

# MHS PARENT & STUDENT HANDBOOK 2016-17



## MEEKER HIGH SCHOOL

550 School Street  
PO Box 159  
Meeker, CO 81641  
(970) 878-9070  
FAX (970) 878-3633 – Office  
[www.meeker.k12.co.us](http://www.meeker.k12.co.us)

[School Directory](#)

[Mission Statement](#)

[Bell Schedule](#)

[Know Your School System](#)

[Student Rights and Responsibilities](#)

[Sexual Harassment Statement](#)

[Academics](#)

[File: IKF](#)

[Graduation Requirements](#)

[Grade Reports](#)

[Learning lab \(credit recovery & acceleration\)](#)

[File: IKFA-R](#)

[Early Graduation](#)

[School Attendance](#)

[File: JEA](#)

[File: JH](#)

[Student Absences and Excuses](#)

[File: JH-R](#)

[File: JHB](#)

[Truancy](#)

[Meeker High School Attendance Guidelines](#)

[GENERAL INFORMATION: Conduct and Procedures](#)

[Discipline Procedure](#)

[File: JICDA](#)

[Code of Conduct](#)

[File: JICDD\\*](#)

[Violent and Aggressive Behavior](#)

[File: JICH-R](#)

[Drug and Alcohol Involvement by Students](#)

[Weapons in School](#)

[File: JKD/JKE-E](#)

[Grounds for Suspension/Expulsion](#)

[Meeker High School Parent/Student Handbook – signature page](#)

## School Directory

Meeker High School  
550 School Street  
PO Box 159  
Meeker, CO 81641

MHS Main Office	878-9070
MSD Admin. Office	878-9040
Transportation Office	878-9080

Amy Chinn, Principal  
Klark Kindler, Athletic Director ext. 326  
Trina Smith, Counselor ext. 320  
Mandi Etheridge, Head Administrative Assistant ext. 302  
Denee Chintala - Agriculture Education ext. 319  
Zach Clatterbaugh - Industrial Arts ext. 203  
Naomi Etchart - Math/Science ext. 327  
Diane Ewing - Math ext 328  
Jeff Hemingson - Band/Choir ext. 324  
Brenda Hummel - Family and Consumer Sciences ext. 329  
Kathleen Kelley - English/Speech ext. 334  
Haley Kracht - Credit Recovery ext. 360  
Katelyn Kuck - Spanish ext. 321  
Patricia Merrifield - Interventionist ext. 333  
Ben Quinn - Art ext. 337  
Cheri Robinson - English/Literature ext. 325  
Michelle Selle - Science ext. 330  
John Strate - Social Studies ext. 322  
Brent Rowles - Head Custodian ext. 399

## Mission Statement

It is the mission of the Meeker School District to seek the highest possible level of success for each student. The District will provide a safe environment in which students learn those skills necessary to become well-informed citizens and contributing members of society.

## Vision Statement:

"Excellence in All We Do"

## Nondiscrimination Statement

Meeker RE-1 is an equal opportunity employer which does not discriminate on the basis of race, creed, color, religion, national origin, sex, marital status, physical handicap or disability.

### Please Note:

Any changes in policies/procedures which result **after** this handbook goes to print will be given to the students in writing. Please call the school if you have questions.

## Bell Schedule

2016-2017 Daily Bell Schedule			
Period	Start time	End time	
First Bell	7:47:00 AM		
1	7:50:00 AM	8:50:00 AM	
Passing	8:50:00 AM	8:53:00 AM	
2	8:53:00 AM	9:53:00 AM	
Cowboy Time	9:53:00 AM	10:03:00 AM	
Passing	10:03:00 AM	10:06:00 AM	
3	10:06:00 AM	11:06:00 AM	
Passing	11:06:00 AM	11:09:00 AM	
4	11:09:00 AM	12:09:00 PM	
Lunch	12:09:00 PM	12:43:00 PM	
Passing	12:43:00 PM	12:46:00 PM	
5	12:46:00 PM	1:47:00 PM	
Passing	1:47:00 PM	1:50:00 PM	
6	1:50:00 PM	2:51:00 PM	
Passing	2:51:00 PM	2:54:00 PM	
7	2:54:00 PM	3:55:00 PM	

## Know Your School System

The School Board sets the general philosophy and overall policies for the school corporation. In general the Board's duties are as follows:

- ✓ Set policies, rules, and regulations that provides a good educational atmosphere.
- ✓ Decide what curriculum the schools will use.
- ✓ Provide a budget to assure quality education for each student.
- ✓ Follow state and federal laws.
- ✓ Insure that the superintendent carries out Board policies.

The Superintendent manages the day-to-day operations of the schools. He/she has the responsibility to:

- ✓ Plan a curriculum and activities to meet the needs of all students.
- ✓ Provide the materials, personnel, and facilities necessary to carry out a good educational program.
- ✓ Establish policies and rules of attendance and behavior that create a conducive learning atmosphere.
- ✓ Make future plans, based on the needs of the students.

The Principal usually oversees the education of a group of students in a specific school. The principal's duties include:

- ✓ Seeing that the instructional program is effective and meets the curriculum requirements.
- ✓ Developing and maintaining a rapport with students, parents, and teachers.
- ✓ Solving any school related problems students, staff, parents, or members of the community may have.
- ✓ Keeping parents informed about school programs, rules, and staff.

The Teacher:

- ✓ Is the first contact for information about student progress and challenges.
- ✓ Develops and maintains rapport with students, parents, and teachers.
- ✓ Creates and maintains an atmosphere that supports teaching and learning for every student.
- ✓ Supports continuous improvement in the classroom.

The Activities Director:

- ✓ Is the first contact for information relating to athletics, activities, and fundraisers.
- ✓ Responds to questions concerning CHSAA regulations and eligibility.
- ✓ Supports a positive learning experience for both coaches and participants in our activities programs.
- ✓ Oversees and coordinates school programs including concessions.

The Counselor

- ✓ Assists students through class presentations, individual conferences and group meetings.
- ✓ Provides resources and guidance for vocational choices, life skills, personal crisis, or educational concerns (such as college selection, high school course selection, or scheduling conflicts).
- ✓ Supports students through scheduled appointments (students need to obtain a pass for this time).
- ✓ Locates additional support services as needed on a case by case basis for students and their families.

## Student Rights and Responsibilities

The rights of all students, including those guaranteed by the Constitution of the United States, and by applicable federal, Colorado and local statutes, (including the right to an education) are and shall be recognized without regard to race, religion, sex, creed, ability to pay, national origin, handicapping condition, or intellectual ability.

: Student responsibilities include regular school attendance, conscientious effort in classroom work, conformance to school rules and regulations. It is also the student's responsibility not to interfere with the education of fellow students or the orderly operation of the school.

: Students have the right to expect a safe school environment in which to learn and a climate within the school that is conducive to learning.

: Students have a responsibility to assist the school staff in operating a safe school - abiding at all times by the laws of the United States, the State of Colorado, the County of Rio Blanco, the City of Meeker and the regulations of the Meeker Board of Education and Meeker High School.

: Students have a right to expect courtesy, fairness, and respect from members of the school staff and other students.

: Students have the responsibility to respect the rights and authority of teachers, students, administrators and all others included in the educational process.

: Students have a right to expect that other students and school personnel will respect their personal property.

: Students have the responsibility to respect personal property rights of other students, teachers, and administrators, as well as the public's property, including equipment and school buildings

: Students have a right to participate in school activities.

: Students have a responsibility to comply with all rules and regulations for student behavior at all school functions.

: Students have the right to freedom of expression, to address policies publicly, privately, in writing, or orally. Students may advocate change in any law, policy, or regulation.

: Students have a responsibility to see that these freedoms do not interfere with the educational program. Students have a responsibility not to use obscene, slanderous, or libelous statements, disruptive tactics. Students also will not advocate violation of law or school regulations.

## **Sexual Harassment Statement**

Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws, which prohibit sex discrimination. The School District shall follow to the extent feasible, the guidelines set forth in Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. Legitimate non-sexual touching or other non-sexual conduct is not sexual harassment. For more information about definitions and examples, please review the Meeker Re-1 Safe Schools Handbook.

Students who believe that they have been subject to sexual harassment may report incident to any teacher, counselor or principal in their school or another school, or to the superintendent. The building principal will be referred to as the designated Building Title IX Compliance Officer. All reports received by teachers, counselors, principals and other school district employees shall be forwarded to the District Title IX Compliance Officer. If the alleged harasser is the designated Building Compliance Officer, the superintendent shall appoint an alternate Building Compliance Officer to investigate the matter. To the extent required by law, the School District shall investigate any informal or formal report of sexual harassment by students, employees, or third parties. Whether or not a formal grievance is filed, the School District shall take steps reasonably necessary to end the sexual harassment, prevent sexual harassment from occurring again, and to prevent retaliation against anyone who reports sexual harassment or participate in a harassment investigation. FILE: JBB From FILE: JBB\*R

## **Graduation Requirements**

In pursuit of its mission to ensure that all students reach their learning potential, the Board of Education has established the following graduation requirements based on state and district academic standards.

### **State standards and district academic standards**

All students must meet or exceed state standards and district academic standards prior to becoming eligible to graduate or complete the requirements and goals as listed on a student's Individualized Education Program (IEP), which may include modified standards.

Graduation from high school is a culminating event that results from the foundations built at the elementary and middle levels. Graduation is a collaborative effort among levels in a student's public school career. Each level of school and each staff member or parent/guardian who instructs or counsels a student shares responsibility for the ultimate ability of that student to demonstrate proficiency in the academic standards and to meet the expectations for graduation.

The Meeker School District shall develop graduation criteria that exceed the guidelines adopted by the state of Colorado. Students wishing to earn a diploma from Meeker High School will be required to meet the guidelines established by the Meeker School District. School district administration shall develop the guidelines necessary for meeting the state minimums.

### **Units of credit needed**

A total of 24 credits during grades nine through twelve are required for graduation. A credit is defined as the successful completion of a course which meets a minimum of four days per week for a minimum of 50 minutes daily for at least 36 weeks or the equivalent. Successful completion means that the student obtained a passing grade for the course.

### **Student course load**

The intention of the Board and Meeker High School is for students to be enrolled for eight semesters of high school and earn a minimum of 24 credits to graduate. All students must be enrolled in a full-time, seven-class Meeker High School schedule. Students who wish to take fewer credits in any given school year must obtain advance permission from the principal.

The following criteria shall entitle a student to a high school diploma:

- Achievement in district academic standards as demonstrated by mastery of the curriculum which may include, but is not limited to, daily classroom assignments, the state assessment program, the district assessment program, classroom assessments, and student participation in, and completion of, assigned projects.
- Completion of 24 credits in grades nine through twelve in the prescribed categories listed below.
- Completion of the requirements and goals as listed on a student's Individualized Education Plan (IEP) which may include modified academic standards.



Beginning with the graduating class of 2019, the following courses/credits shall be required (total of 24 credits)

4 Credits

**Language Arts**

**Required:**

Integrated Reading & Writing I (Freshmen)

Integrated Reading & Writing II (Sophomores)

US Literature (Juniors)

4 Credits

**Math**

3 Credits

**Social Studies**

**Required:**

US History (Juniors)

American Government (Seniors)

3 Credits

**Science**

**Required:**

Integrated Physical Science (Freshmen)

Integrated Biological Science (Sophomores)

2 Credits

**Career Technical Education (Vocational)**

0.5 Credits

**Teen Choices (Health)**

1 Credits

**Fine Arts**

1 Credits

**Physical Education** (or participating in 3 sports seasons, excluding managing)

5.5 Credits

**Elective**

**Repeating classes**

After a course has been passed, no future grade or credits earned in the same course shall be used to determine class rank or grade point average.

**Classes with more than one level that are recognized as separate courses**

- Art 1, 2, 3, 4
- Band 1, 2, 3, 4
- Creative writing 1, 2, 3, 4
- Current events 1, 2, 3, 4
- Desktop publishing 1, 2, 3, 4
- Industrial arts 1, 2, 3, 4
- Journalism 1, 2, 3, 4
- PE 1, 2, 3, 4
- Welding and advanced welding

**Credit from other institutions and home-based programs**

All students entering from outside the district must meet the district graduation requirements. The principal shall determine whether credit toward graduation requirements shall be granted for courses taken outside the district. Students who are currently enrolled in the district and wish to obtain credit from outside institutions, or through "online" programs, must have prior approval from the principal.

The district shall accept the transcripts from a home-based educational program. In order to determine whether the courses and grades earned are consistent with district requirements and district academic standards, the district shall require submission of the student's work or other proof of academic performance for each course for which credit toward graduation is sought. In addition, the district may

administer testing to the student to verify the accuracy of the student's transcripts. The district may reject any transcripts that cannot be verified through such testing.

### **Independent study**

Independent study, work experience and experienced-based programs approved in advance by the principal may be taken for high school credit. Administration shall develop guidelines for the acceptance of high school credit through institutions other than Meeker High School.

### **Grade point average and class rank**

Percent grades submitted by the teaching staff shall be converted to a letter grade Letter grades shall have the following percent and numerical equivalents:

GRADE	PERCENT	POINTS
A	90-100	4
B	80-89	3
C	70-79	2
D	60-69	1
F	59-0	0
Pass/Fail	Not Calculated into GPA	

### **Valedictorian/salutatorian**

1. The student(s) with the highest class rank who was (were) in attendance the entire senior year at Meeker High School will be valedictorian. When more than one student holds the numerical "one rank," all students holding the rank will be declared co-valedictorians.
2. The student(s) with the second highest class rank who was (were) in attendance the entire senior year at Meeker High School will be declared salutatorian. When more than one student holds the numerical "two rank," all students holding the rank will be declared co-salutatorian.
3. For a student to be considered for valedictorian or salutatorian, that student must also be enrolled in seven Meeker High School classes during his or her senior year.

### **Years of attendance**

The Board of Education believes that most students benefit from four years of high school experience and are encouraged not to graduate early. However, in some cases, students need the challenge provided by postsecondary education or other opportunities at an earlier age. Therefore, the principal may grant permission to students wishing to graduate early, provided the student has met all district graduation requirements.

## Changing Classes or Withdrawing from a Course

A student may withdraw from a course during the first 5 days of the semester without penalty. After the 5th day when records are finalized, a student will not be allowed to withdraw from the course without receiving a failing grade (W/F) unless student has principal approval. Students making changes in concurrent credit (MHS and CNCC) courses must complete appropriate forms with CNCC first with the Principal's written permission.

- If there is a definite, identifiable misplacement in a course, the principal may waive the W/F. Otherwise, in all cases, the W/F records on the student's permanent record and calculates into the student's GPA and class rank.
- Students must obtain a "Class Change Request" form from the teacher of the class they are wishing to drop. Students must conference with the teacher before talking with the counselor.
- The "Class Change Request" form must contain all appropriate signatures before the counselor receives it. The counselor will sign and date the form for the date of the approved actual class change.
- Changes requested after the first 5-day "grace period" would require a parent conference with the teacher.
- Students will remain in the original class until all paperwork is completed according to the approved change date on the form.

## Grade Reports

- Mid-term Reports -- In the fall and spring semesters, progress is reported at the 9-week intervals within the two semesters. These reports are available for the parents to pick up at school during the time of the Parent/Teacher Conferences.
- Semester Reports -- At the close of each semester, the office sends an official report of student grades to students' home address. The \_\_\_\_\_
- Final Exams—All students should take final exams on regularly scheduled testing days. Absences due to extreme extenuating circumstances may be handled by personal contact between student and parent and principal. Early exams are discouraged, but if necessary will be prearranged with the principal.

## Honor roll

The school district publishes three Honor Rolls based upon the Grade Point Average criteria:

Highest Honors (3.8+)    High Honors (3.5-3.79)    Honors (3.0 - 3.49)

Students may letter in Academics if they earn a 3.5 cumulative GPA.

## Extracurricular Academic Eligibility

Meeker High School encourages all students to participate in sports and other extra-curricular activities. Students who participate in extracurricular activities must meet weekly eligibility requirements. Student who are failing two or more classes for two consecutive weeks are ineligible to participate in that week's contests/events. Eligibility is determined on Monday mornings. If a student is ineligible, he/she cannot participate in any games/events from that Tuesday through the next Monday.

## **Incomplete grades**

When extenuating circumstances prevent a student from completing all of the requirements for a course, the student may receive a grade of "I" (incomplete) in lieu of an "F" (failure). Students are allowed to make up an incomplete grade within the guidelines specified in the attendance policy unless prior arrangements have been made in writing with the teacher. A student will receive a grade of "F" if the student fails to complete the course by the established deadline.

## **Failing grades**

No credit is given for a semester failing grade. Students must make up failed "required courses" in order to graduate. If a student failed a course, the student may repeat the course and receive a new grade. Both the original failing grade and the repeat grade will be listed on the transcript and included in the calculation for GPA and Class Rank.

## **Learning lab (credit recovery & acceleration)**

The purpose of this program is to support students in mastering course content and earning credit to graduate on time. Learning Lab may be used as a strategy in an Advanced Learning Plan (ALP) process or in the MTSS process. Edmentum's Plato serves as our standards-based, online learning platform. A student, parent/guardian, teacher, counselor, or principal may make a referral to the Learning Lab. The Learning Lab teachers, with the help of the counselor, will create an ILP (Individualized Learning Plan) for each student in the Learning Lab. The Learning Lab Coordinator will monitor progress for each student in the program. Progress may be measured by the following: attendance, rate of completion of program or class, and rate of expected growth.

## **Concurrent enrollment courses**

Meeker High School, in partnership with Colorado Northwestern Community College, offers concurrent enrollment classes for college credit. These classes meet both the Colorado Academic Standards and the Colorado Community College guidelines. Meeker School District pays for these courses for qualified students.

File: IKFA-R

## **Early Graduation**

In order to graduate early from high school, a student must:

1. Show satisfactory mastery of high school academic skills and concepts
2. Complete 24 units of credit
3. Show a need for early graduation
4. Meet the graduation course and testing requirements that were effective the year he/she entered ninth grade for the first time; however, the total number of credits required may increase after the ninth-grade year.

Students who plan to complete college admission requirements early in their high school career are encouraged to meet with their school counselor regarding college opportunities.

Procedures for early graduation

1. Students who wish to graduate early must complete a written application packet and submit the packet to the counselor. The counselor shall review the application and submit it to the principal for review by the principal and the principal's advisory council. The written application packet shall include the following:

- A letter explaining the reasons why the student wishes to graduate early and a summary of the student's ICAP plan.
- Reasons may include educational progress through college courses, the military, apprenticeships, etc.), medical reasons, hardship (family situation) or other extenuating circumstances.
- Letters of recommendation from teachers representing each of the four core academic areas.
- Data proving satisfactory mastery of high school academic skills and concepts.
- Other documentation the student deems necessary to demonstrate the reasons for early graduation.
- The student's resume.

2. The principal and the principal's advisory council will consider the request and make a recommendation to the superintendent.

3. If the principal and the principal's advisory council do not approve the application for early graduation, the student may appeal the decision to the superintendent. If the superintendent does not approve the application, the student may appeal the decision to the Board of Education.

Students who fail a course, violate the district's attendance policy or the student code of conduct during the last semester of high school may not be allowed to graduate early.

## School Attendance

File: JEA

Every child who has attained the age of six years on or before August 1 of each year and is under the age of 17 years is required to attend public school with such exceptions as provided by law. It is the parent's/legal guardian's responsibility to ensure attendance.

The courts may issue orders against the child, child's parent, or both compelling the child to attend school or the parent to take reasonable steps to assure the child's attendance. The order may require the parent, child, or both to follow an appropriate treatment plan that addresses problems affecting the child's school attendance and that ensures an opportunity for the child to obtain a quality education.

File: JH

## Student Absences and Excuses

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

According to state law, it is the obligation of every parent/guardian to ensure that every child under their care and supervision receives adequate education and training and, if of compulsory attendance age, attends school.

Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more and are more employable after leaving school. For at least these reasons, the Board believes that a student must satisfy two basic requirements in order to earn

full class credit: (1) satisfy all academic requirements and (2) exhibit good attendance habits as stated in this policy.

### **Excused absences**

The following shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours.
2. A student who is absent for an extended period due to physical, mental or emotional disability.
3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
5. A student who is suspended or expelled.

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

If a student is in out-of-home placement (as that term is defined by C.R.S. [22-32-138](#) (1)(e)), absences due to court appearances and participation in court-ordered activities shall be excused. The student's assigned social worker shall verify the student's absence was for a court appearance or court-ordered activity.

### **Unexcused absences**

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record. The parents/guardians of the student receiving an unexcused absence shall be notified orally or in writing by the district of the unexcused absence.

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

The administration shall develop regulations to implement appropriate penalties.

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

The maximum number of unexcused absences a student may incur before judicial proceedings may be initiated to enforce compulsory attendance is four unexcused absences from school in a month or ten during any calendar year or school year.

### **Make-up work**

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

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

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

### **Tardiness**

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

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

File: JH-R

## **RESPONSIBILITIES FOR SCHOOL ATTENDANCE**

### **A. Student Responsibility for School Attendance**

- a) To attend school on all days of the established school calendar.
- b) To appear in class on time, prepared to learn.
- c) To contact teachers immediately upon return from absences and arrange for completion of make-up work.
- d) To complete work as assigned by the teacher when a preauthorized absence has been requested.
- e) To check the absence list regularly and take steps to correct errors in attendance recording.

### **B. Parent/Guardian Responsibility for School Attendance**

- a) To encourage the student to develop good attendance habits and communicate that any absence or tardy, regardless of cause, may have a detrimental effect on achievement.
- b) To be familiar with the school's attendance policies and procedures and follow them.
- c) To contact the school regarding absences and to provide the school with written documentation within 48 hours.
- d) To contact the school regarding absences, in accordance with the school's policies.
- e) To contact the school and request a conference with the appropriate administrator or teacher upon notification from the school that attendance is a concern.

f) To furnish the school with a telephone number or other means of contacting them during the school day.

### **C. Teacher Responsibility for School Attendance**

- a) To inform parents/guardians and students at the beginning of each year, semester or term about classroom attendance expectations and any penalties that may be imposed for tardies or absences.
- b) To take attendance daily and maintain accurate attendance records according to school policy and regulations.
- c) To apply the attendance policy consistently to all students.
- d) To notify students of tardies, absences, and academic penalties through procedures specified by the school.
- e) To notify parents of attendance concerns.
- f) To provide quality learning experiences that encourage regular attendance.

### **D. Principal Responsibility for School Attendance**

- a) To support the development of school-wide attendance policy in conformance with Policy [JH](#).
- b) To supervise the implementation of attendance policy and procedures.
- c) To provide parents or guardians with information about the school's attendance procedures and their child's attendance records.
- d) To inform parents of absences.
- e) To facilitate the use of available resources for students who exhibit attendance problems.

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

### **PREARRANGED ABSENCES FOR SECONDARY SCHOOLS**

Prearranged absences consist of excused absences which have been prearranged by a parent or guardian at least one (1) day prior to the absence. Arrangements must have been made in advance with the principal or designees by written request, including the reason for the absence. The student must obtain a Pre-Planned Absence Form in the attendance office. Each teacher must sign the form.

### **ABSENCES**

#### **A. Excused Absences**

Excused Absences are exceptions to compulsory attendance. They include the following (asterisked items are specified in Colorado law):

- a) A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance.\*
- b) A student who is absent for an extended period due to physical, mental or emotional disability.\*
- c) A student who is pursuing a work-study program under the supervision of a public school.\*



- d) A student who is participating in any school sponsored activity, or a student who has advance approval by the administration to attend an activity of an educational nature.
- e) A student whose presence in school, on a doctor's written advice, may constitute a danger to his or her health or will seriously expose other students to a health hazard (such as a student under quarantine).
- f) A student who has a death in his or her immediate family.
- g) A student whose presence is required in court.
- h) A student who is in the custody of a court or law enforcement authorities.\*
- i) A student who is being instructed at home by a certified teacher or under a system of home study pursuant to state law and State Board of Education rules.\*
- j) A student who has the written approval of the building principal based on special family circumstances.
- k) A student to whom a current age and school certificate or work permit has been issued pursuant to state law.\*
- l) A student who is participating in an observance of his or her religion.
- m) A student who has been suspended or expelled from school.\*

If a student is in out-of-home placement (as defined by C.R.S. [22-32-138\(1\)\(e\)](#)), absences due to court appearances and participation in court-ordered activities shall be excused. The student's assigned social worker shall verify the student's absences were for a court appearance or court-ordered activity.

## B. Unexcused Absences

Any absence that is not covered by one of the situations described above is an unexcused absence. These include the following:

- a) Leaving school or a class without permission of the teacher or administrator in charge.
- b) Not reporting to school or a class unless the absence is excused in accordance with the school's policy.
- c) Any absence that is not excused within 48 hours.
- d) Any absence not excused by the administrator in charge.

## C. Medical Absences

The school, at its discretion, may require a student who is absent for medical reasons to provide a note from his or her doctor. In such cases, a student who does not provide the required note shall be considered absent without excuse.

## TARDINESS

In secondary schools, a tardy student is a student without a valid excuse who is not in the classroom at the time the teacher expects. Secondary schools will determine consequences for tardiness. A student detained by another teacher or staff member shall not be considered tardy provided that the staff member gives the student a pass to enter the next class. **Students who are more than five minutes tardy to class will receive an unexcused absence for that class period.** Elementary students will be considered tardy if they arrive more than five minutes after class has started. Penalties for tardiness will be equated with penalties

for unexcused absences. An unexcused tardy exceeding 30 minutes will be counted as a half day unexcused absence in the elementary school.

The classroom teacher, counselor and/or administrator will work with tardy students to discuss the undesirable consequences of tardiness, explore the reasons for the tardies, work mutually with the student to identify how to avoid future tardies, and point out the consequences of further tardies.

File: JHB

## **Tuancy**

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

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

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

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

## **Penalties**

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

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

## **Late Work**

1. What constitutes "late work" will be defined by each individual teacher and stated clearly to his/her students.
2. Late homework assignments will be given a reduction ranging from 25% to 50%
3. Late homework will only be accepted until the established assessment date for that particular chapter/unit. After the assessment window, the grades will become ZEROES.
4. Concurrent Enrollment college courses will be left to the teacher's discretion based on CNCC expectations.

## Meeker High School Attendance Guidelines

In conjunction with Meeker School District RE-1 attendance policies JH, JH-R, JEA and JHB, the following guidelines have been developed to clarify attendance expectations. These guidelines highlight the consequence for excessive absences as well as potential rewards for positive attendance.

The school, on an annual basis, will determine appropriate incentives and rewards for those students that have demonstrated excellent attendance patterns.

The following procedures shall be followed to help prevent excessive absenteeism. For the purposes of the guidelines below, **both excused and unexcused absences shall be included.**

1. After a student's eighth (8th) absence from one or more classes per semester, a letter from the building principal will be sent to the parent/guardian. This letter shall emphasize the importance of regular school attendance as well as explain the procedure followed by the district for excessive absences.
2. After the student's twelfth (12th) absence from one or more classes per semester, the parent/guardian will be notified in writing to schedule a meeting with the building principal to devise a plan to improve attendance. This plan may include, but is not limited to making up time after school or on Fridays. Part of this plan will grant the building principal authority to determine whether or not future absences will be excused.
3. After the student's sixteenth (16th ) absence from one or more classes per semester, the parent/guardian will be notified in writing that the student may be denied credit for that specific semester class.
4. After the student's twentieth (20th) absence from one or more classes per semester, fourth (4th) unexcused absences in a month, or tenth (10th) unexcused absences during the school year, the Superintendent will review the case and decide whether to make a recommendation to the Board of Education to pursue legal action against the parent, as per requirements of Colorado Revised Statutes 22-33-104 and 22-33-107.

An unexcused absence is defined as an absence that is not covered by one of the exceptions listed in Meeker School District Policies JH and JH-R. Make-up work shall be allowed following an unexcused absence with the goals of providing the student an opportunity to keep up with the class and an incentive to attend school. Students may serve detention or in-school suspension upon accruing unexcused absences.

Unexcused tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, penalties shall be imposed for excessive tardiness. **Students who are more than five minutes tardy to class will receive an unexcused absence for that class period.** Upon accruing four unexcused tardies for a given class period, in a semester, the student will receive one half hour of detention. All additional unexcused tardies will result in consequences determined by the building principal.

## GENERAL INFORMATION: Conduct and Procedures

**Announcements and/or Posters** All announcement and posters must be approved by the high school principal or designated office personnel. Advertisement by agencies or groups outside of the school system must have principal approval.

**Assembly Conduct** Students are expected to behave appropriately at assemblies. Students will sit with their respective classes, ie Freshmen, Sophomore.

### Bus Rules

Student conduct on buses is essential to safe travel. For this reason, the following expectations and consequences have been established and shall be enforced by drivers of all buses for the protection and safety of all passengers.

1. Passengers shall go to their seats without crowding or pushing and remain seated while the bus is in motion.
2. Passengers shall not extend arms, legs or head out of the bus windows.
3. Passengers shall not talk to the driver while the bus is in motion except in an emergency.
4. Loud noises are unnerving to a driver and are prohibited.
5. Passengers shall not tamper with the emergency doors and windows or any other part of the bus equipment.
6. Passengers shall not mar or deface the bus and/or its equipment.
7. Passengers shall not open the bus windows except by direction of the bus driver.
8. Passengers shall not fight or scuffle on the bus or throw objects from the bus windows.
9. Passengers shall keep books, lunch boxes and similar objects out of the aisles of the bus.
10. No glass containers are allowed on the bus.
11. Passengers shall remain seated until the bus comes to a complete stop.
12. Passengers shall cross the street or road in front of the bus per the direction of the bus driver.
13. Matches and lighters are not allowed on the bus.

Should a student fail to meet these expectations, and a building principal becomes involved in corrective action, the following consequences shall be enforced:

- 1<sup>st</sup> Consequence – Parents will be called, student will be written up and the student will be suspended from the bus for one day.
- 2<sup>nd</sup> Consequence – Parents will be called and the student will be suspended from the bus for one week..
- 3<sup>rd</sup> Consequence – Parents will be called and the student will be suspended from the bus for a designated time period in excess of one week.
- 4<sup>th</sup> Consequence - Parents will be called and the student will be suspended from the bus for the remainder of the year.

**Change of Address** Students must report a change of address, telephone number, or change of family status to the main office.

**Checking in and Out** Students leaving the building at other than lunchtime must check out through the attendance office. A parent/guardian contact will be required. Students arriving at other than their usual time are to check in through the attendance office. Improper checkout may be recorded as an unexcused

absence

**Cowboy Time** Meeker High School is a closed campus except during lunch. Students must not leave campus or loiter in the parking lot during Cowboy Time. Students are encouraged to meet with teachers regarding questions about student work or course content.

**Dance Rules** The Activities Director must approve and schedule the dance on the master schedule.

- Approval must be secured at least one month in advance.
- At least two school sponsors and one police officer must attend the scheduled dance.
- All regular dances will stop at 12:00 midnight.
- All proms will stop at 1:00 A.M.
- After the dance is over, the sponsoring group will clean up the area used for the activity.
- Once a student is admitted to a dance, the student is required to stay in the building. No re-admittance.
- Regular school dances are only open to students of Meeker High School unless written permission is sought and accepted in advance.
- No one over the age of 20 will be allowed at any school dance.
- Students and guests must be attired in event appropriate dress.
- Alcohol possession/drinking by minors is illegal, therefore, if a student is found in possession of or drinking alcohol, dance sponsors will contact parents and law enforcement officials. The student will be held until picked up by the appropriate people.
- No moshing (slam dancing), no stage diving, no touching inappropriately or vulgar actions. Participants will receive one verbal warning, on the second offense, they will be expelled from the dance.

**Display of affection** between students may result in disciplinary action through the principal's office if it is deemed unacceptable. This includes any kissing, groping, fondling, laying on top of one another, sitting on laps or between legs, or anything that closely resembles these things. Students incurring any further violations will be considered habitually defiant of school policies and will be dealt with under the Code of Conduct.

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

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

If the student cannot promptly obtain appropriate clothing, on the first offense, the student shall be given a written warning and an administrator shall notify the student's parents/guardians. On the second offense, the student shall remain in the administrative office for the day and do schoolwork and a conference with parents/guardians shall be held. Classes missed as a result of the second offense shall be excused. On the third offense, the student may be subject to suspension or other disciplinary action in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

## Unacceptable items

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

1. Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length
2. Sunglasses and/or hats worn inside the building
3. Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts
4. Tank tops or other similar clothing with straps narrower than 1.5 inches in width
5. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
  - Refer to drugs, tobacco, alcohol, or weapons
  - Are of a sexual nature
  - By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which 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 coach.

Building principals, in conjunction with the school accountability committee, may develop and adopt school-specific dress codes that are consistent with this policy.

**Driving Privileges** for motor vehicles on school property will be denied if it becomes detrimental to the health, safety or welfare of the school/community. Specifically, behavior which will not be allowed includes speeding or reckless driving, storage of illegal substances, apparatus or weapons, or parking in unauthorized locations on school property. Parking in the west lot along the wall closest to the school is reserved for staff members and visitors only.

**Cheating** In general, cheating involves deception for personal gain and often is accompanied by disregarding established rules. Cheating includes, but is not limited to, the following examples:

- Taking and/or using an assignment from someone else and submitting it as one's own.
- Allowing another to take and/or use an assignment to submit as one's own.
- Looking at another's test or essay with or without his consent for the purpose of duplicating that work and submitting it as one's own.
- Representing as one's own the work or words of a parent, sibling, friend, or anyone else.

- Discussing or revealing the contents of a test or quiz with students who have not completed the assessment.
- Unauthorized use of teacher test materials, answer sheets, computer files, or grading programs.
- Using or possessing any type of “crib notes” on one’s person, an object, or programmed within graphing calculators, tablets, cell phones, or other electronic devices without teacher permission.
- Receiving answers for assignments or exams from any unauthorized source.
- Giving answers to another student for an assignment or exam.
- Resubmitting a previously written assignment as original work.
- When working through online or electronic based curriculum or assessment program(s) and going outside the program to look up information when the program didn’t direct you to do so. This may include but is not limited to work within Plato.

**Dishonesty** – Dishonesty complicates cheating by adding an attempt to conceal dishonest action. Dishonesty includes, but is not limited to, the following examples:

- Conspiring with other students to commit academic dishonesty.
- Falsification of results from research/work or laboratory experiments.
- Written or oral presentation of results from research which was never performed.

**Plagiarism** is a specific type of lack of academic integrity. The MLA Style Manual and Guide to Scholarly Publishing further defines plagiarism as:

“Forms of plagiarism include the failure to give appropriate acknowledgement when repeating another’s wording or particularly apt phrase, paraphrasing another’s argument, and presenting another’s line of thinking. You may certainly use other person’s words and thoughts, but the borrowed material must not appear to be your creation. In your writing, then, you must document everything you borrow; not only direct quotations and paraphrases, but also information and ideas” (Gibaldi).

Plagiarism includes, but is not limited to the following examples:

- Directly quoting or paraphrasing all or part of another’s written or spoken words without notes or documentation within the body of a work.
- Presenting an idea, theory, or formula originated by another person as your own.
- Purchasing or receiving in any other manner a term paper or other assignment that is the work of another person and submitting that assignment as one’s own work.

**Emergency Cards** must be on file in the office with accurate, updated information. Students must report any changes of address or telephone numbers to the office. Parents should include cell phone, email and FAX numbers on the emergency cards.

**Fees:** Students must pay student fees directly to the school office, or the student must make satisfactory financial arrangements with the principal. Parents requesting waiver from payment of the fee must file requests on the District forms with the principal. The sports fee is per sport and is due at the time of sign-up for each sport season. Students will be denied participation in the sport until payment or arrangements are made. Waiver forms will be available at the time of athletic physicals and before the beginning of each sport season. Specific arrangements may be made with the building principal.

High School Sports	\$75.00 per sport
Band Instrument Rental Fee	\$40.00 per year

**Fire Alarms.** Causing a false fire alarm is not only a violation of school rules but also a criminal offense. It is mandatory that the school report the individual to the police and the result may be a fine, a jail sentence, or both.

**Food and Drink** Meeker High School students are permitted to have clear water to drink during the academic day both in the classroom and hallways with responsible use. Meeker High School students are permitted to have water, tea or healthy sport drinks during break time. During lunch time similar beverages are allowed only in cafeteria or outside of the school building. The consumption of food and drink are not allowed in the halls or in the classrooms unless previously cleared by the teacher. The consumption of food and drink must take place in the cafeteria, or designated areas during the regular school day. (7:30 AM – 4:20 PM) If a particular area requires above normal custodial attention --- hourly wages will be charged to the class maintenance fund. Students violating this rule will receive a lunch detention or further consequences including community service for the school.

**Junior/Senior Prom** is for high school students or invited guests under the age of 21. Freshman and Sophomores are allowed to go to the prom only if a Junior or Senior personally escorts them. The Junior or Senior will be expected to remain as their guest's escort for the entire evening. In addition the Junior or Senior is responsible for the behavior of any guest they are escorting. In the event any student is asked to leave the prom the person they are escorting will be asked to leave as well. No student may invite more than one guest to the prom. Any out-of-school date must be at least a freshman and must be signed up in the office by the Junior or Senior who asked them to the prom. Invited guests may be required to show picture ID before entry. Prom is a formal affair, and formal attire is required for attendance. Students in need of assistance in securing formal attire should contact the office.

**Immunization Certificates** are required of all students. Colorado Law States: All school age children (K-12) must have a completed immunization certificate on file. If the student does not have this certificate on file, he/she can be denied admission to school.

**Library Usage** includes activities such as studying, reading and researching. Fiction and non-fiction books, periodicals, and reference materials may be checked out for a three-week period through the respective teacher of a student. Overdue charges are assessed at the rate of \$.02 per school day, with a two-day grace period. Lost books or materials are charged replacement costs plus \$1.00 for processing. If lost materials are returned during the school year after a student has paid for them, the price of the items will be refunded. Library privileges may be lost due to inappropriate use of the computer open lab, or if library materials, furniture or equipment are damaged by misuse.

**Lockers** are the property of the school district. Students may use their assigned locker as a convenience. Lockers do not belong to the students. Lockers may be periodically inspected for cleanliness or storage of illegal items. **The school is not responsible for lost or stolen items.** Students may place a lock on their locker yet need to understand that personal locks may be cut off. Students' rights will be protected if a locker search is initiated by a law enforcement official. **STUDENTS SHOULD NOT LEAVE MONEY OR VALUABLE ITEMS IN SCHOOL LOCKERS.** This includes P. E. lockers.

**Lost and Found** items are located in the main office.

**Lunchtime** off-campus is permitted; however, students must be on time for the class after lunch. The off-campus lunch privilege may be revoked if behavior, attendance or tardies are issues.

**Medications**

File: **JLCD**



School personnel shall not administer prescription or nonprescription medications to students unless appropriate administration cannot reasonably be accomplished outside of school hours and the student's parent/guardian is not available to administer the medication during the school day.

Medication may be administered to students by school personnel whom a registered nurse has trained and delegated the task of administering such medication. For purposes of this policy, the term "medication" includes both prescription and nonprescription medication. The term "nonprescription medication" includes but is not limited to over-the-counter medications, homeopathic and herbal medications, vitamins and nutritional supplements. Medication may be administered to students by the school nurse or other school designee only when the following requirements are met:

1. Medication shall be in the original properly-labeled container. If it is a prescription medication, the student's name, name of the medication, dosage, how often it is to be administered, and name of the prescribing health care practitioner shall be printed on the container.
2. The school shall have received written permission to administer the medication from the student's health care practitioner with prescriptive authority under Colorado law.
3. The school shall have received written permission from the student's parent/guardian to administer the medication to the student.
4. The parent/guardian shall be responsible for providing all medication to be administered to the student.

#### **Self-administration of medication for asthma, allergies or anaphylaxis**

A student with asthma, a food allergy, other severe allergies, or a related, life-threatening condition may possess and self-administer medication to treat the student's asthma, food or other allergy, anaphylaxis or related, life-threatening condition. Self-administration of such medication may occur during school hours, at school-sponsored activities, or while in transit to and from school or a school-sponsored activity. Student possession and self-administration of such medication shall be in accordance with the regulation accompanying this policy.

Authorization for a student to possess and self-administer medication to treat the student's asthma, food or other allergy, anaphylaxis or other related, life-threatening condition may be limited or revoked by the school principal after consultation with the school nurse and the student's parent/guardian if the student demonstrates an inability to responsibly possess and self-administer such medication.

Student possession, use, distribution, sale or being under the influence of medication inconsistent with this policy shall be considered a violation of Board policy concerning drug and alcohol involvement by students and may subject the student to disciplinary consequences, including suspension and/or expulsion, in accordance with applicable Board policy.

**Messages** of an emergency nature will be hand delivered to students or the student called down to the office for a face-to-face discussion.

**Off-Limits:** Barone Middle School, Meeker Elementary and the east side of the High School are off limits to high school students during the normal school day without prior arrangements.

**Parent Conferences** Parents may make appointments for conferences with staff members by calling the teacher. Meeker School District schedules parent/teacher conferences twice during the school year. The

school advertises conferences dates and notifies parents. Parents are encouraged to communicate with staff.

**Passes** are issued by staff for students who need to be out of class during their regularly assigned class periods. Students can be expected to be asked for a pass. Misuse of a pass will result in loss of the pass privilege and possible disciplinary action.

**Search and Seizure** The search of a student or a student's locker or vehicle (if parked on school property) by school officials is justified if there are reasonable grounds for suspecting that a student has violated the law or the rules of the school.

**Student Fee Obligations** must be taken care of before grades are recorded. Such obligations include, but are not limited to, book fines, classroom materials, library books, locks and disciplinary obligations.

**Student Surveys** Entities wanting to survey our students must obtain permission from the principal.

**Technology Usage** Students will learn appropriate use of technology at Meeker High School. Cell phones and personal technology devices will be allowed per teacher discretion for educational purposes only. Teachers may confiscate any device that is not being used for appropriate educational purposes.

**Transcripts** may be requested through the Office. Official transcripts bearing the school seal are sent directly from the office to the intended recipient. Student must fill out a records release form to request that a copy of his/her official high school transcript be sent to a college, university or other institution. Grades and credits for courses listed in the MHS Course Guide will be automatically included on student transcripts. Students may request an unofficial transcript for themselves.

**Textbooks and Equipment** The school furnishes books and equipment to students for their use at no cost. These items are loaned and must be returned. Replacement value for any book which is lost or damaged may be charged to the student. Some courses may require lab or materials fees. Students will be notified at the beginning of these courses the extent of the charges for materials and/or equipment.

**Theft** Students are expected to respect the real and personal property of other students, staff, guests and the school. Students will not wrongfully take property of another person or of the school district. Restitution can be required in incidents of theft.

**Threats** Any verbal or written threats to students, school or personnel will be investigated. All threats are considered serious and real and will be referred to law enforcement.

**"Tobacco-Free Schools"** include Meeker School District. In order to promote the general health, welfare and wellbeing of students and staff, smoking, chewing or any other use of any tobacco products, herbal chewing or similar products by staff, students and members of the public shall be banned from all school property. Students caught with tobacco products will be referred to law enforcement and may be assigned a tobacco cessation course.

**Vandalism** Students should respect the property of other students, the staff and guests of the school district and property thereof. There will be no deliberate, mischievous, malicious destruction of property. Restitution and/or community service can be required along with repair/replacement of damage.

**Visitors** must check into the school building through the main office and wear a pass during their stay in MHS. Visitors are only allowed if they have a specific appointment with a staff member and/or are authorized by the office. Visitors, who are not authorized, are loitering and may face a misdemeanor charge of trespassing.

**Weapons/Look alike, possession of:** Knowledge or possessing any weapon or instrument which may be considered a threat to the safety of others will not be allowed. Students shall not use or threaten to use any firearm, weapon or device which may be considered a weapon or look like a weapon that can inflict bodily harm and/or intimidate other persons.

**Withdrawing from School:** Students wishing to withdraw from school are to meet with the principal and/or designee with parents or guardian to initiate withdrawal procedures. These procedures involve the checkout form, which verifies that all books have been returned, all fines have been paid, and withdrawal grades have been recorded. Student must give this completed exit form to the office before leaving the school.

## Discipline Procedure

**Suspensions and expulsion:** The principal may suspend or recommend expulsion of a student who engages in one or more of the following specific activities while in school buildings, on school grounds, in school vehicles or during a school sponsored activity and in certain cases when the behavior occurs off of school property. Suspension or expulsion shall be mandatory for serious violations in school buildings or on school property. Whenever required by state law, or at the School District's discretion, reports shall be filed with local law enforcement agencies.

All board policies with codes containing the letter "JIC" are considered part of the legally mandated code of conduct and discipline.

**Detention** will be held as needed before school, after school, at lunch or on Friday mornings. Students who do not show up for their required time will be assigned extra time. Failure to show up a second time will result in further consequences.

**In-school suspension** Student's work is accepted by teachers. Student is confined to one room from the beginning of the day to the end, and is not allowed to attend any classes. The student must bring a lunch or bring money to purchase lunch from the cafeteria.

**Out-of-school suspension** Student is not allowed on the school grounds and cannot attend any school functions for the entire suspension period. Student's work is accepted by teachers.

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**Minor offenses** shall be dealt with by the classroom teacher. (These categories are not exclusive and offenses are not limited to those listed. These are meant to serve as reasonable examples.)

1. Disrupting the learning process (examples may include: inattentiveness, excessive talking, note passing, etc.)
2. Profanity not directed at another individual
3. Excessive displays of affection
4. Being out of classroom without a pass
5. Dress code violation
6. Use of cell phone or other electronic devices for any purpose other than an educational
7. Tardies

**Consequences for minor offenses:** The teacher shall promptly handle minor offenses. However, a pattern of repeated minor offenses may lead to a serious offense.

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**Serious offenses** (These categories are not exclusive and offenses are not limited to those listed. These are meant to serve as reasonable examples.)

1. Verbal sexual harassment
2. Disrespect to a teacher or adult supervisor
3. Disrespect to another student/bullying/intimidation
4. Cheating/Dishonesty
5. Technology/personal electronic devices violations
6. Truancy (cutting class)
7. Personal threats that indicate harm to another person
8. Improper use of student vehicles
9. Providing false information to the school (forging a parent signature, etc.)
10. Possession or use of tobacco or tobacco products, as defined in district policy, on school grounds

**Consequences for serious offenses:** Serious offenses shall be documented in writing and directed to the principal, who will notify parents. Administrative judgment regarding consequences may be used in any situation. Possible consequences could include:  
Principal/student conference, parent contact, detention. in-school suspension of 1 to 3 days. out-of-school suspension of 1 to 10 days, expulsion.,  
Law Enforcement shall be notified when deemed necessary by school administration or a directed by school policy.

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**Severe offenses** (These categories are not exclusive and offenses are not limited to those listed. These are meant to serve as reasonable examples.)

1. Defiance of authority
2. Discrimination against any student, teacher or adult supervisor – any remarks, gestures, or behaviors which devalue any person based on race, color, creed, national origin, gender, age, or handicap
3. Sexual physical contact
4. Fighting
5. Fire-setting or tampering with fire alarms or safety/security systems
6. Vandalism/theft/damage to school or personal property
7. Use or possession of illegal substances (1st offense: 3 day suspension, 2nd offense: 5 day suspension, 3rd offense: 10 day suspension, recommendation for expulsion per board policy JICH-R)
8. Carrying, bringing, using or possessing a knife. If a student discovers that he/she has brought or is in possession of a knife or other dangerous weapon, he/she must notify a teacher, administrator, or other authorized person in the school district immediately.
9. Substantive threats of bodily injury or against the life of any person
10. Habitual classroom disruption
11. Robbery
12. Assault
13. Intimidating or threatening behavior directed toward teachers or staff.

**Consequences for severe offenses:**

Severe offenses will result in suspension and/or expulsion. Law Enforcement shall be notified when deemed necessary by school administration or a directed by school policy.

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**Extremely severe offenses** (These categories are not exclusive and offenses are not limited to those listed. These are meant to serve as reasonable examples.)

1. Possession of a firearm (mandatory expulsion as per Colorado Revised Statute 22-33-106)
2. Sale or distribution of illegal substances (recommendation for expulsion per board policy JICH-R)
3. Possession of a dangerous weapon

Law Enforcement shall be notified when deemed necessary by school administration or a directed by school policy.

## Code of Conduct

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

1. Causing or attempting to cause damage to district property or stealing or attempting to steal district property.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Willful destruction or defacing of district property.
4. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
5. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
6. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, either orally or in writing or derogatory statements addressed publicly to an individual or a group that precipitate disruption of the district or school program or incite violence.
7. Engaging in "hazing" activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
8. Violation of the Board's policy on bullying prevention and education.
9. Violation of criminal law which has an effect on the district or on the general safety or welfare of students or staff.
10. Violation of any Board policy or regulations, or established school rules.
11. Violation of the Board's policy on weapons in the schools. Expulsion shall be mandatory for bringing or possessing a firearm, in accordance with federal law.
12. Violation of the Board's policy on student conduct involving drugs and alcohol.
13. Violation of the Board's violent and aggressive behavior policy.
14. Violation of the Board's tobacco-free schools policy.
15. Violation of the Board's policies prohibiting sexual or other harassment.
16. Violation of the Board's policy on nondiscrimination.
17. Violation of the Board's dress code policy.
18. Violation of the Board's policy on gangs and gang-like activity.
19. Throwing objects, unless part of a supervised school activity, that can or do cause bodily injury or damage to property.
20. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or others.
21. Lying or giving false information, either verbally or in writing, to a district employee.

22. Engaging in scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
23. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
24. Behavior on or off school property that is detrimental to the welfare or safety of other students or school personnel, including behavior that creates a threat of physical harm to the student exhibiting the behavior or to one or more other students.
25. Repeated interference with the district's ability to provide educational opportunities to other students.
26. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the district staff.

File: JICDD\*

## **Violent and Aggressive Behavior**

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

Students exhibiting violent or aggressive behavior or warning signs of future violent or aggressive behavior shall be subject to appropriate disciplinary action including suspension and/or expulsion in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions. As appropriate and in accordance with applicable law, students may also be referred to law enforcement authorities. At the district's discretion and when appropriate, the student may receive appropriate intervention designed to address the problem behavior.

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

Acts of violence and aggression shall be documented and communicated by the staff to the building principal and the superintendent. The immediate involvement of the student's parents/guardians is also essential.

An act of violence and aggression is any expression, direct or indirect, verbal or behavioral, of intent to inflict harm, injury or damage to persons or property. A threat of violence and aggression carries with it implied notions of risk of violence and a probability of harm or injury.

The following behaviors are defined as violent and aggressive:

1. Possession, threat with or use of a dangerous weapon — as described in the Board's weapons policy.
2. Physical assault — the act of striking or touching a person or that person's property with a part of the body or with any object with the intent of causing hurt or harm.
3. Verbal abuse — includes, but is not limited to, swearing, screaming, obscene gestures or threats directed, either orally (including by telephone) or in writing, at an individual, his or her family or a group.
4. Intimidation — an act intended to frighten or coerce someone into submission or obedience.
5. Extortion — the use of verbal or physical coercion in order to obtain financial or material gain from others.
6. Bullying — as described in the Board's policy on bullying prevention and education.
7. Gang activity — as described in the Board's secret societies/gang activity policy.

8. Sexual harassment or other forms of harassment — as described in the Board’s sexual harassment policy and nondiscrimination policy.
9. Stalking — the persistent following, contacting, watching or any other such threatening actions that compromise the peace of mind or the personal safety of an individual.
10. Defiance — a serious act or instance of defying or opposing legitimate authority.
11. Discriminatory slurs — insulting, disparaging or derogatory comments made directly or by innuendo regarding a person’s race, color, ancestry, creed, sex, sexual orientation, religion, national origin, disability or need for special education services.
12. Vandalism — damaging or defacing property owned by or in the rightful possession of another.
13. Terrorism — a threat to commit violence communicated with the intent to terrorize or with reckless disregard for the risk of creating such terror or to cause serious public inconvenience, such as the evacuation of a building.

File: JICH-R

## **Drug and Alcohol Involvement by Students**

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

### **Use**

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

### **Possession, distribution and exchange**

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

1. A staff member who comes in contact with evidence and/or contraband shall notify the principal or designee immediately.
2. A staff member who has reasonable cause to believe that a student possesses or is involved in any distribution or exchange of alcohol, any controlled substance or drug-containing or drug-related paraphernalia in violation of Board policy will request that the student accompany him or her to the principal or designee. If the student refuses, the staff member will notify the principal or designee immediately.
3. The principal or designee will undertake investigation and search procedures in accordance with Board policy.



4. The principal or designee will place any evidence in an envelope or alternative container as necessary which will be sealed, dated and initialed by the individual who originally obtained the materials and by the principal or designee. The evidence then will be placed in the school safe.
5. The principal or designee shall refer the student to appropriate law enforcement officials in accordance with applicable law. A mutual decision will be made as to retention of the contraband by the school or testing by the authorities.
6. If information warrants, the student's parent/guardian will be requested to attend a conference at school. The conference may include sharing the data collected, explaining consequences of involvement with drugs/alcohol, developing a plan of action, and offering the parent or guardian general information and resources related to substance abuse.

#### Sanctions and interventions

Students are subject to disciplinary action up to and including suspension and expulsion for any single violation of the accompanying policy. Offenses and consequences for violations of the accompanying policy shall be cumulative for three calendar years. Offenses confirmed from schools prior to the student's enrollment in the district may count toward the cumulative total.

#### Possession, use and/or being under the influence

##### First offense

1. The student will be suspended from school for three days.
2. A parent conference will be held.
3. The principal or designee will attempt to develop with the student's parent/guardian and student a plan that will outline the responsibilities of the parent/guardian, the student and the school in an effort to prevent further offenses from occurring.
4. The principal or designee may recommend additional suspension and/or expulsion depending on the severity of the case.

##### Second offense

1. The student will be suspended from school for five days.
2. The principal or designee may recommend additional suspension and/or expulsion depending on the severity of the case.

##### Third offense

1. The student will be suspended for ten days and recommended for expulsion.
2. Alternatively, the expulsion may be waived and a suspension of no less than five days shall be imposed if the student agrees to complete an approved education/counseling/treatment program mutually agreed to by the student's parent/guardian and the principal or designee. The student and student's parent/guardian shall be responsible for the program's completion and its costs. Failure to provide documentation of completion of the program within the required time limits shall result in the imposition of the full expulsion period initially recommended.
3. The principal or designee may determine that the alternative to suspension is not appropriate.
4. Students who complete the approved education/counseling/treatment program shall be expelled for subsequent offenses of the Board's policy regarding student involvement with drugs and alcohol.

#### Purchase, sale, distribution and exchange

##### First offense

1. The student will be suspended for ten days and recommended for expulsion.
2. Alternatives to expulsion may be considered by the principal or designee.

##### Second offense

1. The student will be suspended for ten days and recommended for expulsion upon the second offense and all subsequent offenses within any three-year period.

File: JICI

## Weapons in School

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

#### Dangerous weapons

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

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

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

Students who use, possess or threaten to use a dangerous weapon in violation of this policy may be subject to disciplinary action in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

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

#### Firearm facsimiles

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

A student may seek prior authorization from the building principal to carry, bring, use or possess a firearm facsimile that could reasonably be mistaken for an actual firearm on school property for purposes of a school-related or non-school related activity. A student's failure to obtain such prior authorization is a violation of this policy provision and may result in disciplinary action, including but not limited to suspension and/or expulsion, in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions. The principal's decision to deny or permit a student to carry, bring, use or possess a firearm facsimile that could reasonably be mistaken for an actual firearm on school property shall be final. School administrators shall consider violations of this policy provision on a case-by-case basis to determine whether suspension, expulsion or any other disciplinary action is appropriate based upon the individual facts and circumstances involved.

#### Local restrictions

The Board of Education determines that extra precautions are important and necessary to provide for student safety. Therefore, the using, possessing or threatening to use any \_\_\_\_\_, regardless of the length of

the blade, on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event without authorization of the school or school district is prohibited. Students who violate this policy provision shall be subject to disciplinary action, including suspension and/or expulsion, in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

#### Recordkeeping

The district shall maintain records which describe the circumstances involving expulsions of students who bring weapons to school including the name of the school, the number of students expelled and the types of weapons involved as required by law.

#### Referral to law enforcement

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

File: JKD/JKE-E

### Grounds for Suspension/Expulsion

According to Colorado Revised Statutes [22-33-106](#) (1) (a-g) and 3 (e) and [22-12-105](#) (3), the following shall be grounds for suspension or expulsion from a public school:

1. Continued willful disobedience or open and persistent defiance of proper authority.
2. Willful destruction or defacing of school property.
3. Behavior on or off school property which is detrimental to the welfare or safety of other pupils or of school personnel including behavior which creates a threat of physical harm to the child or other children.
4. Declaration as an habitually disruptive student.
  - a. For purposes of this paragraph, "habitually disruptive student" means a child who has caused a material and substantial disruption three times during the course of the school year on school grounds, in a school vehicle or at school activities or events. Any student who is enrolled in a public school may be subject to being declared an habitually disruptive student.
  - b. The student and the parent, guardian, or legal custodian shall have been notified in writing of each disruption counted toward declaring the student as habitually disruptive and the student and parent, legal guardian, or legal custodian shall have been notified in writing and by telephone or other means at the home or the place of employment of the parent or legal guardian of the definition of "habitually disruptive student."
5. The use, possession or sale of a drug or controlled substance as defined in C.R.S. [18-18-102](#) (5).
6. The commission of an act which if committed by an adult would be robbery pursuant to Part 3, Article 4, Title 18, C.R.S., or assault pursuant to Part 2, Article 3, Title 18, C.R.S. other than the commission of an act that would be third degree assault under C.R.S. [18-3-204](#) if committed by an adult;
7. The carrying, bringing, using or possessing a dangerous weapon without the authorization of the school or the school district.

For purposes of this paragraph, "dangerous weapon" means:

- a. A firearm, whether loaded or unloaded.
- b. Any pellet or BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
- c. A fixed blade knife with a blade that measures longer than three inches in length or a spring loaded knife or a pocket knife with a blade longer than three and one-half inches.

- d. Any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury.
- 8. Repeated interference with a school's ability to provide educational opportunities to other students.
- 9. Carrying, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm in a school building or in or on school property.
- 10. Failure to comply with the provisions of Part 9, Article 4, Title 25, C.R.S. (immunization requirements). Any suspension, expulsion or denial of admission for such failure to comply shall not be recorded as a disciplinary action but may be recorded with the student's immunization record with an appropriate explanation.
- 11. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.

According to the C.R.S. [22-33-106](#) (2), subject to the district's responsibilities under the Exceptional Children's Education Act and applicable federal law ( \_\_\_\_\_ ), the following shall be grounds for expulsion from or denial of admission to a public school or diversion to an appropriate alternate program:

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

**Opt-Out Form for Student Image Publishing**

Classroom activities and school events are sometimes photographed or videotaped by the school or media groups (newspaper, television, university, district public relations, etc.). In Addition, the district or school may want to post articles, video or photography on district websites.

This form applies to classroom activities and school events that are not open to the public. Public events such as sporting events, theatre productions, etc. are open to the public and are not covered by this form.

If you DO NOT want our child's photograph, video and/or electronic image to be published for news media or school publicity purposes, please complete this form and return it to your child's school by October 29, 2014.

Note:

[ ] I do not wish to have my child photographed or videotaped for purposes of news coverage of school district publicity.

Signature of parent/guardian \_\_\_\_\_

Printed name of parent/guardian \_\_\_\_\_

Student's Printed Name \_\_\_\_\_

School \_\_\_\_\_

Student's current grade level \_\_\_\_\_

Date \_\_\_\_\_

This form applies to the current school year (2016-2017).

**Meeker High School Parent/Student Handbook – signature page**

I have read and reviewed the Meeker Student Handbook with my child.

\_\_\_\_\_  
Parent/Guardian Signature                      Printed Name                      Date

-----  
Parent E-mail address for school communication

\_\_\_\_\_  
Student Signature                      Printed Name                      Date

\_\_\_\_\_  
Student Signature                      Printed Name                      Date

\_\_\_\_\_  
Student Signature                      Printed Name                      Date

\_\_\_\_\_  
Student Signature                      Printed Name                      Date

(Please return this form to the MHS office by September 1, 2016.)