R.

**Phone Policy:**

Students may use the phones in the office to make necessary, school-related phone calls. Personal calls should be made before school, during passing periods, at lunch, or after school, unless written permission from a staff member is granted. Phones within the classrooms may be used only with permission of the staff. Students should consider their various needs in advance of school, as needs may include, but are not limited to, books or materials they will need in class, as well as PE and athletic apparel. Students must take responsibility to make these arrangements. Allowances will be made in emergency situations. Students should not use cell phones during class time.

**Cell Phones:**

Because the presence or use of cell phones can disrupt classrooms, as well as interfere with teaching and learning, cell phone use must be strictly limited during school hours. Cell phones should be turned off and out of sight during class time. Parents are asked to refrain from calling or texting students under normal circumstances during school hours. Inappropriate use of your cell phone (calling, texting, using camera or other uses) during class time may result in the following consequences:

- 1<sup>st</sup> Offense—Students will be warned by the teacher or school official. The phone may be held for the rest of the day.
- 2<sup>nd</sup> Offense—Students will be required to turn the phone into the office at the beginning of the day for one or more days.
- 3<sup>rd</sup> Offense—Students will be required to turn the phone into the office for an extended period of time.
- 4<sup>th</sup> Offense—Further disciplinary action will be initiated. (Students will be subject to progressive discipline, including suspension from school. Grade consequences may be imposed in particular classes where cell phone misconduct is present.)

**Teacher Contact Time:**

Teachers are available during various times of the day for parent contact. Parents are urged to call the office (523-6522) and ask to speak with a teacher. (Email is a convenient option.) The most convenient time to call would be during planning time, which varies from teacher to teacher. School personnel are glad to listen and/or meet with parents and community members in order to answer questions or address concerns.

**Student Messages:**

Messages for a student should only be left by a parent or guardian. Work-related messages will not be ordinarily taken. All messages will be screened. Please leave messages of extreme importance only with a qualified adult. Student aides may answer phones on occasion. Messages of a highly urgent or confidential subject should be taken by staff. Request to talk to a secretary or the principal. Students will not be paged to talk on the phone except in an extreme emergency. Every effort will be made to get your student a message. In such cases, call back for acknowledgment that the message was received.

**Emergency Procedures:**

Students are expected to fully cooperate during emergency drills and when emergency procedures are in place. Emergency procedures include fire drills and other forms of evacuation, tornado and take-cover drills, lock-in and lock-out procedures. It would be unsafe for anyone to interfere with the execution of the school's emergency procedures.

**Textbooks:**

Textbooks are on loan to students for their use during the school year. Textbooks are to be kept clean and handled carefully. We require the use of book covers for District owned books. Students will be charged a fine or replacement cost for the damaged or lost book. Colorado law authorizes a school district to withhold the diploma, transcript, or grades of any student who fails to return or replace a textbook loaned to the student by the school district. Students may also be prevented from participating in graduation ceremonies. The average replacement cost for a textbook exceeds \$30.00, and some textbooks cost over \$100.00 to replace.

### **Lost and Found:**

Lost and found items will be kept for a given, but imprecise amount of time (usually a few weeks). Books will be returned to library or subject area teachers. Parents are welcome to look through the lost and found for missing personal items. Unclaimed items will be given to local charities.

### **Visitor Policy:**

Springfield schools have an open policy. We welcome community members, visitors, and parents. We **require** that all visitors check-in at the office to ensure a safe environment conducive to learning. Student and adult visitors must meet the following guidelines: Visitors or guests shall not ride the bus to or from school, shall not be allowed during testing or finals exams, or times deemed inappropriate by staff and/or administration. Visitors must adhere to school rules and policies. Students must pre-approve the visit with their teachers and administration. Non-enrolled student visitors will not be allowed during the regular class day, but this may be relaxed if the visitor or guest student is seriously considering enrollment in Springfield RE-4 schools. Parents and patrons are asked to volunteer and become an active part of the student's, children's, grandchildren's, or the community's education. Please stop by or call the office (523-6522) if you are interested in becoming a volunteer.

### **Lockers:**

The school provides lockers and combination locks for the students. Locks must be turned into the office, or paid for (\$3.00) if lost, when a student checks out of school (at the end of the school year or when transferring). Students must not put locks on lockers that cannot be opened by the administration. Student locks that are not accessible by the custodial or administration staff will be removed. **The lockers are the property of Springfield School District RE-4 and may be searched to ensure a safe/secure learning environment for all students. There is no expectation of privacy with respect to lockers.** Students will be asked to maintain lockers in a manner which promotes a positive learning environment. The school assumes no responsibility for any valuables or books are lost while stored in lockers. Lockers are furnished for convenience, and not for safekeeping things of value. **Items of considerable value should not be brought to school.**

### **Suspended Students:**

Students under terms of out-of-school suspension (OSS) are not allowed in school vehicles, on school grounds, or at school events (participating or spectating, home or away) during the period of their suspension. Failure to abide by these expectations may prompt additional disciplinary actions.

### **Accreditation:**

Springfield JH (grades 7-8) and Springfield HS (grades 9-12) are accredited by the Colorado State Department of Education and are members subject to Colorado High School Activities Association (CHSAA) by-laws.

### **Activity Fee:**

Each student will be assessed a \$25.00 activity fee (or \$40.00 per family). Payment of the fee will allow students to attend all home events for which an admission fee is charged (i.e., athletic events, dances, plays, etc.). The activity fee neither covers away events nor CHSAA-sponsored events, held in Springfield or elsewhere. Students with disciplinary infractions may be banned from activities with no refund of this fee. The activity fee must be paid within two weeks after registration or enrollment. Students may not participate in any activity unless their fee is paid.

### **Admission:**

Ninth grade students entering Springfield must have passed the prescribed course of study normally recognized at the junior high level. Transfer students must present transcripts from their former school before enrollment is final and approved. The administration has the right and responsibility to determine that the student is considered "a student of good standing" at his or her previous school before final admission is approved. The school further reserves the right to cause the student to demonstrate proficiency in a content area for placement purposes.

### **Classification:**

Students promoted from junior high become freshmen upon acceptance into Springfield HS. Students will continue to be classified, as a member of their original class as long as their accumulated earned credits will allow them to graduate with their original class. If failure to earn credits places a student in a position that indicates that they cannot earn sufficient credit to graduate with their class, then that student shall be reclassified. The concept or practice of promotion does not apply to high school students. Furthermore, the school reserves the right to make placement decisions.

**General Policies Concerning Curriculum:**

All students must be enrolled in classes that encompass a full academic day at Springfield JH and HS. An alternative schedule may be approved by special permission from the counselor and administration.

**Positive Behavior Support (PBS):**

The PBS program is supported by all staff, because the program recognizes and encourages good behavior and citizenship. Students are identified for setting good examples of model behavior. Our PBS mottoes “The Long Horn Way:”

- Honor**
- Opportunity**
- Responsibility**
- Neighborly**
- Safety**

**Communication:**

Springfield JH and HS understand the importance of effectively communicating with students, parents, and community stakeholders. We have a new school and student information system. The system is called “Power School.” We encourage parents to use our on-line communication system (“Power School Parent”) to help in monitoring student progress. The link to this system is contained on our web-site. Password information can be gained from staff in the school office. Please contact us with any questions on this procedure. We also have a new, improved web-site this school year. The web-site will be found at [www.spre4.org](http://www.spre4.org) this web-site will have a calendar, daily announcements, newsletters, teacher pages, as well as other pertinent information for parents and students. Please take advantage of this site. We also offer an email announcement service. (The school district is considering transitioning to a newer information management and communication system.) If you are interested in receiving email communication, please contact the school office (523-6522).

**Graduation Requirements:**

English.....	4.0 units of credit
Math and Science.....	units of combined credit
(Required combination of 3.0 math and 2.0 science <u>or</u> 2.0 math and 3.0 science)	
Social Science.....	3.0 units of credit
General Business.....	1.0 unit of credit
P.E. or Band.....	2.0 units of credit
Life Skills.....	1.0 unit of credit
Computers.....	1.0 units of credit
Junior Projects.....	0.5 unit of credit
Speech.....	0.5 unit of credit

A minimum of 26.0 credits must be earned to graduate from Springfield HS. Of the 26.0 credits, a minimum of 18.0 must be the required courses on the list above. The additional courses are approved elective and/or approved college courses.

All courses are weighted the same with respect to awarding credit. All regular semester-length courses hold a value of 0.5 units or credits.

**Recommended Curriculum for College-Bound Students:**

The Springfield Board of Education recommends that students considering a post-secondary education follow the curriculum guidelines set forth by the Colorado Commission on Higher Education (CCHE). By meeting these guidelines, a student will be helping to ensure they have met requirements for admission to Colorado (public) collegiate institutions. The following information sets forth these expectations.

The CCHE revised the Admissions Standards Policy to include the addition of a pre-collegiate course completion requirement. The revised admission standards apply to students who graduate from high school in spring 2008 and thereafter, and seek to qualify for admission to Colorado’s four-year public institutions. Community colleges will continue to be open admissions. Students enrolling in these institutions are not subject to admissions standards, but are subject to placement standards.

The updated Admission Requirements identifies a combination of courses, primarily in the areas of English, mathematics, natural and physical sciences, and social sciences that students should plan to complete as preparation for entering one of Colorado’s four-year public colleges or universities. The specifics for the requirements are as follows:

Academic Area	# of Units
English	4.0
Mathematics (Algebra I or higher)	4.0
Natural /Physical Science (two units must be lab-based)	3.0
Social Sciences (at least one unit of U.S. or world history)	3.0
Foreign Language	1.0
Academic Electives (see note below)	2.0
<b>TOTAL</b>	<b>17.0</b>

Note: Academic electives must be approved pre-collegiate courses.

**Suggested High School Course of Study:**

- Freshmen: English I, General Science, World History/Geography, Math (Pre-Algebra, Algebra I, or Geometry), Computers 1, Living on Your Own, Physical Education or Band.
- Sophomores: English II, Biology, (Algebra I, Geometry, Algebra II), General Business, Physical Education, or Band.
- Juniors: English III, American History, Junior Projects/ Speech
- Seniors: English Composition/Introduction to Literature, American Government/Economics.

The transcripts of transfer and homeschool students will be evaluated on individual bases. Springfield JH/HS reserves the right to make placement decisions on behalf of transfer and entering homeschool students.

The Colorado State Board of Education has adopted high school graduation guidelines that will be going into effect 2014 entering 6<sup>th</sup> graders. When these guidelines are approved they will be listed in this section of the handbook.

**Grading System:**

100 – 90%	“A”	Superior
89 – 80%	“B”	Above Average
79 – 70%	“C”	Average
69 – 60%	“D”	Below Average
Below 60%	“F”	Failing
	“I”	Incomplete

Note: A grade of incomplete will be allowed only to those students who have a legitimate reason or hardship (i.e. out of school for a lengthy illness or injury or with parents). The amount of time allowed to make up an incomplete will be commensurate with the length of the absence, but not to exceed two weeks. All incompletes must be approved by the administration upon recommendation of the classroom teacher. Advisory is teacher-student contact time, but not a graded class. TA courses will not be included in figuring the GPA or class rank. Letter grades and percentage grades will be recorded on the transcripts.

**Class Rank:**

Class rank is determined by GPA on a 4.0 scale.

**Determination of Credit for Classes:**

1. The final semester average will determine whether or not the student passes that semester, and if that grade is 60% or better, the student will receive one-half unit of credit for the class.
2. A passing semester final grade means the student is not required to repeat that semester.
3. The CHSAA policy mandates that students receiving two (2) failing grades in any one semester must be considered ineligible for the next school quarter.

**Tutorials:**

Tutorials are available for all students. Tutorials will be held Monday-Thursday from 7:30-7:45 AM or from 4:00-4:30 PM, as determined by the classroom teacher. Teachers will cooperatively organize tutorial schedules for students who are ineligible in more than one class. Teachers may require students with D’s to attend tutorial sessions as well. Failure to attend tutorial sessions may result in disciplinary action or loss of privileges, at the discretion of the classroom teacher and/or principal.

### **College Credit Applied Toward Graduation:**

The Colorado Post-Secondary Enrollment Options (PSEO) Act allows high school students to apply credit earned at post-secondary state institutions (in our case, this means Lamar Community College) toward high school graduation and college credit. Such students earn dual credit. Springfield HS students, typically juniors and seniors, interested in pursuing this option should contact their counselor or the high school office for detailed information.

### **Dual-Credit Courses:**

Springfield HS will offer a variety of courses through Lamar Community College (LCC) that can be taken for dual credit. These courses are taught at a college level, which includes a faster pace and more responsibility from the student. The tuition for these courses will be paid by Springfield RE-4. The student is responsible for paying for the textbooks. Students will be notified of the required textbook at the time of registration. Each student is required to have their own textbook for each class. The textbook must be purchased by the student before the LCC census date. If a student has not purchased the textbook by this date, they will be subject to removal from the class. The counseling department is a good source for finding these textbooks at discounted prices. If purchasing these textbooks creates a financial hardship, the student should contact the counseling office for options prior to the census date. Students are not allowed to photocopy other textbooks in place of having their own. Pursuant to LCC guidelines, the student may be required to show a certain level of proficiency prior to enrolling in any class. ACT testing and Accu-Placer testing (or the equivalent) will be used by LCC and Springfield HS to determine proficiency/placement. The counselor will set up times for the Accu-Placer testing. It is the student's responsibility, however, to see that the testing requirements are met.

### **Bonus Bank/Academic Incentive Program:**

The Bonus Bank program was designed as a performance incentive for CSAP and TCAP testing. TCAP testing has been recently discontinued and has taken a different form, namely Partnership for Assessment of Readiness for College and Careers (PARCC) and Colorado Measures of Academic Success (CMAS). Additionally, Colorado has transitioned from ACT to SAT. As a result, it is not possible to site growth assessments or comparability. The administration will review testing comparability and refresh this incentive program whenever possible.

### **Eligibility Policy:**

This policy is governed and enforced by the athletic director. To be considered eligible to participate in extra-curricular activities (including athletics and various clubs); students are subject to the following regulations:

1. Based on CHSAA policies, any student who fails two (2) or more classes in any one semester will be declared ineligible for the next school quarter. High School students will be subject to an eligibility report conducted every-other week (based on their present average in each class). Junior High Students will have a weekly eligibility period. A student will be declared ineligible for the following eligibility period if he/she has (1) F and (1) other grade of D or below. Teachers will turn in deficiency reports (D's and F's) no later than 7:45 a.m. on Monday. The ineligible list becomes official at 7:45 a.m. on Mondays. Eligibility letters will be mailed or emailed to coincide with the HS and/or JH eligibility periods.
2. If a student is declared ineligible, that student will remain ineligible until the next reporting period.
3. Any student receiving at least (1) F and (1) D for the quarter will be declared ineligible until the next reporting period.
4. Any student on under terms of suspension (in-school or out-of-school) will be ineligible to participate in competitions, school activities, or otherwise represent the district during the dates of the suspension (until their return to school).
5. Any student who has a non-school related absence, for more than one half day of school will be ineligible to participate in competitions, school activities, etc. on the day of the absence, unless prior arrangements are made with the administration.
6. Students must be registered for and attending a full day of classes; unless prior arrangements have been made with the administration and school board.
7. Transfer and Foreign Exchange students are to check with the Athletic Director upon enrollment to determine their eligibility status.
8. No student will be allowed to practice or compete without a valid and current athletic physical. Additionally, no student will be allowed to practice or compete without proof of health insurance coverage, payment of activity fees, evidence of parent permission, and agreements with CHSAA by-laws governing student conduct.
9. Students wishing to do dual sports must sign up at the beginning of the season declaring their primary and secondary sports. The student-athlete that chooses to participate in dual sports must realize the commitment expected in both sports. The dual-sport athlete will complete a practice schedule that is arranged by both coaches and is comparable to practices for the other athletes in both sports. Students must meet the eligibility guideline of no grades lower than a "C". If a student receives a grade lower than a "C" during a reporting period, he/she will

be deemed ineligible for the secondary sport for the eligibility period. A second grade lower than a "C" (during the season) will cause the student to drop the secondary sport and continue with the primary sport only for the remainder of the season.

10. Ineligible students will not be allowed to participate in regular school activities, including club events, unless these activities are used for the determination of a grade.

#### **Report Cards:**

Report cards are issued following the end of each nine-week quarter. Report cards will be withheld if fines or fees are outstanding.

#### **Honor Rolls:**

To qualify for the Superintendent's Honor Roll, a student must earn no grade lower than 90% for the quarter or semester. For the Principal's Honor Roll, a student must earn no grade lower than 80% for the quarter or semester.

#### **Academic Letters:**

High school students may earn academic letters. To earn an academic letter, a student must:

1. Accumulate at least (10) Semester "A's" during the immediate school year; and
2. Earn listing on the Principal's or Superintendent's Honor Roll for both semesters of the immediate school year; and
3. Be and remain a student in good standing, with no significant disciplinary action in the immediate school year.

#### **Attendance:**

One criteria of a student's success in school is regular and punctual attendance. The entire process of education requires continuity of instruction and learning, classroom participation and dialogue, attentiveness during learning experiences, and study in order to reach the goal of maximized educational benefits for every individual. Frequent and prolonged absences, including tardiness, may lead to poor academic work, lack of social development, and academic failure. Tardiness is a form of absenteeism. Regular attendance is of utmost importance for school interest, social adjustment, and scholastic achievement. No single factor interferes with a student's progress more quickly than frequent tardiness or unnecessary, prolonged absence.

Tardiness represents a loss of instructional time, and habitual tardiness is a detrimental choice. Negative consequences for habitual tardiness may be severe.

Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most cases, the work missed cannot be made up adequately. The learning environment cannot be perfectly duplicated. Neither teacher-student nor student-student dialogue can't be reconstructed.

Students who have good attendance generally achieve higher grades, enjoy school more than their frequently-absent peers, and are more employable after leaving school. For these reasons, the Board of Education believes that a student must satisfy two basic requirements in order to receive full benefits from any program of study: 1.) Satisfy all academic requirements; and 2.) Exhibit good attendance habits as stated in this policy.

The requirement for attendance shall apply with the following exceptions:

1. Excused absences will be granted to students who are absent due to illness or injury. Certain appointments, which can only be handled during school time and other circumstances of an unusual nature, may be excused when approved by the school administration.
2. A student who is absent for an extended period due to physical, mental, or emotional disability.
3. A student who has been suspended or expelled from school.
4. A student who is pursuing a work-study program under the supervision of the school.
5. A student who is attending any school-sponsored activity or activities of an educational nature, with advance approval by the administration. The district may require suitable proof regarding the above exceptions, including written statements from medical sources.

#### **Attendance Law:**

Colorado law requires every child less than 17 years of age to attend school or be enrolled in an educational program. According to the law, a child may be absent from school for the following reasons:

1. Temporary illness or injury.
2. Absences approved in advance by the administration.

3. An extended period of physical, mental, or emotional disability with proper documentation.
4. Absences while in custody of a court or law enforcement authorities.
5. While receiving qualified home instruction or private school instruction.

**Attendance Policies and Procedures:**

In order to receive credit for classes at Springfield HS, a student must be in regular attendance. Excused and unexcused absences (namely, whether or not make-up privileges will be offered) will be determined by the administration according to district policy and state law.

1. Student absences for illness must be reported by phone call from a parent/legal guardian no later than 9:00 AM the day following the absence.
2. Absences of any length for reasons other than illness will be excused only if approved in advance by the administration. Approval will be based on the following criteria:
  - a. That a personal or phone conversation between the administration and the student's parent/legal guardian has clarified the need for the absence.
  - b. That the advance notice be given in time to allow the student to, through the normal course of a school day, notify all of his/her teachers of the impending absence.
  - c. That the student maintains a good attendance record.
3. Once at school for the day, any absence from any class without prior approval of the administration will be regarded as unexcused (truant). Note: This condition includes classes immediately following lunch.
4. The school reserves the right to cause a chronically absent student to attend school outside the school day or on a Friday.
5. Juniors and Seniors will be allowed two (2) individual college days for which they will not be counted absent if they meet the following criteria:
  - a. Three days advance notice to counselor through a personal or phone conversation with the student's parent/legal guardian.
  - b. Upon return, the student reports to the counselor for a follow-up interview concerning the visit and to outline future steps relating to the visited institution.
6. Students not in attendance at school due to involvement in a school related activity or not in attendance at school due to other activities or events related to the school, and approved by the school administration in advance, will be counted in attendance and not absent.

Note: If any of the above criteria is not met, the absence will be treated as unexcused for the day or days in question.

**Assignment Make Up Due to Absences:**

When students are absent from school due to illness, they are required to initiate immediate contact with their teachers in order to collect assignments and directions for the days they were absent. Students will be allowed the same number of days they were absent to satisfactorily complete the missed assignments. Students absent for reasons other than illness are required to initiate contact with their teachers prior to the absence in order to collect assignments, directions, and expectations for the days they will be absent.

Students who will miss regularly scheduled classes for extracurricular events will be responsible for completing a class assignment sheet and submitting it to their sponsor and/or coach prior to departure for the event. Students failing to comply with this policy may not be allowed to attend or participate in the scheduled event. Students should not interrupt classes to get this information. The best time to do this is before or after school. Consideration should be given to the teacher and their other students. Students are expected to turn in all assignments and complete all other class work given by the teacher upon their return to the classroom from the extra-curricular event. If a student has a prior approved absence with assignment sheets, he/she will be expected to turn in assignments upon his/her return to school.

In "production classes" time missed due to absences may require make-up of the time missed. Teachers will inform students of this requirement when announcing class expectations and grading criteria.

**Admit Slips:**

Anytime a student is absent from school (except when on a school-sponsored activity), whether for one class period or for one or more days, students are responsible to report to the office immediately upon return to the school, in order to collect an admit slip. Students should not be allowed into class without an admit slip. The office will issue the student admit slip marked excused or unexcused, (determining whether or not make-up privileges will be extended) depending on whether the student has met attendance procedures.

### **Tardiness:**

Tardiness represents a loss of instructional time and is inherently disruptive. It is the student's responsibility to be in class when the tardy bell rings. Punctuality is a valued career and post-secondary quality. Students who are late to a class will be admitted and their tardiness will be reported by the teacher. For the first three (3) tardies, there will be no additional consequence. On the 4<sup>th</sup> tardy the student will be assessed a 30 minute detention with the teacher. This detention will be typically served on the next available Tuesday/Thursday, immediately after school with his or her teacher. If a student misses a scheduled detention, time will be added on for each missed detention. Additionally, each subsequent tardy will result in an additional 30-minute detention. Students that abuse the tardy policy will be referred to the principal. Students who are late for class because they were engaged in school business with a teacher or office staff, must obtain a pass from that teacher/staff member stating the time of departure from the business that was being conducted. Failure to follow this process will result in the student being counted tardy.

### **Unexcused Absences:**

Students seeking to receive an excused absence for missing class time must follow specific steps. Failure to do so will result in an unexcused absence for the incident in question. Teachers may also define unexcused absences as part of their classroom rules, especially tardiness. Students receiving an unexcused absence may be required to meet with the principal. Students involved in verified unexcused absences, including truancy violations, may be required to make up the time missed, plus additional time as a disciplinary measure, as determined by the principal. Students with unexcused absences will not earn credit for work missed, but are subject to doing the work, so that skills and understandings of missed work are in place.

### **Student Conduct:**

While in the school building or at any school activity, regardless of the location, Springfield JH/HS students are expected to conduct themselves in an acceptable, responsible, and respectful manner. Students are expected to maintain a courteous, respectful, and considerate demeanor toward other students and adults in the classroom, while on the campus, and at all school activities, home or away. Students are expected and required to adhere to the Discipline Code based on state legislation, CHSAA by-laws, and Board policy.

It is the desire of the Board of Education and the administration to provide a safe learning environment for all of our students. Therefore, student involvement in anti-social groups, including gangs, which promote drugs, alcohol, violence, anti-social conduct, and/or disruptive behavior, is prohibited. The following list serves as an example of behaviors subject to disciplinary consequences:

1. Abusive action (physical or verbal) toward staff member(s) fellow student(s), or guests of Springfield schools.
2. Defacing public property, including, but not limited to, furniture, books, lockers, equipment, and structures.
3. Alcohol use/possession, sale/transfer, or attendance at school or a school function while under the influence.
4. Drug use/possession, sale/transfer, or attendance at school or a school function while under the influence.
5. Arson and criminally destructive conduct.
6. Bus misconduct.
7. Academic dishonesty, including plagiarism, and other forms of cheating that are detrimental to the learning process and character development. If it is determined that a student has committed an act of academic dishonesty, he/she will be denied credit for the assignment or exam, and could be suspended or denied credit for the class. Students that share their work or allow other students to copy homework assignments are subject to negative consequences as well. The school has an interest in why the student felt the need to misrepresent their work, and help the student find more constructive behaviors.
8. Defiant attitude toward authority.
9. Dress code violation.
10. False fire alarm.
11. Fighting.
12. Obscene or inappropriate conduct/language/gestures.
13. Public displays of affection or unwanted physical contact, to include any physical contact with another person.
14. Running or yelling in hallways.
15. Throwing snowballs.
16. Theft.
17. Tobacco possession/use.
18. Weapons, possession and/or use.
19. Use of a motor vehicle without administrative permission (students are not to drive personal vehicles to Home Ec. Bldg., Vo-Ag Building, Research Center, or away athletic events, without the explicit permission of school personnel). Parking on campus is a privilege and is subject to revocation if warranted.

20. Gang affiliation.

21. Any other behaviors deemed an interference with students' rights to learn and teachers' rights to teach, or any conduct interfering with safe and civil school governance.

Note: Every incident concerning student conduct or misconduct shall be considered independently, and will allow the staff and administration to take into account the severity of the offense, the result or impact to the educational community, chronic aspect of the behavior, and in the best interest of the child. The administration reserves the right to enforce the consequences based on the immediate situation. EXAMPLE: Based on the severity of the inappropriate action, a student could be sent to the office and suspended by administration, even if the action is a first offense.

Disciplinary consequences include, but are not limited to, warnings (verbal and written), student conference, parent conference, loss of privileges, loss of participation privileges, loss of team or club membership, making restitution for theft, damage, or destruction of personal or school property, social isolation, work detail, detention, in-school suspension, out-of-school suspension, notification of judicial and law enforcement authorities, and expulsion from school. In particular, the school reserves the right to assign In-School Suspensions (ISS) following infractions of the school discipline policy. Students assigned to ISS will typically report to school at 7:30 and be dismissed at 4:05. During terms of ISS, students may be required to complete activities assigned by the administrator to alleviate future discipline violations. Students will also be required to complete and turn in all class assignments upon their return to the classroom. Parental contact will be made by the teacher or administrator.

### **School Day/Student Expectations:**

As per HB 03-1368, students and teachers in each classroom begin each school day by reciting aloud the Pledge of Allegiance. Parents or students who object to the Pledge may request an exemption in writing, and deliver the request to the principal. Springfield schools operate on a 4-day week schedule. Regular school days are Monday-Thursday. On occasion, schools will operate on Fridays as well. Check your calendar for these days.

1. The first bell rings at 7:30 AM.
2. First period class begins at 7:45 AM. Pledge of Allegiance and announcements are read during the opening minutes of school.
3. School dismissed for the day at 4:00 PM.
4. There is a three (3) minute passing period between classes. Periods 1-7 are 57 minutes long. Period 8 is 30 minutes long.
5. Breakfast will be served after first hour for JH/HS students.
6. There are five (5) classes prior to lunch.
7. Students must have written permission from their teacher to be in the hallway during class time.
8. Students dismissed from a class for disciplinary reasons must immediately report to the office.
9. All buses and school vehicles will be considered an extension of the classroom, and students are required to follow all school rules and conduct themselves appropriately. Students should check with coaches or sponsors to determine the appropriate standard of dress for a particular trip.
10. Writing, reading, and passing notes in class is a distraction, and is not allowed.
11. Students who drive to school must park their vehicles in the parking areas to the south and west of the school. Students should park in a perpendicular manner in proper areas. Do not block other cars with your method of parking.
12. Students driving to school must not loiter in the parking lot and other unsupervised areas, and report immediately into the school building. The privilege of parking on campus may be revoked.
13. Students bringing electronic devices and/or other items of value are doing so at the own risk. These devices should neither be used nor accessed without the approval of teachers or other appropriate school personnel. Approval by one teacher does not mean approval for all teachers and all classes. Exceptions may be granted, subject to approval of the principal.
14. High school students are not to loiter in the JH hallway or restrooms. JH students are not to loiter in the HS high hallway or restrooms.
15. Delivery of flowers, balloons, and other items meant to honor a student's birthday, special occasion, etc., must be made to the office and will be distributed to the student at a time and in a manner which will minimize the disruption to the educational process. All such items should be cleared from the building on the day of delivery.
16. Students are reminded that the primary function of any school is to offer everyone an opportunity for a quality education. Learning is the focal point of our day.
17. That goal can best be realized when everyone is concentrating on the educational process. These expectations, and other requirements mentioned in this handbook, are designed to help students focus on that primary function, as well as provide notice of what to expect from each other.

**Dress Code:**

Students at Springfield JH/HS are expected to use good judgment in regard to dress and personal appearance. Basic rules of sanitation and hygiene, safety and neatness, morality and modesty will be observed at all time. Start dressing for success!

Appropriate dress, according to the administration and/or sponsor, will be demanded at any activity that is associated with the school district. (This includes athletic contests, field trips, graduation ceremonies, and the like.) If a manner of dress constitutes a disturbance, distraction, or detracts from the school's educational function, a violation of the school's dress code policy has occurred, and the student will be referred to the principal or designee. No manner of dress shall constitute a threat to health or safety. The offending student, at least, will be required to adjust the manner of dress. Students may be sent home in order to change inappropriate clothing. Sponsors of extracurricular activities, in cases where our students represent the school and community, or work in close contact with the public, are expected to set a higher standard of dress and personal appearance for the students under their direction.

The following examples include, but are not limited to, items of dress deemed inappropriate for students at Springfield JH/HS:

1. Shorts, dresses, skirts or similar clothing shorter than mid-thigh length.
2. Hats, caps, head gear, or sunglasses are to be worn in the building by either male or female students during instructional time. Violators' hats, caps, or head gear may be confiscated and returned at the principal's discretion.
3. Inappropriately sheer, tight or low-cut clothing (i.e., 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. Tank tops and similar clothing with straps narrower than 1.5 inches in width are deemed inappropriate. Pajama pants should not be worn. Shirts with cut-off sleeves are not to be worn by male or female during the school day.
4. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that: Refer to drugs, alcohol, or weapons, or are of a sexual nature, or by virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, alcohol use, violence (threatening the safety or welfare of any person or classification of people), anti-social conduct, or disruptive behavior and deemed inappropriate, or anything deemed obscene, profane, vulgar, lewd, or legally libelous are also deemed inappropriate. Anything interfering with teaching and learning is prohibited, and if you wonder if something is appropriate or not, it probably isn't.

Exceptions: Appropriate athletic clothing may be worn in physical education classes. Clothing normally worn when participating in school sponsored, extra-curricular activities or sports may be worn to school when approved by the principal or designee. Students are to use common sense and good judgment when choosing appropriate school clothing.

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, unless violations become habitual.

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 and subsequent offenses, the student may remain in the administrative office for the day and do schoolwork. A conference with parents/guardians may be held. Any class time missed as a result of a second or subsequent violations may be treated as an unexcused absence. Chronic offenders are subject to progressive disciplinary action, including suspension or other disciplinary action as outlined in the school discipline code.

**Detention:**

Detention time may be assigned to students for disruption of class, tardiness, unexcused absences or trancies, suspension, make-up time, and other reasons deemed necessary by the staff or administration. Detention will normally be assigned for the day or days immediately following the day a violation takes place. Students are responsible for attending assigned detentions. Unexcused absence from assigned detention will result in further disciplinary action. Work schedules or athletic practice's are not justifiable reasons for missing detention.

**Items Not Allowed At School:**

Considering the health, safety, and welfare of Springfield students, and guests of the schools, certain items are not allowed on school property or at school activities.

Following are examples of items not allowed at school, but should not be considered an all-inclusive list:

1. Alcohol, tobacco, drugs, or narcotics.
2. Any weapon or any item that could be used as a weapon.

3. Drug paraphernalia.
4. Lighters, matches, laser pointers, and other items that hold the possibility of harming others.
5. Any item used or intended to offend others.
6. Any item that could negatively affect the health, safety, and welfare of students, or guests to our schools.

Note: Students who have items not in compliance with the above restrictions will be subject to disciplinary action based on the specific incident. Inappropriate/illegal items will be confiscated, and school officials reserve the right to involve law enforcement officials in such cases and at any time.

Students are not allowed to carry prescription or over-the-counter medication. Medication must be housed in the office and dispensed by authorized office personnel. An exception would include a prescription to carry an asthma inhaler or epi-pin. A prescription to carry such medication must be in file with the school.

### **Suspension and Expulsion:**

The Board of Education has delegated to principals the power to suspend a student out-of-school for not more than five (5) days. The superintendent has been delegated the power to suspend a student for additional periods of time. The following procedures shall be followed in any suspension of five (5) days or less:

1. Principal's procedures: The student, depending on circumstances, will be sent home with a written note of suspension or placed in in-school suspension.
2. If the student is placed in in-school suspension, a written note of suspension will be sent home with the student at the end of the day. The note of suspension shall contain a statement of what the student is accused of doing and a statement of the basis of the allegation. The principal shall attempt to contact the parent/legal guardian in person or by phone. The principal's initial contact with the parent/guardian will be considered situational and a follow-up conference will be scheduled only if requested by the principal or parent/guardian.
3. Superintendent's procedures: The superintendent may suspend a student for an additional ten (10) days. Additional suspension days may be necessary in order to present the matter to the next meeting of the Board of Education. If the superintendent finds it necessary to continue the suspension to present the same to the next meeting of the Board of Education, the procedure for expulsion or denial of admission shall be followed.
4. Re-admittance: No student shall be readmitted to school until proper notice or a conference (phone/personal) with the parent/guardian has taken place, or until, in the opinion of the administrator, the parent/guardian has substantially agreed to review the suspension with the administrator. However, if the administrator cannot contact the parent/guardian or if the parent/guardian repeatedly fails to appear for scheduled meetings, the administrator may readmit the student.

### **Procedure for Expulsion or Denial of Admission:**

In the event that the Board of Education contemplates action denying admission to any student or prospective student or expelling any student, the following procedures shall be followed.

1. **Notice.** Not less than 7 days prior to the date of contemplated Board action, the Board of Education or an appropriate administrative officer of the district shall cause written notice of such proposed action to be delivered to the student and his/her parent/guardian. Such delivery may be by certified U. S. mail, return receipt requested, or by personal delivery. If mailed, delivery shall be deemed to be completed at such time as the notice is deposited in the U. S. mail addressed to the last known address of the student or his/her parent/guardian.
2. **Emergency Notice.** In the event the Board of Education determines that an emergency exists necessitating a shorter period of notice, the period of notice may be shortened to the extent the Board may direct, provided that the student or his/her parent/guardian has actual notice of the hearing prior to the time it is held.
3. **Contents of Notice.** The notice shall contain the following basic information:
  - a. A statement of the basic reasons alleged for the contemplated denial of admission or expulsion.
  - b. A statement that a hearing on the question of expulsion or denial of admission will be held if requested by the student or his/her parent/guardian within five days after the date of notice.
  - c. A statement of the date, time and place of the hearing in the event one is requested.
  - d. A statement that the student may be present at the hearing and hear all information against him/her, that he/she will have an opportunity to present such information as is relevant; and that he/she may be accompanied and represented by his/her parent/guardian and an attorney.
  - e. A statement that failure to participate in such hearing constitutes a waiver of further rights in the matter.
4. **Conduct of Hearing.** The hearing shall be conducted by the President of the Board of Education or the superintendent. The hearing may be conducted in open session or may be closed except to those individuals deemed advisable by the Board of Education but including in all events the student, his/her parent/guardian and, if requested, an attorney. Such individuals as may have pertinent information shall be admitted to a closed hearing to

the extent necessary to provide such information.

Testimony and information shall be presented under oath. However, technical rules of evidence shall not be applicable, and the Board of Education or superintendent may consider and give appropriate weight to such information or evidence it deems appropriate. The student or his/her representative may question individuals presenting information.

A sufficient record of the proceedings shall be kept so as to enable a transcript to be prepared in the event either party so requests.

Preparation of the transcript shall be at the expense of the party requesting the same. The Board of Education may retire to executive session to review and discuss the evidence. However, the final decision shall be made in public session.

5. **Appeal.** If the hearing is conducted by the superintendent, the student may within five days after the decision of the superintendent appeal the decision to the Board of Education.
6. **Appeal.** State law provides for a review of an order of the Board of Education by the District Court of the County of Baca, State of Colorado, providing the student or his/her parent/guardian notified the Board in writing within five days after receiving official notification of the Board's action.

#### **General Information, Guidance and Counseling:**

Guidance and counseling services are available to all JH/HS students. Students are encouraged to contact the counselor for college and vocational guidance, or any personal problems concerning school or related to their performance or safety at school.

#### **Grade Point Average (GPA):**

Students are encouraged to track their GPA. If students have questions concerning their GPA or the formula used to calculate GPA, he/she should contact the counselor or the principal for information and clarification.

#### **Schedule Changes:**

Students may request, through their counselor, a change in class schedule during the first ten (10) days of classes during a given semester. Changes after ten (10) days must be approved by affected teachers, the counselor, and the principal. Changes after ten (10) days will usually not be considered. Student requests will be considered for most legitimate reasons. Students dropping college classes through Lamar Community College (LCC) must contact the Registrar's Office at 719-336-2248 extension 125. Students dropping LCC classes are required to purchase the textbooks. If the student is dropping the class with a failing grade or fails the class, the student is responsible for the cost of tuition for the course.

#### **Graduation Ceremony:**

Each year a commencement ceremony will be held by Springfield School District RE-4 for those students meeting graduation requirements set forth by the Board of Education and the State of Colorado. The senior class will be asked for recommendations on this ceremony. The school board and administration are ultimately responsible for approving the graduation ceremony agenda and its component parts. To help prepare for the ceremony, the senior class and their sponsors will be asked to submit three (3) names to the Board of Education and/or administration for consideration of a speaker for the ceremony. The names must be submitted by the March board meeting. The school reserves the right to set dress code expectations for the graduation ceremony. Those non-complying with graduation dress code expectations may be excluded from participating in the ceremony.

#### **Withdrawal from School:**

When transferring or withdrawing from school for any reason, the student's parent/guardian is responsible for contacting the office in advance to explain the circumstances of the withdrawal. On the last full day of attendance, the student will obtain a checkout sheet to be signed by his/her teachers and the administration. The student will turn in books and pay all charges owed. Transcripts of school credit will not be forwarded until proper withdrawal procedures have been observed and fees have been paid.

#### **Leaving the Campus:**

No HS student may leave the school campus without prior permission from the office, except during lunch period. Parents are expected to notify HS office prior to any student leaving campus, and make all necessary arrangements.

JH students may not leave the campus during lunch hour, unless they are signed out and are picked up by their parents. Parents may request in writing that their student be allowed to go home for lunch. Parents assume the responsibility for their student during the lunch hour and are requested to pick their student up or make arrangements. JH students are not allowed to ride with HS students. If any student needs to leave campus, for any reason while school is in session,

permission from an administrator, in advance, is required, based on personal contact or a phone call from a parent/guardian.

### **Use of Media Center:**

When in the media center, students are required to conduct themselves appropriately based on the following expectations:

1. Be quiet and courteous.
2. Respect books, magazines and equipment, and handle all school property carefully, so that others may use them after you.
3. Check out all books, magazines, and equipment that you take out of the Media Center.
4. Check in books, magazines, etc. before the checkout period expires.
5. School personnel reserve the right to inspect books, notebooks, backpacks, etc., before leaving the Media Center.
6. When in doubt regarding proper procedures, ask the media specialist.

### **Search and Seizure Policy:**

Students possess an expectation of privacy as well as freedom from unreasonable searches and seizure, guaranteed by the Fourth Amendment of the U. S. Constitution. Students should have no expectation of privacy, however, regarding the contents of hallway or PE/athletic lockers, as these are school property. Individual rights, however, are balanced by the school's responsibility to protect the collective health, safety, and welfare of all of students. School employees may conduct searches when they have reasonable suspicion that the health, safety, or welfare of students may be in jeopardy, or if the operation of the school is in danger of material or substantial interference. Any school employee making a search or seizure shall follow these guidelines:

1. General searches of school property (including personal items found on school property) may be conducted at any time based on above criteria. The search of school property may be made without the student being present and will be made by the administrator or designee. The District may, at times, use trained dogs in accordance with board policy JIH.
2. Illegal items (firearms, explosive devices, weapons, alcohol, tobacco, drugs, and other forms of contraband, including, but not limit to, drug paraphernalia) or other possessions reasonably determined to warrant a threat to the above mentioned criteria may be immediately seized by school employees.
3. Students may be individually searched by school employees when there is reasonable suspicion that the student has on his/her person illegal items or other items that may fall under the above mentioned criteria. This will usually take the form of emptying pockets and back packs. More advanced searches will occur once parents are notified, or by members of law enforcement.
4. Lockers are school property and may be searched at any time. There is no expectation of privacy.
5. Motor vehicles parked on school property may be searched by school employees when there is reasonable suspicion on the part of school personal that illegal items, weapons, or other forms of contraband may be present. The act of parking motor vehicles on campus yields expectations of privacy for its contents.

### **Daily Announcements:**

Groups or authorized individuals wishing to have announcements made should submit a written copy of the text (signed by a sponsor, if applicable) to the office by 7:45 AM. Any announcements received after 7:45 AM will be announced the following day. Special announcements may only be made for school-related business.

### **Posters:**

All posters must be approved in advance by the principal.

### **Fire Drills:**

Fire drills are exercises developed to help students learn life-saving reactions in case of an emergency. The following information is important in case of fire:

1. The alarm is a continuing loud buzzer sound.
2. Upon hearing the alarm, leave the room in single file, and stay with your class and teacher.
3. Walk rapidly (do not run, push, or shove) to nearest exit.
4. Walk silently so teacher instructions may be clearly heard.
5. The first person to any door is to hold the door open and close it after the last person has exited.
6. Upon leaving the building, report to the predetermined area for roll call. Stay with your teacher and class.
7. Return to the building only when the "all clear" bell sounds (3 short rings of the bell), or when directed by appropriate school or emergency personnel.

### **Tornado Drills:**

Please follow these directions in case of a tornado event:

1. The tornado alarm, normally, will be triggered by an announcement on the PA system.
2. Upon hearing the announcement, students should follow instructions to take shelter in hallways or locker rooms. If instructed to take shelter in hallways, exit classrooms swiftly and silently and take cover in the inside hallway next to their classroom. Kneel down and face the wall, and cover head and neck areas with hands and upper arms. If instructed to take shelter in locker rooms, follow instructions to take shelter in PE locker rooms. In these cases, JH students and students in Rooms 1-3 should take shelter in the boys' locker room, whereas HS students and should take shelter in the girls' locker room. Students in the FFA building should take cover in their building, or if possible take shelter in the basement of the bus garage. Students in exterior classrooms should take cover in their respective areas, or if able, take shelter in the girls' locker room.
3. If possible, stay away from larger rooms, like cafeterias and gyms, and stay away from doors and glass windows.
4. Teachers and students should remain in the tornado position until the all clear bell rings (3 short rings of the bell), or until appropriate school or emergency personnel relax the procedure.
5. Kneel down and face the wall, and cover head and neck areas with hands and upper arms. Be quiet at all times, so that you may hear instructions from school officials or first responders.
6. Civil defense estimates the time between warning and end of the event to be 3 minutes.

### **Student Insurance and Injuries:**

If a student is injured at school, it is his/her responsibility to immediately report the injury to the nearest teacher or supervisor. The school is not responsible for insurance coverage of any student. Any insurance coverage is the responsibility of the student and/or family. Parents are requested to contact the office immediately and report any injuries the student received at school. The HS/JH do not carry insurance coverage for athletic participation. Students must have proof of insurance before beginning practice for any sport.

### **School Lunches:**

Students may pay for lunches on weekly or longer bases. Payment for lunches will be made at the school office before and after school and during lunch. Students are encouraged to eat lunch (and breakfast) at school because of the shortness of the lunch period, the nutritional value of the provided meals, and expenses associated with eating out.

### **Substitute Teachers:**

Substitute teachers are essential and valuable personnel, as they provide students with continuous and consistent opportunities for advancement toward their educational goals. Students are reminded that substitutes are required to carry out the instructions of the regular classroom teacher, and their authority is valued the same as students' regular teachers. If a student has a question about the scope or rigor of an assignment, the student should reserve those questions for the regular classroom teacher, upon his or her return. When it is necessary for a substitute to be in charge of a classroom, student cooperation and courtesy is essential. Failure to act appropriately will result in disciplinary action, and referral to the principal may be necessary. Like any other staff member, inappropriate conduct toward a substitute teacher will result in negative consequences, up to and through suspension from school. Classroom teachers may have special penalties for misbehavior in a classroom with a substitute teacher.

### **Inclement Weather:**

If adverse weather conditions cause the cancellation of school for the day, the news will be broadcast over the radio as soon as the decision is made. If the decision is made before school opens for the day, the announcement will be made over KLMR (920 AM) and KWAY (105.7 FM) before 7 AM. The information will also be given to the Pueblo and Colorado Springs television stations. The closure will also be posted on the school web-site after the decision is made. The school district has a text messaging service for this as well. If you wish to be a part of this service, please sign up with the district office, which would require you to share your cell phone number with school personnel.

### **Activities:**

Springfield JH/HS offers programs designed to meet the needs of all interested students. This kind of programming is vital to the total educational experience of students, the student body, and the larger school community. Leadership, service, and athletic programming offers opportunities and value that the academic program, standing alone, does not always encompass. Students are encouraged to participate in as many extracurricular activities as possible.

Starting with the 2015-2016 school year, sixth grade students are allowed to participate in JH inter-scholastic athletic programming. Terms and conditions of eligibility and participation on the part of sixth graders are the same terms and conditions of all JH student-athletes. Sixth grade students will continue to be allowed to participate in JH inter-scholastic

programming this year as well.

Coaches and sponsors have team or program membership expectations. These include training rules and conduct expectations that go beyond the minimums set forth in any general code of conduct or organizational by-laws. These expectations shall be applied to decisions about on-going membership, amounts of playing time, awards and recognitions, and other benefits associated with co-curricular programming. The school district reserves the right to suspend and/or terminate a student's status in any elective membership for conduct deemed a serious violation of school policy.

**Sports and Activities Offered at the High School:**

Many of the same sports and activities at the HS are available at the JH. All students are encouraged to contact teachers and other school officials with questions about how they can get involved in school co-curricular programming.

<b><u>Fall</u></b>	<b><u>Winter</u></b>	<b><u>Spring</u></b>
Football	Basketball (Boys & Girls)	Baseball
Volleyball	Wrestling	Track (Boys & Girls)
Cheerleading	Cheerleading	

**Athletic Letters:**

Participants in HS athletics will have the opportunity to earn letters indicating their contributions to the program. Criteria for lettering in each sport will be determined by the coaches for the sports in question, as well as the "S" Club. Guidelines for appropriate patches and other incidental items to be worn on letter jackets will be determined by the "S" Club, sponsor, and coaches. Members of the "S" Club are required to adhere to guidelines as a requisite to membership in "S" Club.

**Clubs and Organizations at the High School:**

The following is a list of approved clubs at the HS. Participants in these activities are subject to the same eligibility and training rules as are those students participating in athletics. Some HS clubs and organizations have JH counter-parts. All students are encouraged to contact teachers and other school officials with questions about they can get involved in extra-curricular programming.

- Student Council
- Band (Pep Band)
- FCCLA
- Future Business Leaders of America (FBLA)
- HS Knowledge Bowl Team
- The Springfield Honor Society (Formally NHS)
- "S" Club
- Yearbook Staff
- JH Knowledge Bowl Team
- Rachel's Challenge
- FFA

**Student Leaders/Elections:**

Springfield students are encouraged to become involved in leadership activities. Holding an elective office is an honor and a privilege, and should be earned and sustained by positive involvement and hard work. A process for election of organization and class officers is outlined in the Student Council Constitution. The process will provide for consistency in the election procedure throughout the school and ensure that qualified students who want to be officers have the opportunity to declare their candidacy. Write-in candidates will not be allowed. Among other criteria, members of the core Student Council are required to have no less than a 2.75 GPA. Students wishing to hold class officer positions must have no less than a 3.0 GPA, and be willing and able to dedicate time to serving the student body, sponsors, and school leaders.

**Fund Raising and Expenditures:**

Fund raising activities may be carried on within the school by organizations officially chartered by the Student Council. An officially chartered organization is one with a sponsor, stable student membership, and a constitution and by-laws approved by the Student Council. In addition, organizations such as Booster Club, Music Backers, or other school related organizations may participate in this process.

All fund raising and expenditure activities must be approved in advance by the sponsor, administration, and Student Council. School Board policy prohibits any door-to-door or phone solicitation. The only exceptions are junior magazine sales and the annual staff activity of selling advertising for the yearbook.

The following procedure will be followed before a fund raising activity may begin:

1. Sponsor or class officer must pick up a Fund Raising Request form in the office.
2. The completed form, with anticipated date(s) of the event, purpose, and responsible parties, must be turned into the office no later than two calendar weeks prior to the event.
3. Administration will review and either approve or disapprove the fund raising application.
4. Disapproved requests will be returned to the responsible parties with reason(s) for disapproval.
5. Approved requests will be forwarded to the Student Council sponsor for final disposition. Student Council will meet and approve or disapprove the fund raising application. Reasons for disapproval will be noted and delivered to the authors of the application.
6. Approved and disapproved requests will be returned to the building administrator, and copies will be made. Approved events will be included on the master schedule.
7. Request forms, with signatures, will be returned to the responsible parties.
8. Sponsors and/or class officers must complete and submit a short evaluation of the project, which is to be entered into the fund-raising file.

All proceeds shall be promptly turned in to the office. Secretaries and/or treasurers are required to keep books denoting income and expenses of the organization. Entries and the ledger must be supervised by the sponsor and office staff. No organization may charge items without advance permission by the principal or designee.

#### **Student Activity Trips:**

All activity trips must be approved in advance by the administration. Students and sponsors are required to make activity trips in a school vehicle, driven by a Board-approved driver. Involved students are required to ride to and return from school activities in the school vehicle. Exceptions can be made through advance written communication with the student's parent/guardian. Students will be released only to return home with their parent/guardian unless advance arrangements have been made to allow a student to ride home with another parent/adult. Parent/guardians will be required to sign a form provided by school personnel stating their intent of taking responsibility for their child for the return trip. Students who violate school policy may be sent home at their parent's expense. Parents would be notified by school personnel and arrangements made for the safe return of the student. Students must be academically eligible in order to participate in a co-curricular trip.

Students who will miss regularly scheduled classes for an extra-curricular event will be responsible for completing an assignment form and submitting it to the office prior to departure for the event. Students failing to comply with this policy will still be accountable for any assignments given during this time. Upon their return to the classroom from the extra-curricular event, students are expected to turn in all assignments and complete all other class work given by the teacher. Students are required to observe all school rules, such as dress code expectations, while on an activity or athletic trip.

#### **School Dances:**

The following regulations apply to all school dances:

1. Dances are solely for currently enrolled Springfield students and their guests. Students must sign up their guests prior to the dance. A currently enrolled student may invite one guest. Currently enrolled students are responsible for the conduct of any non-student guest they invite. Springfield alumni are welcome to attend the Homecoming Dance, but are required to adhere to the same conduct regulations as current students. Out of town guests must complete and return to the principal the standard dance permission form that must be signed by an administrator from their particular school.
2. The sponsoring group must obtain an adequate number of sponsors as determined by the administration, the absolute minimum being one male and one female, not including the principal or designee.
3. All school regulations pertaining to student conduct and behavior, dress expectations, tobacco, alcohol, and drug use or possession apply to school dances.
4. No person shall be admitted to a dance after the dance has been in progress for one hour or more, unless prior arrangements have been made.
5. Anyone leaving the dance will not be readmitted and must immediately leave the campus.
6. Loitering at the doors or on school property is prohibited.
7. All functions must end no later than 12:00, midnight, with many functions concluding by 11:00 PM.
8. JH students are not allowed to attend HS dances.

### **Drug/Tobacco Free Schools:**

In accordance with the Drug Free School Act of 1989, Springfield JH/HS will continue to enforce strict expectations concerning student use of drugs, to include illegal drugs, look-alike drugs, alcohol, tobacco, e-cigarettes, and unnatural performance enhancing substances. In an effort to maximize student understanding of the dangers of drugs, Springfield schools will provide an age-appropriate drug and alcohol educational program and information about drug and alcohol counseling. In accordance with state legislation, Springfield RE-4 has adopted a tobacco-free policy for the entire school campus, for students, staff, and guests, to include school vehicles as well.

The Board, administration, and staff of the Springfield schools are committed to a drug-free campus, and any student suspected of any involvement with drugs will be disciplined according to the consequences listed in the student conduct section of this handbook, as well as possible prosecution by judicial authorities. Students should be aware that district standards prohibit any possession, sale, transfer, attendance under the influence of, or other use of drugs or drug-related items while on school property or attending school events, home or away. For the purpose of this section, alcohol in any form will be considered an illegal substance, namely a drug. Any student found under the influence, using, or in possession of tobacco, alcohol, illegal drugs, or drug paraphernalia will be subject to suspension or expulsion.

The school reserves the right to substitute initial disciplinary action for tobacco use with a prescribed cessation program.

### **Student Code of Ethics Statement:**

The success of any organization is directly related to its level of ethical behavior, as typically expressed in a Code of Ethics. Our Code of Ethics recognizes that every student is responsible for both the integrity and the consequences of his/her actions. The highest standards of honesty, integrity, and fairness must be attended to by each student when engaging in any activity that defines him/her as a representative of Springfield JH and/or HS, particularly in relationships with other students, faculty, the public, guests, competitors, and other team members. We expect that no student will involve themselves in any activity that is (or gives the appearance of being) improper or detrimental, illegal or immoral, or that could in any way negatively impact the positive image of Springfield schools. In order to promote ethical behavior, students are expected to inform school officials when they observe unsafe or illegal, improper or detrimental, dishonest or suspicious conduct.

### **Athletic and Activity Expectations:**

Each sponsor and/or coach will be responsible for setting specific expectations and regulations, informing participants of those commitments, and enforcing the predetermined consequences. The following is a general list of expectations for all athletics/activities:

1. Maintain grade eligibility requirements.
2. Attend all mandatory practices and meetings.
3. Remain drug, alcohol, and tobacco-free.
4. Present self as a positive role model at all times.
5. When representing Springfield schools, "Dress for Success."
6. Always support other team members, the team, the coach, other organizations, and the school as a whole.
7. Maximize your efforts on behalf of yourself and your school.
8. Set positive goals, act positively and in the best interests of others, and practice the habits of scholarship, sportsmanship, and leadership.

### **Athletic/Activity Rules:**

Student-athletes in all sports and activities will be expected to adhere to the following rules regarding the use of tobacco, alcohol, and drugs. Tobacco, Alcohol and Drugs Infraction: An athlete is not to consume alcohol, or use drugs or tobacco products, or be present on unlicensed premises where drugs or alcohol are being consumed without the direct supervision of parents/guardians.

1<sup>st</sup> Offense: 1 week, not to exceed 2 games.

2<sup>nd</sup> Offense: Athlete is done for that sport season. If the remainder of that season is less than 50%, the suspension will carry over into the next sport season.

3<sup>rd</sup> Offense: The athlete is suspended from all athletic/activities for 365 days from the date of the offense. The athlete (in a career) may apply for a reduction in the penalty, if an approved Tobacco, Alcohol and Drug program is completed. This class must be approved by the administration in advance of beginning the program and shall be completed at the cost of the student. If completed and approved, the penalty may be reduced to the penalty for a 2<sup>nd</sup> offense. Offenses are accumulative, and will be applied to a student's entire athlete's career. For example, a student-athlete violates during a fall sport as a freshman, and violates during a winter sport as a sophomore, and violates again

during a spring sport as a junior, a 3<sup>rd</sup> offense has been committed.

### **Athletic Curfew:**

Student-athletes are expected to take steps to ensure they are ready to perform at their best, as well as model appropriate behavior in public. Student-athletes should understand the importance of good rest and how it is essential for maximized performance. Student-athletes shall abide by the following curfews:

Weekdays: 10:00 PM. Nights before contests, 9:00 PM. Weekends, 12:00 AM.

An athlete that is found to be in violation of the curfew will jeopardize their chance of participating for the next contest and may be subject to consequences as determined by the head coach of that particular sport. Student-athletes should be aware that playing time could be affected by this violation.

### **Junior High General Policies:**

1. JH students are to remain in the JH portion of the building, except when attending a class in a HS classroom or visiting the office on proper business. JH students are not to be in the HS hallways during passing periods, unless absolutely necessary.
2. JH students eating in the lunchroom must remain on campus through the lunch hour and, upon dismissal from the lunchroom, must report to the area just south and east of the junior high portion of the building, except during inclement weather. Students are not to re-enter the building without permission during lunch hour. In the case of especially inclement weather, JH students will be allowed to re-enter the high school through Room 3 and go to the west end of the gymnasium. Students should always follow the instructions of staff and other supervisors.
3. JH students may not leave the campus during lunch period, unless they go home to eat and are picked up by their parents. JH students may not eat downtown unless they travel with their parents. Because the lunch period is so short, it is recommended that all JH students eat in the lunchroom.
4. Special activities may be provided for JH students on a periodic basis.
5. JH students are subject to the same regulations and expectations required of HS students. Please study the information contained in this handbook.
6. JH students are expected to conduct themselves in a manner conducive to good citizenship at all times.

### **Drug and Alcohol Abuse:**

During the initial stages of alcohol or other drug use, there is often little evidence that a child is using it. Any of these signs can easily be confused with "normal" adolescent behavior or other health dysfunction. Caution must be taken to refrain from jumping to conclusions and over-reacting. It is critical to be alert, however, and to know that a combination of the following characteristics might be cause for concern and investigation.

1. A drop in grades. This could be a slow decline in the past six months to a year, or a very sudden drop.
2. Switching friends. Are you seeing a different set of friends around the house? Is your child not bringing friends home or is he/she spending an unusual amount of time away from home? Are you seeing more of the friends to whom you object?
3. Emotional highs and lows. Is your child easily upset or seem depressed? Does he/she change emotional states rapidly? Does he/she seem as happy as he/she used to be? Is emotional affect flat?
4. Defiance to rules and regulations. Does your child continually push limits around the house?
5. Secretiveness. Has your child become secretive? Is he/she not sharing any or very little of his/her personal life?
6. Loss of initiative. Does your child seem to have less energy? Is he/she sleeping more or less than usual?
7. Withdrawing from family functions. Does your child seem to have lost interest in family activities such as camping, church, and meals?
8. Change in physical hygiene. Has your child become sloppy and careless in dress and manners? Is he/she wearing the same clothes frequently, and appears "frumpy?"
9. Not informing you of school activities. Does your child share what goes on at school (i.e., open house, events, or problems)?
10. Excuses for staying out late. Does your child come home on time? Has he/she not come home at all? Does he/she give constant excuses for being late, and shift blame to others?
11. Isolation. Does your child spend a lot of time alone in his/her room, isolated from family members or friends?
12. Suspicion of money or alcohol missing. Has money or alcohol turned up missing around the house?
13. Selling possessions. Does your child seem to have money, but no job?
14. Feeling manipulated. Does your child play you against your spouse, or visa versa?
15. Weight changes. Has your child experienced a sudden or drastic weight change? Does your child live on junk food?



## POLICIES

File: JICC-R (Also EEAEC-R)

### **Student Conduct on Buses**

To insure the safety and comfort of all passengers, the following rules will be strictly enforced:

1. Before boarding a bus, students must stand back until the bus comes to a complete stop and the driver opens the door.
2. Passengers must enter and exit the bus carefully without pushing or shoving.
3. Passengers must remain seated while the bus is moving.
4. Passengers will keep their head, hands, feet (their entire body) inside the bus.
5. Profane, foul and disrespectful language is forbidden.
6. Use of tobacco in any form is prohibited.
7. Use of alcohol and controlled substances (drugs) is prohibited.
8. Nothing is to be thrown to or at another person on the bus.
9. Shooting spit wads is prohibited.
10. Squirting water or other liquids is prohibited.
11. Passengers must be completely silent while the bus is stopped before crossing a railroad track.
12. Passengers must deposit all trash and litter in the container at the front of the bus.
13. Passengers must sit in the seat assigned by the driver if a seat has been assigned.
14. Disruptive behavior or any type is forbidden and will not be tolerated.
15. Passengers must not open the emergency door except in case of emergency.
16. When leaving the bus, passengers must use great caution and follow procedures outlined by the bus driver and school officials.

School buses are public property and must be respected as such. Repairs required because of malicious mischief or vandalism will be charged to the person(s) causing the damage.

The driver has full authority and responsibility of maintaining order and discipline needed to insure the safe operation of the bus.

Those riding the bus have the obligation of keeping noise at a level that does not bother the driver and other passengers. This insures greater safety for everyone riding the bus.

Rules may be required in addition to those listed above. Should this prove true, the driver has the right upon approval of the transportation director to take any additional action required for the safety and comfort of bus passengers.

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File: JBB\*

### **Sexual Harassment**

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

#### **District's commitment**

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

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

#### **Sexual harassment Prohibited**

Unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal or physical conduct of a sexual nature may constitute sexual harassment, even if the harasser and the student being harassed are the same sex and whether or not the student resists or submits to the harasser, when:

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

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

Any conduct of a sexual nature directed by a student toward a staff member or by a staff member to a student is presumed to be unwelcome and shall constitute sexual harassment.

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

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

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

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

### **Reporting, Investigating and Sanctions**

Sexual harassment cannot be investigated or corrected by the district until the district is made aware of such harassment. Therefore, students are encouraged to report all incidences of sexual harassment to a teacher, counselor or principal in their school building and file a formal grievance, through the complaint process (AC-R). All reports and indications from students, district employees and third-parties shall be forwarded to the compliance officer.

If the alleged harasser is the person designated as the compliance officer, an alternate compliance officer will be appointed by the superintendent to investigate the matter.

All matters involving sexual harassment reports shall remain confidential to the extent possible as long as doing so does not preclude the district from responding effectively to the harassment or preventing future harassment. Filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect grades.

In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred shall be investigated.

Any student found to have engaged in sexual harassment shall be subject to discipline, including but not limited to, being placed under a remedial discipline plan, suspension or expulsion, subject to applicable procedural requirements and in accordance with applicable law. Conduct of a sexual nature directed toward students shall, in appropriate circumstances, be reported as child abuse for investigation by appropriate authorities in conformity with policy JLF.

### **Notice and training**

Notice of this policy shall be circulated to all district schools and departments and incorporated in all student handbooks.

All students and district employees shall receive periodic training related to recognizing and preventing sexual harassment. District employees shall receive additional periodic training related to handling reports of sexual harassment.

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File: JBB\*-R

### **Sexual Harassment (Grievance Procedure)**

1. Students who believe they have been subject to sexual harassment will report the incident to any teacher, counselor or principal in their school building or to Superintendent, who will be referred to as the grievance officer. All reports received by teachers, counselors, principals or other district employees will be forwarded to the grievance officer. If the alleged harasser is the person designated as the grievance officer, an alternate grievance officer will be appointed by the superintendent to investigate the matter.
2. Upon receiving a report, the grievance officer will confer with the student who has allegedly been harassed as soon as is reasonably possible, but in no event more than 2 days from receiving the report, in order to obtain a clear understanding of the basis of the complaint and to discuss what action the student is seeking. The student's parents/guardians will also be contacted and kept informed regarding progress of the investigation.
3. At the initial meeting with the student, the grievance officer will explain the avenues for informal and formal action and provide a description of the grievance procedure. The grievance officer will also explain that whether or not the student files a formal grievance or otherwise requests action, the district is required by law to take steps to correct the harassment and to prevent recurring harassment or retaliation against anyone who makes a harassment report or participates in an investigation. The grievance officer will also explain to the student that any request for confidentiality will be honored so long as doing so does not preclude the school from responding effectively to the harassment and preventing future harassment.

4. Following the initial meeting with the student, the grievance officer will attempt to meet with the alleged harasser and his or her parents/guardians in order to obtain a response to the reported harassment and will investigate the matter in accordance with policy JBB\*. The grievance officer will complete the investigation within 14 days of the initial meeting with the student.
5. Within 7 days of completing the investigation, the grievance officer will determine whether the matter should proceed formally or informally. On the basis of the grievance officer's investigation and if the student requests that the matter be resolved in an informal manner and the grievance officer agrees that the matter is suitable for such resolution, the grievance officer may attempt to resolve the matter informally through conciliation.
6. If the student requests a formal grievance process, the grievance officer will transfer the record to the superintendent or designee for formal resolution within 7 days of completing the investigation, and so notify the parties by certified mail.
7. After reviewing the record made by the grievance officer, the superintendent or designee may gather additional evidence necessary to decide the case. Within 14 days of receiving the record, the superintendent or designee will announce any sanctions or other action deemed appropriate, including recommendations to the Board for disciplinary or other action.
8. Whether or not a formal grievance was filed, the district will take all reasonable steps necessary to end the harassment, to make the victim whole by restoring lost educational opportunities, to prevent harassment from recurring and to prevent retaliation against anyone that reports sexual harassment or participates in a harassment investigation.
9. All parties, including the parents/guardians of all students involved, will be notified by the superintendent of the final outcome of the investigation and all steps taken by the district.
10. At any time, the student making a report of sexual harassment may request an end to the informal process and begin the formal grievance process.

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File: JIC

### **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 responsible, contributing members of society.

The Board in accordance with state law shall adopt a written student conduct and discipline code based upon the principle that every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority. The code also shall emphasize that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action.

All Board-adopted policies and Board-approved regulations containing the letters "JIC" in the file name shall be considered as constituting the conduct section of the legally-required code.

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

The rules shall not infringe upon constitutionally protected rights, shall be clearly and specifically described, shall be printed in a handbook or some other publication made available to students and parents/guardians, and shall have an effective date subsequent to the dissemination of the published handbook.

The superintendent shall arrange to have the conduct and discipline code distributed once to each student in elementary, middle, junior high and high school and once to each new student in the district. Copies shall be posted in each school of the district. In addition, any significant change in the code shall be distributed to each student and posted in each school.

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 school property, and the rights and welfare of other students. 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 established rules of conduct.

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File: JICDA

### **Code of Conduct**

The principal may suspend or recommend expulsion of a student who engages in one or more of the following activities while in school buildings, on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district sponsored activity or event and off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event..

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.

3. Commission of any act which if committed by an adult would be robbery or assault as defined by state law. Expulsion shall be mandatory in accordance with state law except for commission of third degree assault.
4. Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of students or staff.
5. Violation of district policy or building regulations.
6. Violation of the district's policy on weapons in the schools. Expulsion shall be mandatory for carrying, bringing, using or possessing a dangerous weapon without the authorization of the school or school district, in accordance with state law.
7. Violation of the district's alcohol use/drug abuse policy. Expulsion shall be mandatory for sale of drugs or controlled substances, in accordance with state law.
8. Violation of the district's violent and aggressive behavior policy.
9. Violation of the district's tobacco-free schools policy.
10. Violation of the district's policy on sexual harassment.
11. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
12. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
13. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
14. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
15. Lying or giving false information, either verbally or in writing, to a school employee.
16. Scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
17. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.
18. Behavior on or off school property which is detrimental to the welfare or safety of other students or school personnel.
19. Repeated interference with the school's ability to provide educational opportunities to other students.
20. 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.
21. Violation of the district's dress code policy.
22. Violation of the district's policy on Student Expression.
23. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.

Each principal shall post a copy of these rules in a prominent place in each school and shall distribute a copy to each student. Copies also shall be available to any member of the public upon request.

File: JICF-R

### **Secret Societies/Gang Activity**

At the principal's discretion, staff members may use the following techniques to discourage the influence of gangs:

1. Any student wearing or carrying overt gang paraphernalia or making gestures that symbolize gang affiliation will be referred to the principal or designee. The student's parents/guardians will be contacted and the student sent home to change clothes if necessary.
2. Any gang graffiti on school premises will be quietly removed, washed down or painted over as soon as discovered.
  - a. Daily checks for graffiti will be made throughout the campus, including restroom walls and doors.
  - b. Graffiti will be photographed before it is removed. These photographs will be shared with local law enforcement authorities and used in future disciplinary or criminal action against the offenders.
3. Classroom and after-school programs at each school will be designed to enhance individual self-esteem, provide positive reinforcement for acceptable behavior and foster interest in a variety of wholesome activities.
4. Staff members will actively promote membership in authorized student organizations that can provide students companionship, safety and a sense of purpose and belonging.

#### **Gang prevention education**

Gang prevention instruction offered in the schools will:

1. Explain the dangers of gang membership
2. Include lessons or role-playing workshops in nonviolent conflict resolution and gang avoidance skills
3. Promote constructive activities available in the community
4. Involve students in structured, goal-oriented community service projects
5. Encourage positive school behavior

Gang prevention lessons may be taught jointly by teachers and law enforcement officers.

### **Community outreach**

Gang prevention classes or counseling offered for parents/guardians will address the following topics:

1. Dangers of gang membership
2. The nature of local gang apparel and graffiti
3. Ways to deal effectively with one's children
4. Warning signs which may indicate that children are at risk of becoming involved with gangs

Community programs offered for staff, parents/guardians, churches, city officials, business leaders and the media will address:

1. The scope and nature of local gang problems
2. Ways that each segment of the community can help to alleviate these problems

### **Intervention measures**

Staff members will make every effort to assimilate gang-oriented students into the academic, extracurricular and social mainstream and into work experience programs. To this end:

1. Staff members will be provided with the names of known gang members.
2. Insofar as possible, classroom teachers will assign individual gang-oriented students to cooperative learning groups in which they may work toward common goals with students who are not members of their gang.
3. Students who seek help in rejecting gang associations may be referred to community-based gang suppression and prevention organizations.

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File: JICF

### **Secret Societies/Gang Activity**

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

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

The superintendent or designee shall provide inservice training to help staff members identify gangs and gang symbols, recognize early manifestations of disruptive activities and respond appropriately to gang behavior. Staff members shall be informed about conflict management techniques and alerted to intervention measures and community resources which may help students.

### **Gang symbols**

The Board prohibits the presence on school premises, in school vehicles and at school-related activities of any apparel, jewelry, accessory, notebook or manner of grooming which by virtue of its color, arrangement, trademark or any other attribute denotes membership in gangs which advocate drug use, violence or disruptive behavior. This policy shall be applied at the principal's discretion after consultation with the superintendent or designee as the need for it arises at individual school sites.

### **Prevention education**

The Board realizes that many students become involved in gangs without understanding the consequences of gang membership. Early intervention is a key component of efforts to break the cycle of gang membership. Therefore gang violence prevention education in the schools shall start with students in third grade.

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File: JICH

### **Drug and Alcohol Use by Students**

Springfield School District RE-4 shall promote a healthy environment for students by providing education, support and decision making skills in regard to alcohol, drugs and other controlled substances and their abuse. In order to accomplish this goal, a cooperative effort must be made among the schools, parents/guardians, community and its agencies.

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

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

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

This policy shall apply to any student who is on school property, in attendance at school, in a school vehicle or taking part in any-school sponsored or sanctioned activity or whose conduct at any time or place interferes with the operations of the district or the safety or welfare of students or employees.

Students violating this policy shall be subject to disciplinary sanctions which may include suspension and/or expulsion from school and referral for prosecution. Expulsion shall be mandatory for sale or distribution of drugs or other controlled substances, in accordance with state law.

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

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

Whenever possible in dealing with student problems associated with drug and alcohol abuse, school personnel shall provide parents/guardians and students with information concerning education and rehabilitation programs which are available. Information provided to students and/or parents about community substance abuse treatment programs or other resources shall be accompanied by a disclaimer to clarify that the school district assumes no financial responsibility for the expense of drug or alcohol assessment or treatment provided by other agencies or groups unless otherwise required.

The district shall provide all students and parents/guardians with a copy of this policy and its accompanying procedures on an annual basis.

The Board shall conduct a periodic review of its drug prevention program to determine its effectiveness, to implement any required changes and to ensure that the disciplinary sanctions required are consistently enforced.

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File: JICH-R

### **Drug and Alcohol Use by Students**

In accordance with the accompanying policy, the following procedures are established for disciplining students for alcohol- or drug-related misconduct.

#### **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 he will remain under observation.

#### **Possession**

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

1. A staff member who comes in contact with evidence and/or contraband must notify the principal or designee immediately.
2. A staff member who has reasonable cause to believe that a student possesses alcohol, any controlled substance or drug-containing paraphernalia in violation of Board policy will request that the student accompany him to the principal or designee. If the student refuses, the staff member will notify the principal or designee immediately.

3. The principal or designee will attempt to obtain evidence by requesting it directly from the student or through search procedures as outlined in Board policy.
4. The principal or designee will place any evidence in an envelope or alternative container as necessary which will be sealed, dated and initialed by the individual who originally obtained the materials and by the principal or designee. The evidence then will be placed in the school safe.
5. The principal or designee will call appropriate law enforcement officials in each instance of possession or sale of controlled substances by a student. A mutual decision will be made as to retention of the contraband by the school or testing by the authorities.
6. When there is evidence of a student possessing illegal drugs, the student will be suspended and the parent/guardian notified.

**First Offense for Use and/or Possession**

1. The student will receive three days out-of-school suspension, and a parent/guardian conference will be scheduled prior to readmittance.
2. Parent/guardian and student will be provided information concerning voluntary drug and alcohol treatment programs.
3. The student may elect to participate in a voluntary drug/alcohol abuse-counseling program with attendance verification submitted to the school administration. Upon choice of this option, the student will be readmitted. If counseling is not elected, the student may be suspended from school for an additional five days by the superintendent. The student and parent /guardian must attend a readmission conference during the suspension. At the end of the five days, the student will be readmitted.
4. The principal or designee will attempt to develop with the parent/guardian and the student a procedure that will outline the responsibilities of the parent/guardian, the student and the school in an effort to keep any further offenses from occurring.

**Second Offense for Use and/or Possession**

The student will be recommended for expulsion.

**Distribution**

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

1. If an employee witnesses an act in which alcohol, drugs, other controlled substances or drug-containing paraphernalia are being transferred from one student to another, the staff member will immediately attempt to detain the student and request that the student accompany the staff member to the principal or designee. If the student refuses, the staff member will notify the principal or designee immediately.
2. The principal or designee will attempt to obtain evidence by requesting it directly from the student or through search procedures in accordance with Board policy.
3. Any student, who distributes, trades, exchanges, or sells controlled substances, will be expelled.

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

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File: JK

**Student Discipline**

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

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

The Board in accordance with state law has adopted a written student conduct and discipline code based upon the principle that every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority. The code also emphasizes that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action.

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

**Immunity for enforcement of discipline code**

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

A teacher or any other person acting in good faith and in compliance with the discipline code adopted by the Board shall be immune from criminal prosecution or civil liability unless the person is acting willfully or wantonly.

### **Remedial discipline plans**

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

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

Students who have been suspended three times for causing a material and substantial disruption in the classroom, on school grounds, in school vehicles or at school activities or events three times during the school year in violation of their individual remedial discipline plans shall be declared habitually disruptive students. Any student enrolled in the district's schools may be subject to being declared a habitually disruptive student. Declaration as a habitually disruptive student may result in the student's expulsion.

### **Distribution of conduct and discipline code**

The superintendent shall arrange to have the conduct and discipline code distributed once to each student in elementary, middle, junior high and high school and once to each new student in the district. Copies shall be posted in each school of the district. In addition, any significant change in the code shall be distributed to each student and posted in each school.

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

**Student Discipline  
(Remedial Discipline Plans)**

**Remedial discipline plans**

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

**Habitually disruptive students**

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

1. The principal will inform the superintendent if a student is suspended for a second time for causing a material and substantial disruption.
2. The student and the parent/guardian will be notified in writing of each suspension which counts toward declaring the student habitually disruptive. The student and parent/guardian will also be notified in writing and by telephone or other oral communication of the definition of "habitually disruptive student."
3. District procedures for expulsion may be initiated when the student is suspended for the third time. The period of suspension will be extended, if necessary, to conduct an expulsion proceeding.

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File: JKD/JKE

**Suspension/Expulsion of Students**

The Board of Education shall provide due process of law to students, parents/ guardians and school personnel through written procedures consistent with law for the suspension or expulsion of students and the denial of admission.

As an alternative to suspension, the principal or designee may permit the student to remain in school with the consent of the student's teachers if the parent/guardian attends class with the student for a period of time specified by the principal or designee. If the parent/guardian does not agree or fails to attend class with the student, the student shall be suspended in accordance with the accompanying regulations.

This alternative to suspension shall not be used if expulsion proceedings have been or are about to be initiated or if the principal or designee determines that the student's presence in school, even if accompanied by a parent/guardian, would be disruptive to the operations of the school or be detrimental to the learning environment.

**Delegation of authority**

1. The Board of Education delegates to the principals of the school district or to a person designated in writing by the principal the power to suspend a student in that school for not more than five school days on the grounds stated in C.R.S. 22-33-106 (1) (a), (1) (b), (1) (c) or (1) (e) or not more than 10 school days on the grounds stated in C.R.S. 22-33-106 (1) (d) unless expulsion is mandatory under law (see exhibit coded JKD/JKE-E), but the total period of suspension shall not exceed 25 school days.

2. The Board of Education delegates to the superintendent of schools the authority to suspend a student, in accordance with C.R.S. 22-33-105, for an additional 10 school days plus up to and including an additional 10 days necessary in order to present the matter to the Board.
3. Unless otherwise determined by the Board, the Board of Education delegates to the superintendent of schools or to a designee who shall serve as a hearing officer the authority to deny admission to or expel for any period not extending beyond one year any student whom the superintendent, in accordance with the limitations imposed by Title 22, Article 33, of the Colorado Revised Statutes, shall determine does not qualify for admission to or continued attendance at the public schools of the district. If the hearing is conducted by a designee serving as a hearing officer, the hearing officer shall prepare findings of fact and recommendations for the superintendent at the conclusion of the hearing. The superintendent shall render a written opinion in the expulsion matter within five days after the hearing whether the hearing is conducted by the hearing officer or the superintendent.

The superintendent shall report on each case acted upon at the next meeting of the Board, briefly describing the circumstances and the reasons for action taken. Such denial of admission or expulsion by the superintendent shall be subject to appeal to the Board. The appeal shall consist of a review of the facts that were presented, arguments relating to the decision and questions of clarification from the Board.

### **Expulsion for unlawful sexual behavior or crime of violence**

**When a petition is filed in juvenile court or district court that alleges a student between the ages of 12 to 18 years has committed an offense that would constitute unlawful sexual behavior or a crime of violence if committed by an adult, basic identification information, as defined in state law, along with the details of the alleged delinquent act or offense, is required by law to be provided immediately to the school district in which the juvenile is enrolled.**

**The information shall be used by the Board of Education to determine whether the student has exhibited behavior that is detrimental to the safety, welfare, and morals of the other students or school personnel and whether educating the student in the school may disrupt the learning environment in the school, provide a negative example for other students, or create a dangerous and unsafe environment for students, teachers, and other school personnel. The Board shall take appropriate disciplinary action, which may include suspension or expulsion, in accordance with the student code of conduct and related policies.**

### **Annual reports**

The Board annually shall report to the State Board of Education the number of students expelled from district schools for disciplinary reasons or for failure to submit certificates of immunization. Expelled students shall not be included in calculating the dropout rate for the school or the district.

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### **Grounds for Suspension/Expulsion**

According to Colorado Revised Statutes 22-33-106 (1) (a-e) and 3 (e), the following shall be grounds for suspension or expulsion from a public school:

1. Continued willful disobedience or open and persistent defiance of proper authority.
2. Willful destruction or defacing of school property.
3. Behavior on or off school property which is detrimental to the welfare or safety of other pupils or of school personnel including behavior which creates a threat of physical harm to the child or other children.
4. Declaration as a habitually disruptive student for which expulsion shall be mandatory.
  - a. For purposes of this paragraph, "habitually disruptive student" means a child who been suspended pursuant to paragraph (1), (2), (3), or (5) of this exhibit three times during the course of the school year for causing a material and substantial disruption in the classroom, on school grounds, in school vehicles or at school activities or events because of behavior that was initiated, willful and overt on the part of the child. Any student who is enrolled in a public school may be subject to being declared a habitually disruptive student.
  - b. The student and the parent, legal guardian, or legal custodian shall have been notified in writing of each suspension counted toward declaring the student as habitually disruptive and the student and parent, legal guardian, or legal custodian shall have been notified in writing and by telephone or other means at the home or the place of employment of the parent or legal guardian of the definition of "habitually disruptive student" and the mandatory expulsion of such students.
5. Serious violations in a school building or in or on school property for which suspension or expulsion shall be mandatory.
 

Expulsion is mandatory for:

  - a. the sale of a drug or controlled substance as defined in C.R.S. 12-22-303

- b. the commission of an act which if committed by an adult would be robbery pursuant to Part 3, Article 4, Title 18, C.R.S. or assault pursuant to Part 2, Article 3, Title 18, C.R.S. other than the commission of an act that would be third degree assault under C.R.S. 18-3-204 if committed by an adult.
- c. the carrying, bringing, using or possessing a dangerous weapon without the authorization of the school or school district, except that if a student discovers that he or she has carried, brought or is in possession of a dangerous weapon and the student notifies a teacher, administrator or other authorized person in the school district, and as soon as possible delivers the dangerous weapon to that person, expulsion shall not be mandatory.

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

- 1) A firearm, whether loaded or unloaded, or a firearm facsimile that could reasonably be mistaken for an actual firearm.
  - 2) Any pellet or BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
  - 3) A fixed blade knife with a blade that measures longer than three inches in length or a spring loaded knife or a pocket knife with a blade longer than three and one-half inches.
  - 4) Any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury.
- 6. Repeated interference with a school’s ability to provide educational opportunities to other students.
  - 7. Failure to comply with the provisions of Part 9, Article 4, Title 25, C.R.S. (immunization requirements). Any suspension, expulsion or denial of admission for such failure to comply shall not be recorded as a disciplinary action but may be recorded with the student’s immunization record with an appropriate explanation.

According to C.R.S. 22-33-106 (2), subject to the district’s responsibilities under the Exceptional Children’s Education Act (*see policy JK\*-2, Discipline of Students with Disabilities*), the following shall be grounds for expulsion from or denial of admission to a public school or diversion to an appropriate alternate program:

- 1. Physical or mental disability such that the child cannot reasonably benefit from the programs available.
- 2. Physical or mental disability or disease causing the attendance of the child suffering therefrom to be detrimental to the welfare of other students.

File: JRA/JRC

### **Student Records/Release of Information on Students**

#### **1. Content and custody of records/information**

Student education records in all formats and media, including photographic and electronic may contain, but will not necessarily be limited to, the following information: identifying data; academic work completed; level of achievement (grades, standardized achievement test scores); attendance data; scores on standardized intelligence, aptitude and psychological tests; interest inventory results; health and medical information; family background information; teacher or counselor ratings and observations, reports of serious or recurrent behavior patterns, and any individual education program (IEP).

Education records do not include records maintained by a law enforcement unit of the school or school district that are created by that unit for the purpose of law enforcement.

Nothing in this policy shall prevent administrators, teachers or staff from disclosing information derived from personal knowledge or observation and not derived from a student’s education records.

All requests for inspection and review of student education records and requests for copies of such records, as well as disclosure of personally identifiable information except as provided by law, shall be maintained as a part of each student’s record.

The principal is the official custodian of student records in his or her building.

#### **2. Access to records by parent**

A parent/guardian (“parent”) has the right to inspect and review their child’s education files. However, if a student is 18 years old or older (“eligible student”), the student may inspect or review his or her own records and provide written consent for disclosure of such records and personally identifiable information therein. If an eligible student is a dependent for federal income tax purposes, the parents/guardians are also entitled along with the student to access his/her child’s educational records despite the lack of written consent from the eligible student.

During inspection and review of student records by a parent or eligible student and when requested by them, the principal will provide personnel necessary to give explanations and interpretations of the student records.

In all cases where access to student records is requested, except as provided in this policy, a written request to see the files must be made by the parent or eligible student. The principal, upon receipt of the written request, shall provide access to inspect and review the records and set a date and time for such inspection and review. In no case will the date set be more than three working days after the request has been made.

The parent or eligible student shall examine the student's records in the presence of the principal and/or other person(s) designated by the principal.

Only licensed personnel such as the assistant principal or counselor may be so designated.

The record itself shall not be taken from the school building. However, upon request, one copy of the record shall be provided within a reasonable time to the parent or eligible student at a cost of 10 cents per page.

### **3. Requesting records from other school districts**

When a student transfers to this school district from another district, the receiving school shall request the student's records from the transferring district if the records have not already been forwarded to the receiving school.

### **4. Transferring records to other school districts/post secondary institutions**

Student records, including disciplinary records, may be transferred without consent to officials of another school, school system, or post secondary institution that has requested the records and in which the student seeks or intends to enroll. The district will provide a copy of the record to the eligible student or student's parents if so requested.

### **5. Requesting and receiving information and records from state agencies**

Within the bounds of state law, school district personnel shall seek to obtain such information regarding students as is required to perform their legal duties and responsibilities, including protecting public safety and the safety of the student. Such information may be obtained from the judicial department or any state agency that performs duties and functions under the Colorado Children's Code.

School district personnel receiving such information shall use it only in the performance of their legal duties and responsibilities and shall otherwise maintain the confidentiality of all information obtained.

If such information is shared with another school or school district to which a student may be transferring, it shall only be shared in compliance with the requirements of federal law, including the Family Education Rights and Privacy Act of 1974 ("FERPA").

### **6. Request to amend education records**

A parent or eligible student may ask the district to amend a record they believe is inaccurate, misleading or otherwise violates the privacy rights of the student by writing to the school principal [or appropriate school official] clearly identifying the part of the record they want changed and specifying why it is inaccurate, misleading or otherwise violates the privacy rights of the student. The request to the principal to amend a student's records must be made in writing within 10 school days of the date the records were first examined.

If the principal, after consulting with any other person having relevant information, decides not to amend the record as requested by the parent or eligible student, the principal shall notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures shall be provided to the parent or eligible student when notified of the right to a hearing.

A request for a formal hearing must be made in writing and addressed to the superintendent of schools. The response to the request shall be mailed within 10 school days. The hearing shall be held in accordance with the following:

- a. The hearing will be held within 15 school days after receipt of the request. Notice of the date, place and time of the hearing will be forwarded to the parent or eligible student by certified mail.
- b. The hearing will be conducted by a principal or higher administrative official as designated in writing by the superintendent. The official conducting the hearing shall not be the principal who made the initial decision nor shall it be anyone with a direct interest in the outcome of the hearing.

- c. Parents or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of their choice at their own expense, including an attorney.
- d. The official designated above shall make a decision in writing within 10 school days following the conclusion of the hearing and shall notify the parent or eligible student of that decision by certified mail.
- e. The decision of the official shall be based upon the evidence presented at the hearing and shall include a summary of the evidence and the reason for the decision.
- f. The decision shall include a statement informing the parents or eligible student of their right to place in the student records a statement commenting upon the information in the records and/or setting forth any reason for disagreement. Any explanation placed in the records shall be maintained by the school district. If the student record is disclosed by the school to any other party, the explanation shall also be disclosed to that party.

**7. Disclosure with written consent**

**Whenever the district is required by law or policy to seek written consent prior to disclosing personally identifiable information regarding a student, the notice provided to the parent/guardian or eligible student shall contain the following:**

- a. The specific records to be released
- b. The specific reasons for such release
- c. The specific identity of any person, agency or organization requesting such information and the intended uses of the information
- d. The method or manner by which the records will be released
- e. The right to review or receive a copy of the records to be released

Parent or eligible student consent shall only be valid for the specific instance for which it was given.

Consent for a student to participate in any course, school activity special education program or in any other school program shall not constitute the specific written consent required.

**All signed consent forms shall be retained by the school district.**

**7. Disclosure without written consent**

The district will disclose personally identifiable information from student records without written consent of the parent or eligible student only to those persons or entities allowed under federal or state law to receive such information.

The school district may disclose group scholastic achievement data from which the individual cannot be identified without written consent of the parent or eligible student. Another circumstance that permits disclosure without written consent is disclosure to a school official within the district having a legitimate educational interest in the education record or the personally identifiable information contained therein.

For purposes of this policy, a “School Official” is a person employed by the district as an administrator, supervisor, teacher or support staff member, a person serving on the Board of Education; a person or company with whom the district has contracted to perform specialized tasks (such as attorneys, auditors, consultants and health care providers); or a parent’guardian or student serving on an official committee or assisting another school official in performing his or her tasks.

A school official has a “legitimate educational interest” if disclosure to the official is:

- 1. Necessary for that official to perform appropriate tasks that are specified in his or her position description or by a contract agreement.
- 2. Used within the context of official district business and not for purposes extraneous to the official’s areas of responsibility.
- 3. Relevant to the accomplishment of some task or to a dererminatioin about the student, an
- 4. Consistent with the purposes for which the data are maintained.

Other circumstances that permit disclosure without written consent are listed in the notice to parents and student of rights concerning students records (JRA/JRC-E-1)

**8. Disclosure of disciplinary information to school personnel**

In accordance with state law, the principal or designee is required to communicate disciplinary information concerning any student enrolled in the school to any teacher who has direct contact with the student in the classroom and to any counselor who has direct contact with the student. The purpose of this requirement is to keep school personnel apprised of situations that could pose a risk to the safety and welfare of others.

Any teacher or counselor to whom disciplinary information is reported shall maintain the confidentiality of the information and shall not communicate it to any other person. The principal or designee is required to inform the student and the student's parent/guardian when disciplinary information is communicated and to provide a copy of the disciplinary information. The student and/or the student's parent/ guardian may challenge the accuracy of such disciplinary information through the process outlined in the notice to parents and student of rights concerning student school records (JRA/JRC-E-1).

**10. Disclosure to military recruiting officers**

Names, addresses and home telephone numbers, as well as directory information, of secondary school students will be released to military recruiting officers within 90 days of the request unless a parent/guardian or eligible student submits a written request that such information not be released. Reasonable and customary actual expenses directly incurred by the district in furnishing this information will be paid by the requesting service.

**11. Disclosure to Medicaid**

In all cases in which a student is enrolled in the Colorado Medicaid program, the district shall release directory information consisting of the student's name, date of birth and gender to Health Care Policy and Financing (Colorado's Medicaid agency) to verify Medicaid eligibility of students. The district shall obtain written consent annually from a parent/guardian before the release of any non-directory information required for billing. To accomplish this, the district shall:

- include a consent form with the "start of school" information each fall.

**12. Disclosure to criminal justice agencies**

The superintendent or designee is authorized by law to share disciplinary and attendance information with a criminal justice agency investigating a criminal matter concerning a student enrolled or who will enroll in the school district when necessary to effectively serve the student prior to trial. Such information shall only be shared upon written certification by the criminal justice agency that the information will not be disclosed to any other party, except as specifically authorized or required by law, without the prior written consent of the student's parent/guardian.

**13. Disclosure to the Colorado Commission on Higher Education (CCHE)**

On or before December 31 of each school year, the school district shall disclose to the CCHE the names of mailing addresses of those students enrolled in the either grade for use in mailing the notice of postsecondary educational opportunities and higher education admission guidelines as required by state law.

**14. Disclosure to other parties**

Except as noted in this policy, student records will not be released to other individuals and parties without a written request and authorization of the parent or eligible student.

**15. Disclosure of directory information**

The school district may disclose directory information without written consent of the parent or eligible student. The parent or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if such refusal is received in writing in the office of the principal of the school where the student is in attendance no later than September 7 or the following Monday if September 7 is a Saturday or Sunday.

Directory information means information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information which may be released includes but is not limited to, the student's name, e-mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status, degrees, honors, and awards received, the most recent previous education agency or institution attended by the student, and other similar information. Student telephone numbers and addresses shall not be disclosed pursuant to this section.

**16. Annual notification of rights**

The district will notify parents and eligible students of their rights pursuant to this policy at the beginning of each academic year. The notice will be in the form provided on exhibit JRA/JRC-E. For notice to parents or eligible students who are disabled or whose primary or home language is other than English, the format or method of notice will be modified so it is reasonably likely to inform them of their rights.

A copy of the Family Educational Rights and Privacy Act and this policy may be obtained from the office of the superintendent during normal business hours.

**17. Waivers**

A parent or eligible student may waive any or all rights protected by this policy. The waiver shall not be valid unless in writing and signed by the parent or eligible student. The district does not require a waiver but may request a waiver. Any waiver under this provision may be revoked at any time in writing.

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File: KFA

**Public Conduct on School Property**

Persons using or upon school district property for any purpose shall not engage in:

1. Any conduct intended to obstruct, disrupt or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board.
2. Physical abuse or threat of harm to any person or school district owned or controlled property at school district sponsored or supervised functions.
3. Threat of damage or damage to property of the school district regardless of the location, or property of a member of the community or a visitor to the school when such property is located on school district controlled premises.
4. Forceful or unauthorized entry to or occupation of school facilities, including both buildings and grounds.
5. Unlawful use, possession, distribution or sale of drugs and other controlled substances, alcohol and other illegal contraband on school district property, at school sponsored functions, on any school bus transporting students or within 1,000 feet of the perimeter of the school grounds. Persons known to be under the influence of liquor shall not be permitted to enter the school building or grounds.
6. Unlawful use of tobacco.
7. Unlawful possession of a deadly weapon, as defined in state law, on school property or in school buildings unless the person falls within one of the exceptions in state law for possession of a deadly weapon including that the person:
  - a. has legal authority to carry or possess a deadly weapon
  - b. is presenting an authorized public demonstration for the school or an organized class
  - c. is carrying out duties for the school district which require the use of a deadly weapon
  - d. is participating in an authorized extracurricular activity or team involving the use of firearms
  - e. has possession of the weapon for use in an approved educational program which includes but is not limited to any course designed for the repair and maintenance of weapons
  - f. is a peace officer on duty
8. Profanity or verbally abusive language.
9. Any conduct constituting a breach of any federal, state or city law or duly adopted policy and/or regulation of the Board.

Any member of the general public considered by the superintendent or designee to be in violation of this policy shall be instructed to leave the property of the school district.

August 10, 2013

OUR DISTRICT HAS CONDUCTED AN EXTENSIVE ASBESTOS SURVEY OF ALL OF OUR SCHOOL BUILDINGS. BASED ON THE FINDINGS OF THIS INSPECTION, A COMPREHENSIVE MANAGEMENT PLAN HAS BEEN DRAFTED. THIS PLAN DETAILS THE RESPONSE THAT THE DISTRICT WILL BE TAKING REGARDING ASBESTOS CONTAINING MATERIAL FOUND IN OUR BUILDINGS.

THIS PLAN IS AVAILABLE FOR INSPECTION AT OUR OFFICES WITHOUT COST OR RESTRICTIONS DURING NORMAL BUSINESS HOURS. IF YOU DESIRE TO HAVE A PERSONAL COPY, PLEASE NOIFY THE MAIN ADMINISTRATIVE OFFICE AND IT WILL BE SUPPLIED TO YOU WITHIN FIVE WORKING DAYS AT A COST OF 10 CENTS PER PAGE.

OUR ADMINISTRATIVE OFFICE IS LOCATED AT:

389 TIPTON STREET

SPRINGFIELD, CO 81073

WE HAVE ENDEAVORED TO MAKE YOUR SCHOOLS A SAFE PLACE IN WHICH STUDENTS CAN LEARN. OUR PROCEDURES FOR DEALING WITH THIS PROBLEM RELECT THAT CONCERN. PLEASE LET US KNOW IF WE CAN ANSWER ANY QUESTIONS.

**Springfield School District RE-4**

Student Directory Information Release:

I, hereby, give consent for the release of student directory information as it applies to school related activities such as yearbook, athletics, musical programs, honors and awards, drama productions, commencement, etc. This release shall not apply to confidential students' records such as test scores, transcript evaluations, etc. This consent will remain in effect unless or until the permission is revoked by the parents requesting in writing such a revocation. Details of board policy as to the release of directory information may be secured by contacting the school office.

Safe School:

According to Colorado State Law, school districts are required to distribute the school's current discipline policies to the parents of each student in grades K-12. All of these policies are based on state legislation and have been approved by the Springfield Board of Education. The school's current discipline policies are posted on the school website at [www.spre4.org](http://www.spre4.org)

**Please sign the verifications below:**

My signature below is verification that I have received a 2015-2016 Springfield School District RE-4, Parent/Student Handbook, have reviewed and I am aware of its content. Official School Board policies pertaining to this handbook may be found on the school website (under Student Handbook) or picked up at the high school or district office. My signature is also authorization for the release of student directory information.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_