



South Park High School & South Park Middle School

PO Box 189

640 Hathaway St

Fairplay, CO 80440

STUDENT HANDBOOK

PRINCIPAL - Mrs. Gretchen Panicucci

COUNSELORS - Mrs. Cindy Shane and Mrs. Stephanie Hatch

MS/HS OFFICE STAFF- Mrs. Laurence Burnett & Mrs. Bria Beauvais

Table of Contents

MESSAGE FROM THE PRINCIPAL	4
INTRODUCTION	4
TELEPHONE DIRECTORY	4
SCHOOL CALENDAR	4
STUDENT SERVICES	5
GUIDANCE AND COUNSELING	5
CAFETERIA	5
PBIS	6
STUDENT CODE OF CONDUCT	7
STUDENT ABSENCES AND EXCUSES	7
MAKE-UP WORK	9
STUDENT USE OF ELECTRONIC COMMUNICATION DEVICES	9
DRESS	10
ELIGIBILITY	11
ACCIDENTS	12
ASSEMBLIES	12
FIELD TRIPS	12
DANCES	12
DAILY BULLETIN	12
ATHLETICS	12
BUS PASSENGER CONDUCT	13
CAMPUS	13
CARE OF PROPERTY	13
CLASSES, CLUBS AND ORGANIZATIONS	13
CLASS MONIES	13
FIRE DRILLS	13
NUTRITIOUS FOOD CHOICES	14
DISTRICT DISCIPLINE POLICIES	14
PAPERLESS COMMUNICATION	14
BEHAVIOR DEFINITIONS and CONSEQUENCES	14
BEHAVIOR REFERRAL	15
DISRUPTIVE STUDENTS	15
OFFENSES REQUIRING ADMINISTRATION INVOLVEMENT WITH CONSEQUENCES	15
*IN-SCHOOL SUSPENSION OR AN APPROPRIATE CONSEQUENCE	16
*OUT-OF-SCHOOL SUSPENSION OR AN APPROPRIATE CONSEQUENCE	17
EXPULSION FOR THE FIRST OFFENSE	18
REMEDIAL DISCIPLINE PLANS	18

SEXUAL HARASSMENT	19
BULLYING PREVENTION	20
SCHOOL CLOSINGS DUE TO SNOW AND/OR OTHER EMERGENCIES	21
GRADING SYSTEM AND CLASS RANK	22
PROCEDURE ALLOWING PHYSICAL ACTIVITIES TO BE USED AS SPORTS CREDIT	22
HIGH SCHOOL GRADUATION REQUIREMENTS	22
VALEDICTORIAN AND SALUTATORIAN	22
CORRESPONDENCE COURSES	22
INDIVIDUAL CAREER AND ACADEMIC PLAN ICAP	23
TRANSCRIPTS	23
HOMEWORK	23
HONOR ROLL	23
NATIONAL HONOR SOCIETY	23
LIBRARY	23
LOCKERS	23
MEDICATION	24
MOTOR VEHICLES AND PARKING	24
PROGRESS REPORTS	24
REPORT CARDS	24
SCHEDULE CHANGE PROCEDURE	24
SCHOOL HOURS	24
STUDENT INSURANCE	25
SKATEBOARDS and ROLLER SKATES	25
TELEPHONE	25
VANDALISM	25
TOBACCO-FREE SCHOOLS	25
STUDENT INTERROGATIONS, SEARCHES AND ARRESTS	26

MESSAGE FROM THE PRINCIPAL

Welcome back to the 2020-2021 school year. This year will, undoubtedly, be unlike any other we've had before, but it has the potential to be our best year yet! Educating the whole child while establishing a safe and secure learning environment is our top priority. Whether that learning environment is at school or at home, ensuring that students are reaching their highest potential requires collaborative relationships between students, families, and the school. It is my hope and expectation that together we are able to tackle challenges as they arise and develop workable solutions that meet the needs of everyone. Please use this handbook as a guide to find answers to many questions you may have regarding your educational experience at South Park.

INTRODUCTION

South Park Middle School and High School are unique in their atmospheres, programs, and opportunities available to students. Our programs are geared to meet students' needs twofold: (1) gain knowledge and requirements to meet college entrance and (2) produce productive citizens who are able to become self-supporting members of our ever-growing complex society. To attain these two goals, courses are offered in academics, vocational areas, and electives in the hope that each student will, to his or her maximum ability, ask questions, solve problems, and strive toward set goals. Rules and regulations are important for the operation of any school. These rules have been kept at a minimum. We know it can stay that way. Rules will only be made if there is a need for them. Remember that your success in this school is directly proportional to your efforts. Our school welcomes you, and we hope you will always be conscious of its traditions and requirements. This school will be whatever you make it. Let us always have the spirit to do the things that will make it outstanding.

TELEPHONE DIRECTORY

Administration Office 719-836-3111

Main Fax 719-836-2275

Middle School Main Office 719-836-4406

High School Main Office 719-836-4409

Counselor's Office 719-836-4414

Counselor's Fax 719-836-4429

Nurse 719-836-4426

Athletic Director 719-836-2006 ext. 481

SCHOOL CALENDAR

Please see the published district calendar for specific dates located on the district website.

STUDENT SERVICES

GUIDANCE AND COUNSELING

Students are encouraged to visit with the counselor for personal counseling and for information on grades, study help, and testing programs. The counselor is available to discuss any home, school, or social concerns.

NURSE'S OFFICE

The school nurse's office exists for medical situations and as a waiting area for ill students who are going home. It is sometimes difficult to reach parents when children are ill or injured. Please make sure your contact information is current with the school secretaries and provide emergency contacts who will come for your child if you cannot be reached. Inform us of allergies and medical conditions your child may have so that we can keep them safe in the school.

Certain over-the-counter medications are available to the nurse to be administered to children if parents have signed our Health Services Permission Form. Our Medical Director has signed standing orders for only the medications on the permission form. If a student must take medication while at school, she or he must bring it to the nurse in its original container with the prescription label from the child's physician with amount, dosage, and time it is to be given.

There is a different form which must be signed by the child's physician and parent for these medications. Please see the nurse in this situation. If your child receives an immunization, please update the record in the nurse's office. State law requires that children receive immunizations, and we are required to keep a record at school.

CAFETERIA

Park County schools participate in the National School Breakfast/Lunch Program. Feeding your children is important to us. We will serve your children a meal if they are hungry. We will also charge meals to their account if they are not eligible for free meals.

Parents/guardians are responsible for ensuring their student's meal account has funds. Parents/guardians should make pre-payments directly to the kitchen, send checks to school offices (make checks payable to Park County School District [PCSD]), or pay using *MySchoolBucks* :

Visit www.MySchoolBucks.com or download the mobile app and register for a free account. Add your students using their school name and student meal account ID (Please contact the school kitchen if your student does not know their student lunch account ID#). Make a payment to your students' accounts with your credit/debit card or electronic check.

Students in the elementary, middle and high school are given the option of purchasing a la carte items (items sold separately and not as part of a complete meal). Students must have an ala carte permission form on file to purchase ala carte. Students who do not have the completed form on file will not be allowed to purchase a la carte items using their student account. A breakfast tray and/or lunch tray will be the only items that can be charged to their account unless this signed permission slip is on file.

If you do not want your child to make charges on his/her meal account it is your responsibility to make sure

he/she is aware.

The 2020-2021 Free and Reduced School Meal application is available at all school and district offices, at the Food Service Department and on our website www.parkcountyre2.org

The Free and Reduced School Meal Application must be submitted annually if you wish to continue to receive benefits and can be submitted anytime during the school year (especially if your family's needs change, such as a reduction in income)

If you are unsure of your students eligibility status or have any other questions regarding the Free and Reduced School Meals Application or cafeteria protocol please contact Christine Thompson, Food Service Director, christine.thompson@parkcountyre2.org, 719-836-4403.

Normally, we encourage parents and family members to join their students at lunch, but with our strict procedures and protocols this year, that will not be an option for the 2020-2021 school year.

PBIS

Positive Behavioral Interventions & Supports (PBIS) is a proactive, team-based framework for creating and sustaining safe and effective schools. Emphasis is placed on prevention of problem behavior, development of pro-social skills, and the use of data- based problem solving for addressing existing behavior concerns. School-wide PBIS increases the capacity of schools to educate all students utilizing research-based school-wide, classroom, and individualized interventions.

PBIS at South Park Middle and High School

South Park Middle and High School PBIS Team Mission Statement

South Park Middle and High School will proactively enhance student learning by providing a safe and supportive environment through the effective teaching of positive behavioral expectations. By using a data-driven, systematic approach, the PBIS team will make informed decisions that maximize the academic achievement and social- emotional wellness of all learners.

How PBIS looks:

PBIS reinforces positive behaviors and aims to support our school-wide expectations: **Be Respectful, Be Responsible, Be Resourceful**

1. Key Elements:
 - a. Concrete, defined behavior expectations.
 - i. South Park Burros are:
 - 1. Respectful**
 - 2. Responsible**
 - 3. Resourceful**
 - b. Lesson Plans will be used to directly teach our school-wide behavior expectations in order to ensure common outcomes.
 - c. Behavior is monitored and corrected.

- d. Please refer to steps on the [Behavior Flow Chart](#). It is important that our behavior expectations and consequences are consistent from class to class and grade to grade.
- e. Data is used to inform the decision-making process.
- f. The PBIS Team reviews office discipline data monthly. This data allows the team to analyze where changes need to be made.

STUDENT CODE OF CONDUCT

Park County School District Re-2 students are expected to act responsibly in school, on school property, and at any school sponsored activity or event. Students shall conduct themselves in such a way that the rights and privileges of others are not violated. They are expected to respect persons in a position of authority as well as peers, follow school rules and regulations, and adhere to those provisions of law that apply to the conduct of minors and adults. The code shall be enforced fairly, and consistently for all students. The rules shall not infringe upon constitutionally protected rights. Park County School District Re-2 is committed to a policy of non-discrimination in relation to race, sex, religion, national background, age, sexual orientation, marital status, and disability.

****STUDENT ABSENCES AND EXCUSES****

(PLEASE READ CAREFULLY)

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

"It is the obligation of every parent to ensure that every child under such parent's care and supervision receives adequate education and training. Therefore, every parent of a child who has attained the age of six years on or before August 1 of each year and who is under the age of seventeen years shall ensure that such child attends the public school in which such child is enrolled. (Exceptions: private school, parochial school or home-based education program.)" Colorado Revised Statute 22-33-104 (5) (a).

The district believes a student must satisfy two basic requirements in order to earn full class credit: (1) satisfy all academic requirements, and (2) exhibit good attendance habits as stated in this policy.

Per Policy - JH, the following shall be considered excused absences:

1. A student who is temporarily ill or injured.
2. A student who is absent for an extended period due to physical, mental or emotional disability.
3. A student whose absence is approved by the administrator of the school of attendance on a prearranged basis for appointments or circumstances of a serious nature which cannot be taken care of outside of school hours.
4. A student who is temporarily absent due to an illness or death of a family member.
5. A student who has been suspended, expelled, or denied admission.
6. A student who is in the custody of a court or law enforcement authorities.

7. A student who is pursuing a work-study program under the supervision of the school.
8. A student who is engaged in a religious observance.
9. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.

A maximum of four (4) days of cumulative absences verified by parental notification for family travel or vacations may be permitted once during the school year if notified ahead of time.

Unexcused absence defined:

An absence that is not covered by one of the foregoing exceptions is considered to be unexcused. Each unexcused absence shall be entered on the student's record.

To excuse a student's absence:

Inform the office as early as possible on the day of the absence that the student will be absent

- Provide documentation for the reason for absence
- Student may bring a note from a parent on the day they return.

Note: Students who have four unexcused absences in one month or ten unexcused absences during any school year will be considered "habitually truant". Along with an attendance contract, further actions may be warranted, including initiating judicial proceedings and/or loss of academic credit when an unexcused absence occurs following the implementation of the attendance contract described above.

In accordance with state law, the district may impose academic penalties related directly to classes missed due to an unexcused absence.

THREE UNEXCUSED ABSENCES IN A SINGLE CLASS for a semester may result in no credit for that class. The course teacher will make a recommendation to the Attendance Review Board regarding the opportunity of the student to earn credit. The key criteria for granting exceptions to allow credit will be the reasons for the absences, the student's previous attendance records, diligence in making up class work, and previous academic success.

TEN UNEXCUSED ABSENCES IN A SINGLE CLASS for a semester will result in NO credit for that class. The student will remain in the class as an audit. If there are extenuating circumstances that are approved by the Attendance Review Board, the student will be allowed to continue in class for possible credit. Otherwise, he/she will not receive credit for that class. The building secretary, at the beginning of the school year and upon any enrollment during the school year, shall obtain from the parent or guardian of each child a correct and up-to-date telephone number or other means of contacting such parent or guardian during the school day.

If a student leaves school or a class without permission from the teacher or administrator in charge, the student will be considered truant. Truancy is an unexcused absence. The parent/guardian shall be notified verbally or in writing regarding truancy. The student may submit a written statement requesting an exception, which must be submitted within two school days after notification of the truancy issue.

On the second offense, the student may be suspended from school for up to three days. Suspended students must have an advance assignment sheet completed by their teachers. If they fail to complete their

assignments upon the day they return, they will receive no credit.

Any suspension, in-school or out-of-school, or unexcused absence prohibits the student from participation in any extra-curricular activities for that week.

Any student who has three unexcused tardies in a class during one semester will be sent to the office for a conference with the principal. Parents/guardians will be notified of all penalties regarding tardiness. **Three unexcused tardies in any one class, during one semester, equal one unexcused absence. An unexcused tardy that extends five minutes into the period results in an unexcused absence.**

The provisions of this policy shall be applicable to all students in the district, including those above and below the age for compulsory attendance as required by law.

When a student has four unexcused absences in one month or ten during the school year: Declare the student "Habitually Truant"

- Send a letter by certified mail notifying parent
- Develop a written attendance plan with the goal of assisting the student to remain in school
- Require full participation of parent/guardian when practicable
- Specify requirements and actions to be taken if the student fails to adhere to the plan
- Following compulsory attendance law, students will be required to attend court to explain their absences

Unexcused absences after Plan Implementation

- Notify parent of actions to be taken (as were specified in plan) by certified mail
- Refer to the Attendance Review Board (ARB)
- Notify superintendent of referral

MAKE-UP WORK

It is the student's responsibility to ask the teacher for his/her make-up work. The student may complete for credit any work missed for absences. The teacher should give assignments to the student rather than referring him to another student. There shall be one day allowed for make-up work for each day of absence. Example: A student absent three days would have three days to make up work. Students who know in advance of an absence should contact their individual teachers for an advance assignment sheet. Students who are going on field trips must get their assignments prior to their absence and return the assignment the next school day. If an incomplete grade has been given at the end of a grading period, all work shall be finished within two weeks after the end of the grading period.

STUDENT USE OF ELECTRONIC COMMUNICATION DEVICES

The district realizes that electronic communication devices can play a vital communication role in education. Students may carry and use electronic communication devices for educational purposes per individual teacher guidelines. Electronic communication devices with cameras shall not be used in the locker rooms, bathrooms, or other locations where such operation may violate the privacy rights of another person. Cell phones may be

used as electronic devices, with teacher permission. It is the student's responsibility to ensure the device is turned off and out of sight during the unauthorized times. Violation of this policy and/or use that violates any other district policy shall result in disciplinary measures and confiscation of the electronic communication device. Confiscated devices shall be returned to the student only after a conference with parent/guardian, student, and school personnel. The building principal or designee may also refer the matter to law enforcement as appropriate. The district shall not be responsible for loss, theft, or destruction of electronic communication devices brought onto school property.

THE USE OF CELL PHONES FOR MIDDLE SCHOOL STUDENTS ON CAMPUS IS PROHIBITED BETWEEN THE HOURS OF 7:45 AND 4:12 - CELL PHONES MUST BE TURNED OFF.

In a classroom, a teacher may allow students to access cell phones for educational purposes. High school students have the privilege of using their cell phones between classes and during lunch as long as they obey the school rules. If a cell phone is on during class without teacher permission, it will be taken away and placed in the school office and may be picked up after school. The second offense will require that a parent pick it up. The third offense will require a meeting between student, parent/guardian, and school personnel. If there is an emergency, the school office should be contacted, and the message will be relayed to the student immediately.

DRESS

A safe and disciplined learning environment is essential to a quality educational program. School is a place in which the business of education is conducted and students are expected to dress appropriately. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The board recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school. Students should maintain a neat appearance. Hair length will be left to the discretion of the parents and students unless it would be a safety or health factor. 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. Clothing rules shall be enforced equally regardless of gender.

If the student cannot promptly obtain appropriate clothing, on the first offense, the student shall be provided clothing by the school staff, and is to be returned at a prompt time. Students will also receive a referral. On the second offense, the students shall remain in an administrative office as in-school suspension for the day to do school work and a conference with parents/guardians shall be held. On the third offense, the student shall be subject to suspension or other disciplinary action as outlined in the school discipline code.

Unacceptable Items: The following items are deemed disruptive to the classroom environment or the maintenance of a safe and orderly school and are not acceptable in school buildings, on school grounds, or at school activities (decisions in this regard are at the discretion of school staff):

1. Shorts, dresses, skirts, or other similar clothing shorter than mid-thigh.
2. Sunglasses worn over the eyes and/or hats (or any headwear that obscures the face/interferes with identification) worn inside the building. Hats will be taken the first time and placed in the office for pick up after school. If additional infractions occur, parents will have to pick up the hat or a student may not be able to bring a hat to school for a period of nine weeks in severe cases.

3. Inappropriate sheer, tight or low cut clothing (e.g., midriiffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh, or similar materials, muscle tops etc.) that bare or expose traditionally private parts of the body including but not limited to, the stomach, buttocks, back, and breasts
4. Tank tops or other similar clothing with straps narrower than 1.5 inches in width (except at special events that require formal wear)
5. Pajamas and/or slippers
6. Pants with the waistline worn below the hips or point of the pelvic bone
7. 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, tobacco, alcohol, or weapons
 - Are of a sexual nature
 - By virtue of color, arrangements, trademark, or other attribute denote membership in gangs that advocate drug use, violence, or disruptive behavior
 - Are obscene, profane, vulgar, lewd, or legally libelous
 - Threaten the safety or welfare of any person
 - Promote any activity prohibited by the student code of conduct
 - Otherwise disrupt the teaching-learning process

Exceptions: Appropriate athletic clothing may be worn in physical education classes. Clothing normally worn when participating in school-sponsored extracurricular or sports activities (such as cheerleading uniforms and the like) may be worn to school when approved by the sponsor or the coach.

ELIGIBILITY

Students participating in activities (i.e. field trips, athletics, dances) are expected to follow rules, maintain satisfactory academic and attendance records, and maintain a satisfactory conduct and citizenship record. If a student misses school on the day of an athletic event (if it is on a school day), or on the day prior to an event, he/she cannot participate in the event.

A student who misses school will not be admitted to athletic practice that afternoon unless the absence is prearranged. Extenuating circumstances may be reason for the administration to make exceptions to this absenteeism clause.

Any suspension (in-school or out-of-school) or unexcused absence prohibits the student from participation in any extra-curricular activities for that week.

The following are considered extra-curricular activities by Park County School District Re-2: Winter Activities, Athletic Banquet, Jr./Sr. Prom and Banquet, FBLA, Destination Imagination (DI), National Honor Society (NHS), Student Council, Cheerleading, Pep Band, Band and Choir Trips, Senior Field Trip, All School Plays, All School Dances, Speech/Drama Trips, Class Activities (dances, parties, etc.), all Inter-school Athletics (football, basketball, track, wrestling, volleyball, etc. including practice). All high school and middle school students may participate in extracurricular activities based on the following criteria:

1. Students must pass **ALL** subjects (at least 60%) during the semester in order to be eligible for participation the following semester.

2. Weekly eligibility will begin after the second week of each quarter. In order for a student to be eligible, he/she must be passing in at least six subjects with a cumulative average of 60% or better. Weekly eligibility will conclude at the end of each quarter.
3. **Grades will be calculated cumulatively on a weekly basis.** Students are responsible for turning in work in a timely manner in order for teachers to be able to grade and record. A warning list is determined on Thursday at 2 PM. Students have the opportunity to resolve issues with their grades by Monday morning. The eligibility list for the week is determined on Tuesdays at 2 PM.

ACCIDENTS

Every accident with risk or presence of harm in the school building, on school grounds, at practice sessions, or at any event sponsored by the school must be reported immediately to the person in charge and the school office. Sponsors must file a Student Accident/Illness Report with the office. See section on Student Insurance.

ASSEMBLIES

The student council and faculty, subject to the approval of the principal, will schedule interesting and educational assemblies. Assemblies are a privilege and all conduct during assemblies should be appropriate to the type of program being presented. Individual conduct should be such that it does not disturb others.

FIELD TRIPS

Field trips occur on a limited basis and must be educational. **Students are required to get their assignments they will miss PRIOR to the trip and will be required to return the assignments on the day after the trip. Failure to do so will result in a reduced grade.**

DANCES

Traditional dances include homecoming in the fall and prom in the spring. Additional dances may be sponsored as fund-raising activities by class or school organizations. **STUDENTS MUST BE ACADEMICALLY AND BEHAVIORALLY ELIGIBLE IN ORDER TO ATTEND. STUDENTS CANNOT BE FAILING ANY CLASSES WHEN THE INELIGIBILITY IS REPORTED, TUESDAY AT 2:00 PM**

DAILY BULLETIN

The daily bulletin will be read each day. If a student wants to place an announcement in the bulletin, he or she must have faculty approval.

ATHLETICS

Coaches in each sport will hand out training rules for those sports. All team members will: (1) refrain from use of tobacco, alcohol, vape devices and drugs; (2) keep regular training hours; (3) attend practice and games; and (4) take proper care of equipment and facilities, especially those of a host school.

Athletes may have to get extra academic help after school from specific teachers. If so, the tardiness to practice will be excused by the coach. The athlete must present a note from the teacher to his/her coach. Students and fans attending athletic events are expected to show the same good sportsmanship and courtesy

which the participants on the athletic teams should show. At all times, students are to show the best possible courtesy to visiting teams, fans, and sports officials.

BUS PASSENGER CONDUCT

Students who reside in the Park County School District Re-2 may use the district bus service. The bus driver's authority will be respected. Reports of serious misconduct will be filed with the principal for administrative action and parents will be contacted. Passengers must remain seated while the bus is in motion. All other school rules apply while riding the bus. There will be no profanity. A student who fails to maintain appropriate conduct on the bus, waiting for the bus, or walking to or from the bus may lose the privilege of riding the bus and/or face disciplinary action.

CAMPUS

Park County School District Re-2 is a closed campus. For the safety and well-being of our students, Park County School District Re-2 will not allow students to leave the campus without parent permission. Students will not be allowed to "hang out" in the parking lots once they have arrived (this includes bus students). Any student found in the parking lot after the start of the school day will receive lunch detention (1st offense). Other offenses will result in Friday detention or ISS. Students must remain in their respective buildings. The building principals must approve any exceptions.

CARE OF PROPERTY

Please take pride in our building. Help by picking up litter and doing your share to keep your buildings clean. Respect and abide by the following rules: (1) Wear only proper gym shoes on the gym floors rather than street shoes or shoes that have been worn outdoors; (2) Show respect for lockers, desks, chairs, tables, walls, and floors; (3) Each classroom should be placed in order following each class. Treat school materials properly. Damaged property will incur a fee.

CLASSES, CLUBS AND ORGANIZATIONS

All classes, clubs, and organizations must have faculty sponsors. Meetings are to be held before school, after school, during lunch, or during PASS. All money is to be turned over to the district administrative office on the same day that it is collected before the close of business at 4:30 p.m., so that it is deposited in the bank. Please use proper procedures when spending class funds. Each sponsor will have a copy of that procedure.

CLASS MONIES

Student activity funds are considered a part of the total fiscal operation of the school district and are, therefore, subject to the policies and regulations established by the Board of Education. Funds derived from authorized clubs and organizations shall be expended to benefit the specific club or organization and to benefit those students currently in school who have contributed.

FIRE DRILLS

A fire evacuation plan is posted in each room. Students should study the plan and become familiar with it. An intermittent alarm is the signal for a fire drill. Windows and doors should be closed, and students should move out of the building in an orderly manner and remain at least seventy-five feet away (facing the building) until the

all clear signal is given. For safety, and in the event directions need to be given, silence and orderliness will be maintained at all times during the drill.

NUTRITIOUS FOOD CHOICES

REFRESHMENTS AT SCHOOL PARTIES, CELEBRATIONS, MEETINGS: In order to prevent outbreaks of foodborne illnesses in schools and to prevent the possibility of transmission of diseases from homemade foods or other harmful substances that may be found in food products, it is recommended that parents/students bringing foods leave their food in the original packaging until consumed.

Food that is prepared by school staff or parents/students for special occasions such as school barbecues, appreciation lunches, fundraisers, chili cook-offs, etc., must be prepared using the best food handling and sanitation guidelines. Trained food services staff should be consulted and involved in the food preparation activities when possible. **B.P. EFEA**

DISTRICT DISCIPLINE POLICIES

PAPERLESS COMMUNICATION

Discipline referrals will not be sent home unless requested by the parent. All parents will be notified via telephone or email when there is a discipline referral of any kind. The principal will ask if the parent requests a copy of the referral; if not, then the referral will be filed and not mailed. When a student is absent and the parent has not called the school, the parent will get a telephone call each day around 10:15 a.m. This is an automated call. When a student is failing one or more classes, the parent will receive an automated call.

BEHAVIOR DEFINITIONS and CONSEQUENCES

Minor Problem Behavior	Definition
Non-compliance	Student engages in brief or low-intensity failure to respond to adult requests.
Disruption	Student engages in low-intensity inappropriate disruption.
Dress Code Violation	Student wears clothing that is not within the dress code guidelines defined by the school/district. (Refer to district dress code.) **These are tracked differently.
Inappropriate Language	Student engages in low-intensity instance of inappropriate language.
Other	Student engages in any other minor problem behaviors that do not fall within the above categories.
Inappropriate Physical Contact	Student engages in non-serious, but inappropriate physical contact.
Property Misuse	Student engages in low-intensity misuse of property.
Tardy	Student arrives at class after the bell rings. ***These are tracked differently.

Technology Violation	Student engages in non-serious but inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computer.
----------------------	---

BEHAVIOR REFERRAL

A behavior referral is a formal documentation of a behavior incident involving one or more students. A student will be given a behavior referral for any MAJOR behavior (see list below) or for recurring minor behaviors. See “**Student Code of Conduct**” above.

Suspension is used only as a last resort when students willfully violate board policy; therefore, it is necessary to have parental involvement. Suspended students will be responsible for all class work missed. They will be given an advance assignment sheet with work to complete while out of school. The work will be due upon re-admittance to school.

DISRUPTIVE STUDENTS

When a student causes a disruption in the classroom, on school grounds, in school vehicles, or at school activities or sanctioned events, a staff member may remove the student from the activity. Upon the third such removal, the teacher may remove the disruptive student for the remainder of the term of the class. A due process procedure shall require that, as soon as possible after a removal, the teacher or the school principal contact the parent or legal guardian of the student to request his or her attendance at a parent-teacher conference regarding the removal. A behavior plan shall be developed after the second such removal from class. This policy shall comply with applicable federal and state laws, including, but not limited to, laws regarding students with disabilities.

Please note the offenses below are guidelines. The principal may make adjustments to these guidelines based on individual circumstances.

OFFENSES REQUIRING ADMINISTRATION INVOLVEMENT WITH CONSEQUENCES

Appropriate consequences will be determined by the parties involved. Restorative practices will be utilized whenever possible.

1. Dishonesty – lying or giving false information, verbal or written, to a school district employee
2. 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
3. Profanity, vulgar language, or obscene gestures (1st offense)
4. Interference with the school’s ability to provide educational opportunities to other students (1st offense)
5. Truancy (1st offense)
6. Violation of District policy or building regulations concerning distribution of non-curricular materials that is stated in Board Policy File: JICEC-R. (Based on severity/1st offense)
7. Violation of the school’s dress code policy (2nd offense)
8. Violation of the School Internet Contract (1st offense after warning) -Friday school plus 2 weeks suspension from the library and Internet
9. Plagiarism – Students will receive a zero on their work
10. Tardies (4th tardy per class in an academic quarter)
11. Being in the school parking lot between 7:52 – 4:12 without permission from the office (1st offense)

12. Inappropriate Public Display of Affection (PDA) –official written warning (1st and 2nd offense)
13. Cell phone/device use other than educational purposes or specific guidelines as defined above (For the 1st offense, the device will be taken and placed in the office; the student may pick it up at the end of the day. For the 2nd offense, the parent must pick the device up.)

***IN-SCHOOL SUSPENSION OR AN APPROPRIATE CONSEQUENCE**

1 - 3 days and a parent conference is required with a possible referral to the counselor after any ISS. After two ISS, an instance of OSS (Out of School Suspension) will occur.

1. “Texting” another student during a test or to provide test information to another student via “Text” will result in both students receiving zeros on their work, required parent conference, and two days of ISS.
2. Property offenses (if the infraction is determined to be of a minor nature) causing or attempting to cause damage to school or private property or stealing or attempting to steal school or private property
3. Violation of the district’s policy on student expression in clothing, harassment, orientation.
4. Harassment-
 - Repeatedly striking, shoving, kicking, spitting, or otherwise touching a person or subjecting him/her to physical contact
 - Repeatedly making lewd or obscene comments or gestures to or at another person
 - Repeatedly stalking a person
 - Repeatedly insulting, taunting or challenging another in a manner where such words or behavior are done to deliberately incite an immediate or violent response from the person(s) being addressed
 - Repeatedly threatening another person with physical harm
5. Violation of the district’s Tobacco-Free Schools policy. In addition, the tobacco will be confiscated, and the student will be excluded from extra-curricular activities.
6. Disrespect, willful disobedience, or defiance
7. Inappropriate behavior
8. Violation of District policy or building regulations concerning distribution of non- curricular material that is stated in Board Policy JICEC-R (based on severity /2nd offense)
9. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage to property (one to three days/repeat offenses)
10. Profanity, vulgar language, or obscene gestures toward other students, school personnel or visitors to the school (one to three days/repeat offenses)
11. Engaging in verbal abuse (one to three days/repeat offenses)
12. Dishonesty—lying or giving false information, verbal or written, to a school employee (one to three days/repeated offense)
13. Repeated interference with the school’s ability to provide educational opportunities to other students (one to three days /2nd offense)
14. Violation of school dress code policy (1 – 3 days/3rd and 4th offense)
15. Violation of School Internet Contract (2nd and 3rd offense) three days in-school suspension; suspension from the Internet for the remainder of the semester
16. Inappropriate Public Display of Affection (3rd offense)
17. Truancy (2nd offense) (3rd offense will be dealt with as willful disobedience)
18. Plagiarism (2nd offense)

19. Senior Prank –Parent conference, 3 days of ISS which will require working with custodial staff cleaning, one day will be the day before graduation, possibility of not walking in graduation service
20. Cell phone use other than at lunch in the high school or cell phone use at any time in the middle school. (3rd offense – parent conference; two weeks no cell phone use at lunch and 2 days ISS for willful disobedience) (4th offense –cell phone not allowed on campus for the remainder of the semester – 3 days of ISS for continued willful disobedience)
21. Violation of electronic communication devices using a camera
22. Vape devices will be treated as smoking.

***OUT-OF-SCHOOL SUSPENSION OR AN APPROPRIATE CONSEQUENCE**

1 – 5 days; Parent Conference Required

1. Violent or aggressive behavior will not be tolerated, which is stated in Board Policy JICDD (OSS 3 days, 1st offense; OSS 4 days, 2nd offense)
2. Causing or attempting to cause damage to school or private property, stealing or attempting to steal school or private property (2nd offense for a minor infraction or, if infraction is determined major, also referral to law enforcement authorities)
3. Using and/or possessing drugs/drug paraphernalia/alcohol – OSS 3 days: conference with parent/guardian; referral to law enforcement; mandatory drug and alcohol treatment at jail which will cost the student/parent \$100; remediation plan (1st offense). OSS 4 days; mandatory drug and alcohol treatment program; referral to law enforcement. (2nd offense)
4. Violation of District Tobacco-Free Schools policy. In addition, the tobacco will be confiscated. (Repeat offenses)
5. Committing extortion, coercion or blackmail, obtaining money or other objects from an unwilling person or forcing an individual to act through the use of force or threat of force – OSS 1 to 3 days and completion of anger management class
6. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff – OSS 1 to 3 days
7. Engaging in hazing activities – OSS 1 to 3 days
8. Behavior, on or off school property, which is detrimental to the welfare or safety of other students or school personnel (When bullying is involved, discretion on the disciplinary consequence is permitted based upon the pattern and severity of such behavior.)
9. Tampering with, removal, or misuse of a fire extinguisher and/or other safety equipment– OSS 1 to 3 days
10. Repeated interference with the school’s ability to provide education to educational opportunities to other students – OSS 1 to 3 days/3rd offense
11. Violation of the District’s policy on student expression – OSS 1 to 3 days
12. Violation of school internet policy – OSS 3 days/3rd offense
13. Carrying, bringing, using or possessing a box cutter or a knife, regardless of the length of the blade, in any school building, on school grounds, in any school vehicle or at any school sponsored activity without express authorization is prohibited. OSS 2 days, referral to law enforcement, and a meeting with a parent before the student is allowed to return to school (1st offense); OSS 4 days, referral to law enforcement and a meeting with a parent before the student is allowed to return to school (2nd offense)
14. Violation of electronic communication device using a camera (2nd offense)
15. Cursing at any staff member will be an automatic one day out of school suspension.

16. Possession of vape device (repeated offenses)

EXPULSION FOR THE FIRST OFFENSE

(LAW ENFORCEMENT SHALL BE CONTACTED, EXCEPT FOR ITEM “9”)

1. Possession of a dangerous weapon. Carrying, bringing, using, or possessing any 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 (federal law specifies that students with guns shall be expelled for 365 days). Such weapons include, but are not limited to, any pistol, revolver, rifle, shotgun, air gun, spring gun, slingshot, bludgeon, brass or artificial knuckles of any kind, a fixed-blade knife with a blade that measures longer than three inches in length, or a spring-loaded knife with a blade that measures longer than three and one half inches, or any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to inflict death or serious injury. The district has developed local restrictions on all knives.
2. Sale, exchange, trade, or distribution of a drug or controlled substance
3. Commission of an act, which, if committed by an adult, would be robbery or assault as defined by law
4. Violation of criminal law, which has an immediate effect on the school or on the general safety or welfare of students and staff
5. Intentional false alarm, e.g., bomb threat
6. Starting fires on school property or at school functions that create a danger to others
7. Verbal threats that could endanger other students or school personnel, which shall include but not be limited to bomb threats, gun threats, or knife threats
8. Behavior, on or off school property, which is detrimental to the welfare or safety of other students or school personnel, including behavior which creates a threat of physical harm to the student or other students, except that if the student who creates such a threat is a handicapped student pursuant to Section 22-20-103 (4), such student may not be expelled if the action creating such a threat is a manifestation of such student’s handicapping condition
9. Habitually Disruptive Student – A student who has been suspended, out of school, three times during the course of the school year for causing a material or substantial disruption in the classroom, on school property, in school vehicles, or at school activities or events because of behavior that was initiated, willful and overt on the part of the student
10. Use and/or possession of a controlled substance (3rd offense)
11. Violation of school Internet policy (4th offense)

*These offenses may count as steps toward being declared a “Habitually Disruptive Student”.

**These offenses SHALL count as steps toward being declared a “Habitually Disruptive Student”.

REMEDIAL DISCIPLINE PLANS

A remedial discipline plan shall be developed after the first out-of-school suspension for a material and substantial disruption. This plan will address the child’s disruptive behavior and his or her educational needs with the goal of keeping the child in school. Law enforcement may be contacted. Any student who leaves and returns to Park County School District Re-2 during the same school year shall be placed on the same step he/she was on when he/she left.

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 civil liability unless the person is acting willfully or wantonly. It is an affirmative defense in any criminal action that a person is acting in good faith and in compliance with the discipline code.

SEXUAL HARASSMENT

It shall be a violation of policy for any staff member to harass students or for students to harass others through conduct or communications of a sexual and/or racial nature.

Procedure: Students may file a formal grievance of sexual/racial harassment through the use of the grievance procedure contained in Board Policy File: JBB.

Consequence: After receiving the record made by the grievance officer, the superintendent or designee may gather additional evidence necessary to decide the case. Within 14 calendar days of receiving the record, the superintendent or designee will announce any sanctions or other actions deemed appropriate, including recommendations to the Board for disciplinary or other actions.

RACIAL HARASSMENT

As stated in the Park County School District Re-2 Non Discrimination/Equal Opportunity policy, the district is committed to a policy of nondiscrimination on the basis of race, color, sex, religion, national origin, age, sexual orientation and disabilities. This policy specifically reinforces the district's non-tolerance of harassment based on race, color, or national origin and recognizes these as a violation of the laws that prohibit racial discrimination. Students at Park County School District Re-2 have the right to an educational environment free of this type of harassment and discrimination. Staff members, as well as students, have a responsibility to observe behaviors within the school district and to support this policy and report violations.

The district shall investigate all indications, informal reports, and formal grievances of racial 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 restore lost educational opportunities to the harassed student, to prevent harassment from recurring, and to prevent retaliation against anyone who reports racial harassment or participates in a harassment investigation.

WHAT CONSTITUTES RACIAL HARASSMENT? Racial harassment may have occurred when:

- School district employees and/or students treat a student differently than other students solely because of the student's race, color, or national origin.
- Student's ability to participate in or benefit from a school-related program or activity is interfered with or limited on the basis of race, color, or national origin.

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

Examples of racial harassment may include, but are not limited to, the following:

- Verbal harassment or “kidding,” such as racial slurs or slang, derogatory comments regarding ethnic groups.
- Visual harassment such as cartoons, drawing symbols, or graffiti directed toward ethnic groups.
- Violence on the basis of race, color, or national origin.

REPORTING RACIAL HARASSMENT

Students who believe they have been unlawfully harassed are encouraged to discuss the matter with their teacher, principal, or counselor, or file a formal grievance of racial harassment through the use of the accompanying grievance procedure. If the alleged

harasser is the principal with whom a grievance routinely would be filed, the student may file the grievance with the counselor.

If the student requests that the complaint be held in confidence, every effort will be made to do so. A private conversation with the student submitting the complaint will occur before the alleged offender is notified of the allegations. The student shall be told how a request for confidentiality may affect the school district’s ability to resolve the issue.

Filing a grievance or otherwise reporting racial harassment shall not reflect upon the student’s status or affect his/her grades.

If a parent is concerned about the safety of his/her child due to harassment, the parent may request that the principal or his/her designee of the appropriate schools bring the victim(s), the accused, witness, law enforcement, and/or parents of all students involved, together to help resolve the issue. Legal counsel, if desired, may be present.

RECEIVING RACIAL HARASSMENT REPORTS

All racial harassment reports shall be forwarded to the grievance officer. Upon receiving a report, the grievance officer shall proceed as set forth herein.

The building administrator makes final determination of the consequence for the offense, which may include contacting law enforcement agencies.

BULLYING PREVENTION

Definition: The Colorado Safe Schools Act defines bullying as “any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student.”

Prohibition: State law prohibits bullying “against any student for any reason, including but not limited to, any such behavior that is directed toward a student on the basis of his or her academic performance, or against whom federal and state law prohibit discrimination upon any of the bases described in [Colorado Revised Statute] section 22-32-109.” Bullying may violate students’ civil rights as follows:

1. **Title VI** of the Civil Rights Act of 1964, which prohibits discriminations on the basis of race, color, or national origin
2. **Title IX** of the Education Amendments of 1972, which prohibits discrimination on the basis of sex
3. **Section 504** of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disability

Three Components of Bullying

There are three basic components to bullying:

1. Aggressive behavior that involves unwanted, negative actions
2. Often a pattern of behavior repeated over time
3. An imbalance of power or strength

Bullying versus normal conflict can be distinguished as follows:

Normal Conflict	Bullying Behavior
Equal power or between friends	Imbalance of power
Happens occasionally	Repeated negative behavior
Accidental	Purposeful
Not serious emotional harm	Can be serious with threat of physical or emotional health
Equal emotional reaction	Strong emotional reaction from victim
Not seeking power or attention	Seeking power or control
Remorse/takes responsibility	No remorse/blames victim
Effort to resolve problem	No effort to resolve problem

Disciplinary Action: The school district’s policy shall include a reasonable balance between the pattern and the severity of such bullying behavior. Schools are required to take action regardless of whether a student has complained, asked the school to take action, or identified the harassment as a form of discrimination. Bullying must be reported annually and handled under the category of “Behavior detrimental to the welfare or safety of other students or of school personnel, including, but not limited to, bullying.”

SCHOOL CLOSINGS DUE TO SNOW AND/OR OTHER EMERGENCIES

The policy of the Park County School District Re-2 will be to retain all students until closing at 4:12 p.m., unless the weather becomes questionable during the day. See below procedures. Parents always have the right in bad weather to have their children released early into their care or to keep them home from school. All closings, delays, or early dismissal will be notified through the One Call Now service. Please make sure we have your phone numbers updated.

If inclement weather or other circumstances would require a school closure or delay, it is at the sole discretion of the superintendent or his/her designee. Notification of closure or delay will be made no later than 5:30 a.m. the day of closure or delay.

GRADING SYSTEM AND CLASS RANK

The school system is set up on a nine week grading system. The following system will be used for grades: Grades 9-12 will receive number grades for their academic classes. The following scale will be used: 90-100 equals A, 80-89 equals B, 70-79 equals C, 60- 69 equals D, 0-59 equals F. Elective classes such as student aide may use the S (satisfactory), U (unsatisfactory) system. Class rank for high school students will be determined by the Grade Point Average (GPA) of seven semesters.

PROCEDURE ALLOWING PHYSICAL ACTIVITIES TO BE USED AS SPORTS CREDIT

The district recognizes that some students participate in organized after-school physical activities or sports that could satisfy P.E. standards and thus could be awarded a sports credit. A student athlete can earn 1/3 of a P.E. credit for each sport successfully completed. Three sports credits equal one P.E. credit. Two P.E. credits are required for graduation. Sports credits are not factored into a student's GPA. In order for a student to receive a sports credit outside of school hours, the student must document forty-eight (48) hours of physical activity. Such activities will include but not be limited to dance, yoga, sports camps, martial arts, gymnastics. These hours cannot be carried over from one school year to the next. Credits earned in the summer will be posted to the transcript during the fall semester.

In order to get the sports credit, forty-eight (48) hours of documented participation will be required. The student must contact the counselor to request the official documentation form. The student is responsible for picking up this form and returning it prior to the end of the semester. The student must have an authorized representative from the organization list the dates, times, and location, and provide a signature on the official form.

In the event a senior is using this for completion of graduation credit, the documentation must be submitted to the counselor no later than two weeks before graduation.

HIGH SCHOOL GRADUATION REQUIREMENTS

[South Park Peak Pathways](#) outline the graduation requirements starting with the Class of 2021.

VALEDICTORIAN AND SALUTATORIAN

The valedictorian is the senior with the highest weighted grade point average based on seven semesters. The salutatorian is the senior with the second highest weighted grade point average based on seven semesters. In order to be eligible for the valedictorian or salutatorian, a student must be enrolled at South Park High School, consecutively, from the beginning of the second semester of his/her sophomore year until the end of the first semester of his/her senior year. If there is a tie, the third nine-week grades of the senior year will be used as a tiebreaker.

CORRESPONDENCE COURSES

Any student who expresses an interest in a course not offered by Park County School District Re-2 must have prior approval from the School Counselor and/or Principal if taking the course for credit to be applied toward

graduation requirements. If the course is for credit recovery to be able to graduate, **ALL grades must be into the counselor by May 15.**

INDIVIDUAL CAREER AND ACADEMIC PLAN ICAP

ICAP is the vehicle by which Colorado students explore the world beyond high school and reflect their understanding and plan for these next steps. ICAP is a multi-year process, one that will span the lives of students who are now in middle and high school and will continue into adulthood. ICAP plans will be developed through cooperative efforts by students, faculty, counselors, and parents. Students are expected to complete grade-level milestones beginning in 6th grade.

TRANSCRIPTS

High School graduates will receive two official transcripts and one unofficial transcript in the mail shortly after graduation. By request a final official transcript will be sent directly to the institution of higher education without cost. Requests should be made to the high school counselor. Additional requests for transcripts will be \$10.00. This fee must be paid prior to the transcript being sent.

HOMEWORK

Homework should be a part of the learning experience for every student and should provide worthwhile activities which cannot normally be achieved in the classroom during the scheduled session. Remember, it is the student's responsibility to get missed work when he/she is absent.

HONOR ROLL

To be on the Honor Roll or Honorable Mention requires hard work on the part of the student. Any student who attains this status is certainly to be commended. Honor Roll requirements are: 3.5 GPA or above. Honorable Mention requirements are: 3.0 - 3.499 GPA.

NATIONAL HONOR SOCIETY

The academic qualification for the National Honor Society is a 3.25 GPA for three consecutive semesters.

LIBRARY

Our library is a Pre-K through 12th grade facility. Our goal is to provide a positive learning environment for everyone and maintain the library resources in the best condition possible.

LOCKERS

Locker assignments are made for the entire year, and exchanging of lockers is not permitted. Each student is responsible for the interior of his or her locker and should keep it neat and clean. Students are encouraged not to leave articles of value or money in their lockers even if they believe their lockers are secure. Please keep your locker locked. If your lock does not work, please contact the office immediately. Your locker is subject to inspection and may be searched if it is suspected to contain any item(s) that may endanger the health, safety, and welfare of others.

MEDICATION

Students shall not be permitted to take prescribed medication while at school unless such medicine is given to them by a school employee, designated by the school principal, acting under specific WRITTEN request of the parent/guardian and under the WRITTEN instruction of the student's physician.

When such a request is made, a full release from the responsibilities pertaining to the administration and consequences of such medications must also be presented to the principal by the student's parents/guardian. School personnel WILL NOT administer other medication, including aspirin, to students.

MOTOR VEHICLES AND PARKING

The use of motor vehicles for the purposes of traveling to and from school property is a privilege. Students who drive their vehicles to school are not allowed to move them during school hours without permission from the principal. Students must receive a pass from the office to go to the student parking lot during school hours. Violations of parking rules will result in the following procedure:

1. Lunch detention (1st offense)
2. Parent meeting (2nd offense)
3. Continued failure to observe parking lot rules will result in further disciplinary action.

PROGRESS REPORTS

Parents can check grades at any time using the online gradebook available on our district website. Please contact your building secretary for access.

REPORT CARDS

Report cards are issued at the end of each quarterly grading period. Percentage and letter grades are used to designate a pupil's progress.

SCHEDULE CHANGE PROCEDURE

Student initiated course changes may be made through the first week of each semester. Using the [Add/Drop Form](#) schedule changes must be approved by:

- School counselor
- Adding teacher
- Dropping teacher
- Parent/guardian via signature

SCHOOL HOURS

School is in session from 7:52 a.m. until 4:12 p.m. Students are not to be in the building before 7:40 a.m. unless they are reporting to a scheduled meeting at which a certified staff member is present. Students are not to be in the building after 4:15 p.m. unless they are reporting to some scheduled meeting or group activity. Students are not allowed in the school parking lot between the hours of 7:52 a.m. and 4:12 p.m.

STUDENT INSURANCE

Proof of health insurance must be on file in the South Park Middle/High School office within one week of enrollment. If a student is participating in a sporting event, he/she must have proof of insurance before practicing with a team.

Students must report all accidents and/or injuries resulting at school or at school sponsored activities to the school sponsor or Principal immediately, regardless of the extent of the injury, so an Accident/Illness Report can be written up on the injury.

A student should not see a physician regarding an accident until after the school is informed and it is determined by the school that medical treatment is required. Violation of this request may result in the parent being responsible for the total cost of the medical services without benefit of insurance.

SKATEBOARDS and ROLLER SKATES

Skateboards, roller skates, Heelys™, or other unauthorized wheeled devices will not be allowed on campus at any time.

TELEPHONE

The load of the office telephone is such that it necessitates our asking students to refrain from using it except in cases of school business. We do have a telephone in the high school/middle school office for students' use any time except during class. Cell phone use is prohibited during the hours of 7:52 a.m. – 4:12 p.m for middle school students. High school students may use their cell phones in between classes and at lunch.

To avoid classroom disruptions, we prefer pupils not be called to the telephone during school hours. We will take urgent messages and relay them to students. We cannot promise students will receive telephone messages that are not urgent.

VANDALISM

Any student who commits an act of vandalism shall be subject to school suspension or expulsion depending upon the seriousness of the act, as well as being referred to law enforcement. The person who committed the act and his/her parents/guardians shall be responsible for any financial loss or damages resulting from the act of vandalism. Adopted: November 16, 2004, Policy: ADC

TOBACCO-FREE SCHOOLS

Tobacco 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 or possession of any tobacco products by staff, students and members of the public is banned from all school property, in school vehicles, or at school activities or sanctioned events.

“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.

“Use” means lighting, chewing, inhaling or smoking any tobacco product.

Disciplinary measures for students who violate this policy will include confiscation of the tobacco, in-school suspension, revocation of privileges and exclusion from extracurricular activities. Repeated violations may result in out-of-school suspension. Adopted: December 11, 2000, Policy: JIH

STUDENT INTERROGATIONS, SEARCHES AND ARRESTS

The Board of Education seeks to maintain a climate in the schools conducive to learning and protective of the safety and welfare of staff and students. To achieve this goal, it may be necessary for school personnel to search the person and/or the personal property of the student and to seize any property deemed injurious or detrimental to the safety and welfare of students and staff.

Searches conducted by school personnel

Searches may be conducted by a school official who has reasonable grounds for suspecting a search will turn up evidence that the student has violated either the law or board policy. When reasonable grounds for a search exist, school personnel may search the student and/or the student's personal property while on school premises or during a school activity under the circumstances outlined in this policy and may seize any illegal, unauthorized or contraband materials.

Any search conducted by a school official shall respect the privacy of the student and not be any more intrusive than necessary, considering the age and sex of the student and nature of the suspected infraction.

Whenever possible, the student shall be informed of the reason(s) for conducting the search and the student's permission to perform the search shall be requested. A student's failure to cooperate with school officials conducting a search shall be considered grounds for disciplinary action.

An administrative report shall be prepared by the school official conducting a search explaining the reasons for the search, the results, and the names of any witnesses to the search. If the search produces evidence to be used as the basis for disciplinary action, the report shall be filed in the student's cumulative folder.

Definitions

1. "Reasonable suspicion" is the standard for a search on school property or at school activities carried out by school authorities. Reasonable suspicion is based on facts provided by a reliable informant or personal observation which causes the school official to believe, based on personal experience, that search of a particular person, place or thing would lead to the discovery of evidence of a violation of board policy or state or federal laws. Reasonable suspicion requires more than a mere hunch.

2. "Contraband" consists of all substances or materials prohibited by board policy or state law including but not limited to drugs, alcoholic beverages, guns, knives, other weapons and incendiary devices.

Search of school property

School lockers, desks and other storage areas are school property and remain at all times under the control of the school. School property provided for the use of students is subject to inspection, clean-outs, access for maintenance and search pursuant to this policy.

Students shall assume full responsibility for the security of their lockers and/or other storage areas in the manner approved by the administration. Students shall be responsible for whatever is contained in desks and lockers assigned to them by the school.

The principal or designee may search a desk, locker or any other storage area and its contents when there are reasonable grounds for a search. Whenever possible, another person shall be available to witness the search.

Search of the student's person

The principal or designee may search the person of a student if the school official has reasonable grounds to believe that the student is in possession of contraband.

Search of the person shall be limited to the student's clothing, any object in the student's possession such as a purse or backpack and/or a "pat down" of the exterior of the student's clothing.

Searches of the person shall be conducted out of the presence of other students and as privately as possible. At least one, but not more than three, additional persons of the same gender as the student being searched shall witness but not participate in the search. A student will be searched by a faculty member of the same gender.

The parent/guardian of any student searched shall be notified of the search as soon as reasonably possible.

Searches of the person which require removal of clothing other than a coat or jacket shall be referred to a law enforcement officer. No strip search shall be carried out by any school employee.

Seizure of items

Anything found in the course of a search conducted by school officials which is evidence of a violation of law or board policy or school rules or which, by its presence, presents an immediate danger of physical harm may be:

1. Seized and offered as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized. Such material shall be kept in a secure place by the principal until it is presented at the hearing.
2. Returned to the student or the parent/guardian.
3. Turned over to a law enforcement officer in accordance with this policy.

Appeals

Within ten school days after a search, the student may appeal the search decision to the superintendent who shall investigate the reason(s) and circumstances of the search. The superintendent shall issue written findings within five school days after receiving the appeal. The superintendent's decision shall constitute the final district determination.

LAW ENFORCEMENT OFFICERS' INVOLVEMENT

Search and seizure

The principal or designee may request a search on school premises be conducted by a law enforcement officer. When law enforcement authorities are involved in the search, the search will be conducted under criminal law standards rather than under the provisions of this policy.

When law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in the search unless under the direct order of the law enforcement officer.

If law enforcement personnel seek permission from school authorities to search a student, the student's personal property, or school property to obtain evidence related to criminal activities, school officials shall require the police to produce a valid search warrant before the search is conducted unless:

1. There is un-coerced consent by the student
2. There is probable cause and circumstances such that taking the time to obtain a search warrant would frustrate the purpose of the search
3. The search is incident to an arrest and is limited to the person and immediate surroundings

Interrogation

When law enforcement officials request permission to question students when students are in school or participating in school activities, the principal or designee shall be present. If the student is under 18, the student's parent/guardian shall also be present unless the juvenile is emancipated as that term is defined in state law. Every effort shall be made not to draw any attention to the student being questioned by conducting the interrogation in private and with as little disruption to the schedule as possible.

Custody and/or Arrest

When custody and/or arrest by law enforcement is involved, the principal shall request that all procedural safeguards as prescribed by law be observed by law enforcement officers. This includes all due process procedures including but not limited to obtaining proper arrest warrants where required. Adopted: December 11, 2000, Policy: JK

This handbook is a guide that covers many specific areas regarding school attendance, discipline, harassment, and discrimination. However, every policy and procedure is not written in this handbook but can be obtained upon request from the school secretary. The principal shall post a copy of the policies and procedures for Student Attendance, Discipline, Harassment, and Non-Discrimination in each school office