

# Sierra Grande Elementary School

## **Mission Statement of Sierra Grande Schools**

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

## **Welcome**

The administration and teaching staff of Sierra Grande Elementary School welcome you to what we sincerely hope will be an exciting and rewarding school year.

This handbook is intended to be an informational source for students and their parents, in an effort to prevent misunderstandings that could lead to needless confrontations. We caution you, however, that this handbook is intended as a guide, and it is not all-inclusive.

The primary goal of the Sierra Grande Elementary School is to foster a stimulating learning environment for all. This environment is the responsibility of staff, students, and parents working cooperatively to assure a quality educational program for all students.

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

Please review this handbook carefully. One very important reason for reviewing these guidelines is to ensure that you as a parent understand upfront what the expectations are and understand the rules established rather than having a feeling later of “I didn’t know that was the rule.”

You are encouraged to approach your education efforts with energy and enthusiasm since you will get out of your school experience only what you put into it. Remember, your future is in your hands! Sierra Grande is an important step in the stairway to your future and academic career goals. Set your goals high, and pursue those goals with integrity...there are no shortcuts to achieving educational excellence.

## **Parent Participation**

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

## **Student Rights and Responsibilities/Due Process Rights**

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

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

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

**STUDENT RESPONSIBILITIES:**

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

**STUDENT RIGHTS:**

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

**STUDENT PRIVILEGES:**

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

- Participation in school activities; including but not limited to: field trips, parties, parades, programs, and clubs
- Graduation exercises
- Participation in after-school activities; including but not limited to: athletics, academic competitions, dances, etc.
- Possession of a locker
- Eating in the cafeteria
- Riding a school bus

**Academics**

**GRADING SYSTEM:**

Report cards are issued each nine weeks. Semester grades are recorded on transcripts. The grading scale is as follows:

<b>K-2</b>		<b>3rd-5th</b>	
E	90-100	A	90-100
S	80-89	B	80-89
N	70-79	C	70-79
U	0-69	D	60-69
		F	0-59

Students earn grades based on their achievement. Midway through each nine weeks, all students will receive progress reports. Individual weekly progress reports may

be set up at parent's or teacher's request. Parents can obtain access to their student's information through the parent portal on the District website, which can be found at the following URL: <http://www.sierragrandeschool.net>.

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

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

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

### **CHEATING:**

Whenever a student is caught cheating, the teacher shall: Collect the student's work, mark a zero for the work or notify the appropriate teacher of the incident, and notify the parent and office immediately as to the action taken. This will apply even in situations where the teacher who catches the student cheating is not the teacher on whose class assignment the student was cheating.

### **REPORTING STUDENT PROGRESS:**

In an effort to keep parents informed about student progress, the following measures are used:

- Parents are encouraged to review student work
- Intermittent notes, phone calls, and conferences are frequent
- A report card is issued each nine weeks
- Parent-teacher conferences are held twice a year
- Progress reports are sent home the 4<sup>th</sup> week of each quarter

### **SCHOOL SUPPLIES:**

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

**1<sup>st</sup> time:** teacher will provide book, pencil, or paper-if student has forgotten an assignment that is being worked on that day.

**2<sup>nd</sup> time:** teacher will provide book, pencil, or paper as above. Student will call parent/guardian to inform them of the issue.

**3<sup>rd</sup> time:** 30minutes after-school detention the following day. Parents will be responsible for picking child up after school.

### **ACADEMIC HONORS:**

Students in grades 3-5 will be recognized for their scholastic achievement by being placed on one of the following honor rolls according to their grade point average:

Scholastic Honor Roll:	3.00-3.25 GPA
Principal's Honor Roll:	3.26-3.75 GPA
Superintendent's Honor Roll:	3.76-4.00 GPA

## **Counseling Program**

The counseling program is designed to help students as they develop. All students, teachers and parents have access to counseling services. A student or parent may request a private conference by contacting the school guidance counselor. A student or parent may also participate in counseling services from Mental Health Services. Some concerns that can be addressed in the counseling office include forming and maintaining friendships, exploring careers, conflict management, and drug/alcohol addiction.

## **Attendance**

Student success in school is directly related to regular attendance. Frequent absences can lead to poor academic work and lack of social development. Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the school experience and work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades and develop habits that adequately prepare them for high school. Every child who has attained the age of six years before August 1 of the current school year, and is under the age of 17 years, shall attend school in accordance with C.R.S. 22-33-107 (5) (a).

### **MAKEUP WORK:**

It is the student's responsibility to arrange for make up work when he/she misses class. Students will have one day for each day of the absence to make up work. If a student is aware of an assignment due date before the absence, and the due date passes during the absence, the student must turn in the assignment upon return to class. Students will have one week to make up tests missed during an absence.

### **EXCUSED ABSENCES**

Parental calls or notification of an excused absence(s) must take place within **twenty-four hours** of an absence.

The following reasons are the **ONLY** reasons for which a student may be excused from school:

1. **Illness**—Parents may excuse their children by sending a written excuse or telephoning the school. If the child is absent more than three days, a doctor’s note or a parent call back to the Attendance Officer explaining the extenuating circumstances will be required to admit the student back into school. This will be reviewed on a case by case basis. If a student becomes ill at school, it is the responsibility of the parent/guardian to provide transportation home.
2. **Educational Experience**—a parent may request an excuse for educational experience and/or travel. **TWO DAYS ADVANCED WRITTEN NOTICE IS REQUIRED, AND THE PRINCIPAL MUST APPROVE THE ABSENCE.**
3. **Emergencies**—Parents may call the Principal or the District Attendance Officer to request that an emergency absence be excused.
4. **Suspension/Expulsion**—suspension, expulsion, any form of denied admission
5. **Court Order**—when a student is in the custody of court or law enforcement authorities, a note from these authorities will be accepted to excuse the student.
6. **Bereavement**—students may be excused in the event of the death of an immediate family member.

### **UNEXCUSED ABSENCES**

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

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

If a student is too ill to come to school, the student is too ill to attend any scheduled practices or school events. If a student is not present the day of or the day before the weekend activity, without prior consent or a medical excuse, that student may not be in attendance at that school activity. If a student leaves school, due to illness, the

student may not return for practice or the scheduled event or activity. Sponsors of the activity will be notified of the student's leaving.

**The consequences for four days of unexcused absences in one month are as follows:**

- 1<sup>st</sup> unexcused: Call from Alert Now or attendance officer to parent/guardian
- 2<sup>nd</sup> unexcused: Call from Alert Now and Warning Letter
- 3<sup>rd</sup> unexcused: Conference with student/parent or guardian/principal to develop an *Attendance Improvement Plan*
- 4<sup>th</sup> unexcused: The school district will begin court or expulsion proceedings

**The consequences for six days or more of unexcused absences in one year are as follows:**

- 6 days: Warning letter to student/parent or guardian
- 7 days: Conference with student/parent or guardian/principal to develop an *Attendance Improvement Plan*
- 8 days: The school district will begin court and expulsion proceedings in preparation of any additional unexcused absences

**TARDINESS:**

Tardy definition: entering the classroom after the bell has rung without a tardy slip from the main office or a note from the teacher of the previous period excusing the tardy. Tardiness disrupts the learning process for all the children in a classroom, as well as the tardy student.

The consequences for tardiness shall be as follows:

- Three unexcused tardies (whether to school or to class) will be equal to one unexcused absence
- Excused tardies between classes will not be counted against a student's attendance record
- Three excused tardies to school will equal one excused absence

## **General Information**

**ENROLLMENT/REGISTRATION:**

The following forms must be completed in full for enrollment: School Enrollment Forms, Home Language Survey Forms, Immunization Records and Health, Medical, Emergency Forms. Students must submit an up-to-date certificate of immunization or a valid exemption for health, religious, personal, or other reason as provided by law. Student who do not submit these items will suspended or expelled from school according to School Board Regulation JLCB-R.

**EMERGENCY FORM:**

Every year, it is extremely important that an updated emergency form is completed for each student who attends Sierra Grande Elementary School. The school must always be informed as to a work or emergency telephone or emergency number in the event your child becomes ill or is injured at school and requires your presence.

Should there be an emergency involving an accident, and we cannot reach you, the child will be taken to an emergency room. The doctor on call will be used for emergency treatment. If necessary, an ambulance will be called to transport the injured or sick student. The parent or guardian will be responsible for all medical bills including the doctor, hospital, or ambulance. Please remember to notify the school of any change of address or telephone number.

**SCHOOL DAY SCHEDULE:**

Days: 4 day week—Monday through Thursday

School Hours: 7:45 a.m.—4:00 p.m.

Breakfast: served in classrooms at 7:45—8:00 a.m.

Lunch: K-3 11:00-11:25 a.m.

4-5 11:30-11:55 a.m.

Teacher Hours: 7:30 a.m.—4:30 p.m.

**DISMISSAL:**

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

**Other Important Information**

**ARTICLES PROHIBITED IN CLASSROOMS:**

Problems can arise because some students bring articles to school which are hazardous to the safety of others or interfere in some way with school procedure. Such items include, but are not limited to: radios, CD players, iPods, MP3's, video games, curling irons, balloons, etc. Please keep these items at home. Since these items should not be on campus, the school will not be held responsible if they are lost or stolen.

**ASSEMBLIES:**

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

**BUS REGULATIONS:**

Bus service is available to all students residing within the school district. Students are expected to behave in an orderly manner at all times. The bus driver will go

over the bus rules with students each year. Rules are to be followed for the safety of everyone on board the bus. Bus drivers will write disciplinary referrals for students who do not comply with these rules. It will be the responsibility of the bus driver to contact the parents on each referral.

1<sup>st</sup> referral: Bus Driver will contact Parents

2<sup>nd</sup> referral: Student/Principal/Transportation Director conference/ letter will be mailed to Parents

3<sup>rd</sup> referral: Student/Principal/Transportation Director/Bus Driver / Parent Conference with bus behavior plan being written

4<sup>th</sup> referral: Student failure to follow behavior plan results in loss of privilege of riding the bus

Students will ride the same bus to and from school each day. Parents may request that a student ride a different bus for a day by calling or sending a note to the school secretary. Bus students should go immediately to the busses as soon as they are dismissed from class at the end of the day. Busses depart at 4:05 p.m.

Students must ride busses to extracurricular activities, but parents have the option of taking their children home with them at the end of the activity. Parents must inform teacher or sponsor in writing ahead of time if they intend to do this.

#### **CAFETERIA AND LUNCH:**

Every year it is mandatory that each student's parents complete a lunch application regardless of their income status. It is important that every student has this application on file so we can receive federal monies to help fund our school lunch program.

Students who do not qualify for free meal services will be charged for meals at the school. For those students that qualify for a reduced meal, the cost of breakfast will be \$.30/day for a total of \$4.80/ month. Lunch will be \$.40/day for a total of \$6.40/ month. A full price breakfast will be \$.50/day or \$8.00 per month. Lunch will be \$1.00/day which amounts to \$16.00/month.

Student behavior in the dining room should be based on courtesy and cleanliness. This means leaving the area in the condition your mother would like for you to live in. Students are to remain in the cafeteria until they have finished eating. During the lunch period, students are not to go into areas where classes are being held.

Upon finishing their lunch, all students will follow the directives of the teachers that are on duty.

Food, milk cartons, napkins, and other consumable items must be placed in the appropriate receptacles provided. Trays, bowls, and silverware must be properly handled and returned for washing.

#### **DISMISSALS:**

If a student needs to leave before 4:00pm, the parent or legal guardian must either personally check the student out at the front office or call the school office and notify the attendance officer of the early dismissal. Please contact the office as early in the morning,

as possible. The student will then be notified and must check out at the school office. If the student fails to check out at the front office, disciplinary action will occur.

### **EARLY DISMISSALS:**

During the school year on one Wednesday a month excluding August and May students will be dismissed at 2:30 p.m. due to teacher professional development and the use of Professional Learning Communities. The following dates have been set on the schedule and parents should plan on students being released early on these dates: September 28<sup>th</sup>, October 19<sup>th</sup>, November 16<sup>th</sup>, December 7<sup>th</sup>, January 18<sup>th</sup>, February 15<sup>th</sup>, March 14<sup>th</sup>, April 18<sup>th</sup>. Buses will run on these scheduled days, but will arrive at bus stops early due to the early release schedule

### **DRESS CODE:**

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

1. Clothing which advertises alcohol, drugs, sex, or has questionable language printed on it.
2. Short shorts or spandex shorts. The length cannot be shorter than the point where the student's longest finger reaches when the arm is extended perpendicular to the floor.
3. See-through shirts (unless another opaque shirt is below it), muscle shirts, or underwear shirts, unless a shirt is worn underneath this clothing. Shirts that have been altered, such as the sleeves have been cut off, are not allowed. Shirts that are low cut and extend three inches below the collar bone.
4. Tank-tops with straps measuring less than three inches in width.
5. Tube, backless, strapless, low cut, or halter tops of any sort
6. Jeans with holes higher than the top of the knee
7. Dress apparel that is offensive to the learning environment and a distraction to the learning of others is prohibited
8. Caps, hats, hair nets, or other headgear, and sunglasses are not allowed in the building during the school day. Staff will give one warning, then confiscate these items, which will be held in the principal's office until the end of the school day. Upon the second and subsequent confiscation, the student's parent or guardian will have to come pick the item up from the principal.

All students are expected to meet the dress code. Should a student violate the code, he/she will be required to put on attire provided by the district.

**EMERGENCY DRILLS:**

The safety of your child is one our greatest concerns. The school holds regular emergency drills to teach pupils how to respond calmly in the event of an emergency. Detailed evacuation plans are posted near the door of each classroom. Staff and students receive training each year on how to respond to various emergency situations. In the event of a lockdown emergency or evacuation of the school building the Alert Now Parent Notification System will be enacted to direct parents on the situation and student pickup locations.

**FIELD TRIPS:**

Field trips are designed to supplement different aspects of school curriculum and to introduce students to various resources. Parents will receive notices and must sign field trip permission forms. Please note that all students must have an emergency phone number on file in the main office to go on a field trip. Also, students who have excessive absences, demonstrate poor citizenship, or chronically misbehave will be denied participation on these field trips. Field trips will be subject to academic eligibility as previously outlined, and students may not go on any field trip unless they are academically eligible in all classes. Field trips will be scheduled on Fridays to the extent possible.

**HALL REGULATIONS:**

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

**FLAG RESPECT**

As required by Colorado statute, students will recite the Pledge of Allegiance with the classroom teacher no later than 8:10 daily. Students with a valid exemption for health, religious, nationality, personal or other reason as provided by law can remain seated and must be respectful during the ceremony.

**MEDICATION:**

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

**FOOD ALLERGIES:**

As required by Colorado statute, the school district has adopted a food allergy policy and has established a protocol for students enrolled in the district who have food allergy conditions which require a treatment plan while at school or at school activities.

You are encouraged to establish a plan for treatment with the district office and school nurse.

**OFF LIMITS AREAS:**

Students are not allowed in the following areas: boiler room, storage areas, inner offices, staff lounge/work room, and in the food preparation/maintenance portion of the cafeteria. The residential area is strictly off limits.

**PLAYGROUND RULES:**

1. Respect and courtesy will be maintained on the playground at all times. The teacher(s) on playground duty will have the authority to reprimand and follow through on all discipline matters with full support from the principal.
2. Throwing of dirt, rocks, sticks, snowballs, and other projectiles, as well as other activities which could be harmful to others, such as sliding on icy areas, are not permitted.
3. Running is not permitted in crowded areas on the playground or sidewalks.
4. Students must have permission from the staff to leave the playground during recess for any reason.
5. Physical conduct that will endanger others is prohibited.
6. During regular school hours, children must stay within the limits of the school grounds.
7. During all recess periods, children are to be in those playground areas specifically assigned to them. Students should always be able to see a teacher while on the playground.
8. When the teacher on duty indicates that recess is over, all students will line up and quietly enter the building.
9. Students are to report any damaged or faulty equipment that may lead to the injury of another student.
10. Students will play safely. Tackling, grabbing of clothes, pulling, punching, or kicking will not be tolerated.
11. Students will be instructed on the safe use of the equipment, by the individual teacher.

**SCHOOL ACTIVITIES:**

An absence due to a school-sponsored activity during school time will be counted as an excused school function. However, since participation in a school activity is a privilege, a student who will be missing work for such activities must arrange for all make up work.

**SCHOOL CLOSING:**

In case of inclement weather or mechanical breakdown, school may be cancelled or delayed. The school has an emergency response system called Alert Now. This is an automated phone system which will be used to notify households of closings, early dismissals, and/or delays. It is imperative that the school have an operating telephone

number. If the school does not have a working number, the household will not be notified. The office will also use this system to inform parents of upcoming events. The school will begin using this system to notify parents/guardians if a student is not present for the day. If the number 411 appears in the caller ID, this is a reverse emergency call. School closings or delays will be announced over radio stations KGIW AM-1450, KXMT FM-99.1, KOB FM-95.9, KRZA FM-88.7, and KSPK FM-103.5 in the morning between 6 and 7 AM or as soon as a determination has been made. This information will also be reported on the school information line, 379-2755.

**SCHOOL INSURANCE:**

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

**SCHOOL VISITATION:**

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

**TELEPHONES:**

Cell phones may only be used by students before school or after school. Students must have cell phones TURNED OFF and left in lockers or backpacks at all other times during the school day. Students are not to use cell phones during passing times or as a calculator during class unless supervised by a teacher. Teachers/staff that see unauthorized use are to confiscate cell phones, which will be turned in to the principal, and the student must see the principal after school to pick up the phone. Repeat violations will result in the phone being returned only to the student's parent or guardian

**TEXTBOOKS:**

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

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

Students who destroy or vandalize school property will be required to pay for losses or damages within 30 days. If students willfully destroy school property, suspension, and subsequent expulsion, may be necessary. If you should happen to damage something by accident, you should report it to a staff member or the office immediately. Any athlete, band member, or member of an extracurricular activity who loses a uniform, costume, or instrument will be responsible for the replacement of the object or article. If the student is unable to pay for losses or damages, the requirement to pay for such damages/losses will be imposed on the parent/guardian. If payment is not made within 30 days, a bill will be placed on the student's permanent record and must be paid before graduation or release of records to another institution.

## **Behavior and Conduct**

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

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

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

A student who engages in any act of bullying, harassment, and intimidation is subject to appropriate disciplinary action including suspension, expulsion, and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made. It is the responsibility of the student to report bullying, harassment, and intimidation when they fall victim if it takes place not in the presence of a teacher, coach, or administrator.

### **CYBERBULLYING:**

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

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

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

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

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

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

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

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

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

The Sierra Grande Campus is routinely inspected by detection canines for prohibited items in order to provide a safe learning environment. This inspection includes, but not limited to the interior of the school, personal items such as backpacks, coats, shoes, cars on school premises, and the school grounds.

### **SECRET SOCIETIES/GANG ACTIVITY:**

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

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

**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.

### **SEXUAL HARASSMENT:**

The Board recognizes that sexual harassment can interfere with a student's academic performance and emotional and physical well-being. Preventing and remedying sexual harassment in schools is essential to ensure a 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 which 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 to harass students or other staff, or for students to harass other students or staff through conduct or communications of a sexual nature or to retaliate against anyone who reports sexual harassment or participates in a harassment investigation.

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

### **What constitutes sexual harassment?**

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

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

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

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

### **STAFF PERSONAL SECURITY AND SAFETY:**

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

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

1. The teacher or employee shall file a written complaint with the building principal, the superintendent's office and the Board of Education.
2. The principal, after receipt of both the complaint and adequate proof of the charges, shall suspend the student for three days in accordance with established procedures.
3. The superintendent shall initiate procedures for further suspension or expulsion of the student when injury or property damage has occurred.
4. The superintendent or designee shall report the incident to the district attorney or the appropriate local law enforcement agency or officer who shall then investigate the incident to determine the appropriateness of filing criminal charges or initiating delinquency proceedings.
5. A copy of this policy shall be distributed to each student and posted in each school building.

### **Communication of Disciplinary Information**

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

### **TOBACCO-FREE SCHOOLS**

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

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

For purposes of this policy, the following definitions apply:

1. "School Property" means all property owned, leased, rented or otherwise used by a school, including but not limited to the following:
  - a. all interior portions of any building or other structure used for instruction, administration, support services, maintenance, or storage. The term does not apply to buildings used primarily as residences, i.e., school owned teacher housing.
  - b. all school grounds over which the school exercises control, including areas surrounding any building, playgrounds, athletic fields, recreation areas, and parking areas
  - c. all vehicles used by the school district for transporting students, staff, visitors, or other persons

2. "Tobacco" includes cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking, or both. "Tobacco" includes cloves or any other product packaged for smoking.
3. "Use" means lighting, chewing, inhaling, or smoking any tobacco product.

### **WEAPONS IN SCHOOL:**

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

#### **Mandatory expulsion in accordance with state and federal law:**

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

If a student discovers that he or she has carried, brought, or is in possession of a dangerous weapon, and the student notifies a teacher, administrator or other authorized personnel in the school district, and as soon as possible, delivers that weapon to that person, expulsion shall not be mandatory, and such action shall be considered when determining appropriate disciplinary action, if any.

As used in this policy, "dangerous weapon" means:

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

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

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

## **Discipline Code**

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

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

#### 4. Be Safe

These expectations are posted in every classroom and in different locations throughout the school. As elementary school students make positive behavioral and academic choices consistently they are rewarded with “PBS Punches or Bucks,” which they can “spend” on items from the PBS store and classroom privileges.

### **BEHAVIOR GUIDELINES:**

#### **Type I Offenses:**

The following is a list of offenses that should be dealt with in the classroom. The teachers will make these offenses known to the parents on each occurrence.

- Unprepared for class
- Minor disruptions (making noises, out of seat, talking without permission, etc.)
- Not keeping hands and feet to self
- Dress code violations (student is sent to office)
- Possession of prohibited articles such as iPods.
- Failure to turn in assignments
- Minor altercations (pushing and mouthing)
- Public Displays of Affection (other than hand holding)

#### **Type II Offenses:**

The following offenses will be reported to office and K-12 Principal.

- Refusal to obey a reasonable request
- Persistent classroom disruption (The reoccurrence of disruptive behavior over a period of several days)
- Persistent defiance of authority (The reoccurrence of the defiant behavior over a period of several days)
- Defacing school or personal property
- Forgery
- Persistent inappropriate behavior
- Cheating

#### **Type III Offenses:**

The following offenses will be reported to the office and K-12 Principal who will make Parent contact and initiate consequences.

- Vandalism
- Major insubordination
- Flagrant disrespect
- Leaving class or assigned area without permission
- Attempts to leave school grounds
- Profanity Vulgarity
- Inappropriate gestures
- Sexual harassment or acts
- Bullying
- Possession of firearms, knives, or weapons (mandatory suspension and/or expulsion)
- Possession of tobacco, alcohol, or drugs
- Theft
- Fighting (Punches thrown and/or injury)

### **DISCIPLINARY ACTIONS:**

The administrative staff holds the right to alter or progress through the procedures for any given behavior as deemed necessary for the safety and well-being of the students and staff. The administration also holds the right to contact law enforcement at any step in the process.

### **Type II Disciplinary Actions:**

Parents will be notified by mail and/or telephone on any Type II Offenses and Consequences levied by the administration

1 <sup>st</sup> offense	Verbal warning
2 <sup>nd</sup> offense	Parent Meeting with Teacher and Administration
3 <sup>rd</sup> offense	1 Day In-School Suspension
4 <sup>th</sup> offense	3 Days Out of School Suspension
5 <sup>th</sup> offense	5 Days Out of School Suspension
6 <sup>th</sup> offense	Expulsion Proceedings

- ✓ A parent conference may be requested at any step in this process.
- ✓ An Individual Behavior Plan may be developed at any step in this process.
- ✓ An alternative to suspension allows the parent, guardian, or legal custodian, with the consent of the pupil's teacher(s), to attend class with the student for a period of time to be determined by administration.

### **Type III Disciplinary Actions:**

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

1 <sup>st</sup> offense	In-School Suspension
2 <sup>nd</sup> offense	3 Days Out of School Suspension
3 <sup>rd</sup> offense	5 Days Out of School Suspension with recommendation for Expulsion.

- ✓ A parent conference may be requested at any step in this process.
- ✓ An Individual Behavior Plan may be developed at any step in this process.
- ✓ An alternative to suspension allows the parent, guardian, or legal custodian, with the consent of the pupil's teacher(s), to attend class with the student for a period of time to be determined by administration.

NOTE: While a student is suspended or expelled from school, the student is not allowed on school grounds. Students who choose to come onto any part of campus without administration consent while suspended or expelled shall be considered trespassing for purposes of reporting to law enforcement.

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

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

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

## **EQUAL EDUCATIONAL OPPORTUNITIES**

Every student of this school district shall have equal educational opportunities through programs offered in the school district regardless of race, color, ancestry, creed, sex, sexual orientation, religion, national origin, marital status, disability, or need for special education services.

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

## **Nondiscrimination/Equal Opportunity**

In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, the

Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act and Colorado Law, the Sierra Grande School District does not unlawfully discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, disability or need for special education services in admissions, access to, treatment, or employment in educational programs or activities which it operates.

Complaint procedures for Title IX and Section 504 have been established for students, parents, employees, and members of the public. The following person(s) have been identified as the designated employee(s) to coordinate compliance activities for the district:

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

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

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

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

Complaints may also be filed with:

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

**SIERRA GRANDE SCHOOL DISTRICT R-30  
2011-2012**

**Sierra Grande Conduct Code  
Handbook and Related Policies**

I have received a copy of the Sierra Grande School District R-30 ***Sierra Grande Panthers Student/Parent Handbook***. I understand and consent to the responsibilities outlined in this handbook. I also understand that my son/daughter will be held accountable for his/her behavior and consequences outlined in this handbook, at school-sponsored and school-related activities, including school-sponsored field trips, travel, and for any school-related misconduct, regardless of time and location. I understand that any student who violates the Sierra Grande Panthers 2011-2012 Student/Parent Handbook is subject to disciplinary action, up to and including state or federal or referral for criminal prosecution of law.

He recibido una copia del manual de reglas de la escuela de Sierra Grande Distrito R-30 del año 2011-2012. Entiendo y consiento a las responsabilidades que encuentran en el manual de conducta. También comprendo que mi hijo/hija va a ser responsable por su conducta y por las consecuencias ya descritas en el manual, en viajes escolares, y a sea deportivo o didáctico, incluyendo a viajes de aprendizaje o de club, también sera responsable en cualquier viaje patrocinado por la escuela y será disciplinado si hay mala conducta de su parte sin importar la hora o el local. Entiendo que si un alumno va contra las reglas del Manual de Conducta de la Escuela de Sierra Grande 2011-2012 tendrá que estar sujeto a las acciones disciplinarias, hasta e incluyendo el estado, federal, o mandar como referencia para el procesamiento criminal de la ley.

Student \_\_\_\_\_ Date \_\_\_\_\_ Grade \_\_\_\_\_  
(Please Print)

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

*Please return to your child's classroom teacher or school office by August 31, 2011*