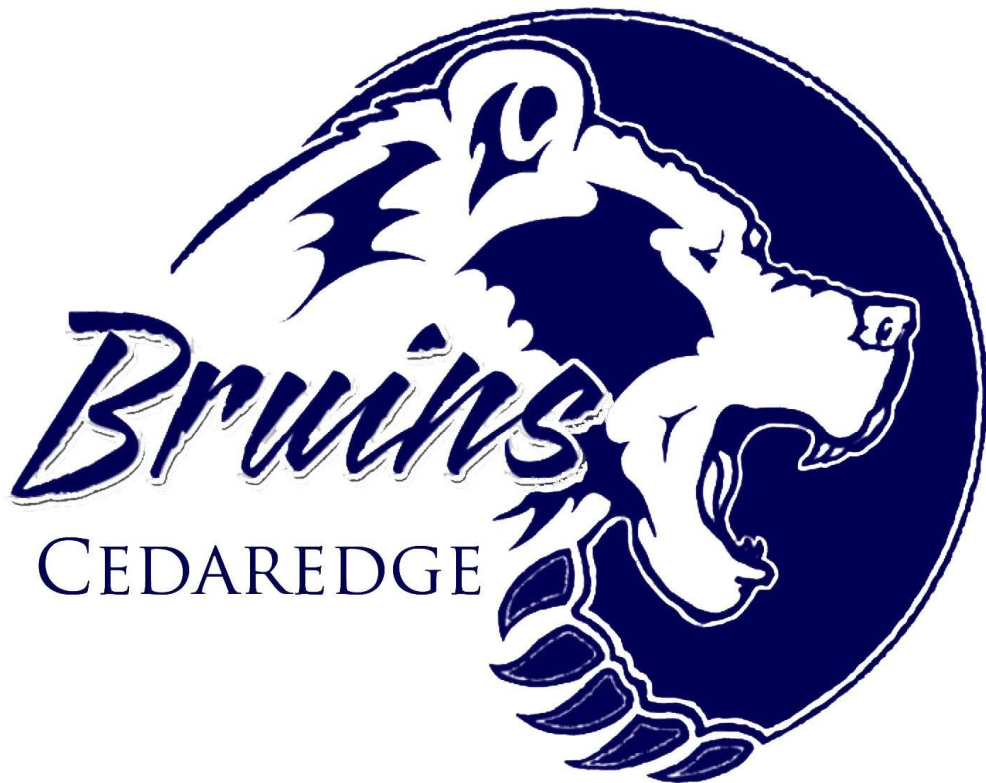


2019-2020



# Student Handbook

Caring, Challenging, Learning, Every Student, Everyday

## Cedaredge High School Staff

### **Main Office**

Randy Brown	Principal
CJ Cannell	Assistant Principal/Athletic Director
Christie Stratman	Office Manager/Attendance

### **Counseling:**

Amanda Cerise	Counselor
Lynne Sederstrom	Registrar

### **Teachers:**

Craig Cerise	Math
Rob Wolcott	Band and Choir
Nathan Tullis	STEM
Kevin Dunbar	Science
Conner Cannon	Science
Michele Gillis	English
Emily Cannell	Math
Terry Montoya	Art
Francisco Gonzalez	Spanish/English
Katie Greenwood	Agriculture, Shop and Leadership
Dante Markley	Social Studies
Nick Parsons	Social Studies and Drama
Cutter Garrison	Physical Education
Peter Grimson	Special Education
Nicole Pech	Special Education
Russell Coleman	English
Heidi Madden	English

### **Support Staff:**

Stephanie Hanson	Librarian/Edgenuity director
Joni Hale	Kitchen Manager
Shawn Sanchez	Special Education Aid
Denny Benton	Special Education Aid
Tom Jungers	Custodian
Rebecca Chavez	Kitchen
Cheryl Meyers	Kitchen
Steven Duff	Custodian
Raymond Gwinn	Custodian

## **Introduction**

The official policies and procedures, which directly influence the students, are located in the district policy book. District policies are the legal and official policies of the district. This handbook has been created to provide an easy reference and to clarify some district policies and procedures. It is each student's responsibility to be familiar with the content of the Student Handbook, including additions and revisions as they are distributed.

## **Academic Excellence**

Cedaredge High School is committed to academic excellence. Students should hold academic excellence as a very high priority and model academic excellence for themselves, the school and the community. This school is committed to making every effort to improve student performance. Students must also take the initiative to further develop academic excellence. Students are encouraged to attempt new and novel ideas, which possess sound educational potential.

## **Grades**

Parents are encouraged to use PowerSchool to follow students' grade progress on a daily basis. Cedaredge High School adopts the philosophy that "Failure is not an Option". Before any student is moved to a second level study class or Academic Support class, a parent conference will be held to ensure support by all three powerful players in the education process: student, parent, and school team.

A student may repeat a course for the purpose of improving a grade. In such a case, the new grade will replace the previous grade, whether it is a higher or lower grade.

Letter Grade Description for High School and College Classes:

A – Excellent (90 – 100%)

A's count for 4 GPA points.

B – Good (80 – 89%)

B's count for 3 GPA points.

C – Fair (70 – 79%)

C's count for 2 GPA points.

D – Near Failing (60 – 69%)

D's count for 1 GPA points.

F – Failing (Below 60%)

F's count for 0 GPA points.

Some classes may be reported on a pass/fail basis. Semester finals will not be required for Pass/Fail classes. If you have a question about whether a class is a Pass/Fail or letter grade, please ask the teacher or counselor or consult the course syllabus. Pass/Fail classes are not calculated into a student's GPA.

## **Weighted Grades**

Advanced Placement courses (either online through CHS or a regular CHS class) will have their grades weighted 1 point above what they normally would be. A's will be worth 5 GPA points, B's will be worth 4 GPA points, C's will be worth 3 GPA points, and D's will be worth 2 GPA points. F's will not count as completion of the course.

### AP Grade Scale

A- Excellent (91-100)

A's count for 5 GPA points.

B-Good (82-90)

B's count for 4 GPA points.

C-Fair (73-81)

C's count for 3 GPA points.

D-Barely Passing (64-72)

D's count for 2 GPA points.

F1-Near Failing (60-64)

F1's count for 1 GPA point.

F- Failing (0-59)

F's count for 0 GPA points.

### **PowerSchool**

The Delta County School District has offered the use of Power School to parents as an excellent means for keeping track of a student's progress. Some of the benefits of this program include monitoring grades, attendance, behavior, and communicating with teachers through the use of e-mail. Parents have access to current records 24 hours a day and seven days a week. Without exception, the parents who use Power School are reporting that it is a much better way to communicate student performance than mailed progress reports.

### **Valedictorian & Salutatorian**

The determination of valedictorian and salutatorian is as follows:

- All candidates must have been a full time student at CHS for a minimum of 4 semesters. Full time is defined as a minimum of 5 classes. Two of the semesters must be two semesters of the senior year.
- The highest GPA will constitute the Valedictorian but a point spread must be greater than .05. If the point spread is less than .05, a review board will make the final decision as to who is the Valedictorian and who is the Salutatorian or if the Valedictorian and Salutatorian will be shared. The second highest GPA constitutes a Salutatorian. There will be no .05 point spread used in determining the Salutatorian. (only Valedictorian)
- If the point spread is more than .05, no review will be conducted.
- The GPAs will be calculated at the end of the second semester of the senior year.
- Significant negative behavior may result in the loss of either honor. The loss of either being the Valedictorian or Salutatorian due to significant negative behavior is the sole decision of the school principal. Loss of this honor must occur prior to the graduation ceremony.
- All online classes pre-approved and monitored by CHS will be counted in student's' final GPA.
- *See Registration and course description guide for further information in regards to Valedictorian / Salutatorian Process and responsibilities*

### **Honor Roll**

Honor Roll is recognizing those students who have achieved a high academic standard. Students who have achieved a GPA of at least a 3.3 are to be considered an Honor Roll student.

### **National Honor Society**

The Cedaredge Faculty Council bases selection into the National Honor Society on careful consideration of scholarship, leadership, service and character. This is one of the highest honors that can be awarded to a high school student. Any student who is interested in this program should contact the NHS sponsor or the Counselor's Office.

### **Graduation Requirements**

It is the intention of the Board of Education that a challenging four-year educational program shall be planned for high school students. Graduation requirements should emphasize an eight semester supervised educational program. Graduating students shall successfully complete 24 credits from a seven-period schedule. Please be advised that credit from outside correspondence schools may not be accepted for graduation. It is advised that any student who wants to apply a correspondence class for graduation should get approval from the administration prior to registering for that class.

1. All seniors will take a minimum of 5 classes. If a student is enrolled in Work Study, the work-study hours may count as one of the 5 classes. If a student is enrolled in one of the classes at the Delta-Montrose Area Vocational School, those hours of class time will be counted.
2. All students will take a minimum of 3 core classes. Core classes include: English, foreign language, speech, mathematics, social studies, science, and DMTC classes.
3. Physical education credit will be given only for completion of two semesters of a physical education class.

Starting with the class of 2017, no waivers will be given for either participating in sports or in marching band.

5. Core classes may be retaken to improve grade point average; however, credit will only be given once for any particular class.

### **Graduation Requirements: Total of 25 Credits**

#### **Class of 2018**

English	4 credits total
Social Studies	3 credits total (American History, ½ Civics/American Government, ½ Economics)
Math	3 credits (one credit of Algebra)
Science	3 credits (One credit of Biology and one credit of a Physical Science)
Physical Education	1 credit (No waivers for marching band or athletics will be accepted)
Electives	10
ICAP	1 (¼ credit per year)

**All students must maintain at least three (3) classes per semester** selected from the following areas: English, foreign language, speech, mathematics, social studies, business, technology, and science, or others as approved by the school principal. Students playing sports must have a total of 5 classes for eligibility.

It is strongly recommended that students should select 12 or more credits from the following list: foreign language (2 credits – college bound), English, social studies, math (one math class as a senior), business, science, technology/computers.

A complete school year as a teaching assistant may earn 1.0 elective credit.

Graduation may also be accomplished through a special status. Information can be obtained through the counselor's office.

#### **Exams**

Semester Exams will be given for classes at the end of each semester. The course syllabuses and the teacher of each class will provide information about semester exams.

**Report Cards**

Report cards will be mailed home at the end of each semester.

**Concurrent Credit/Post Secondary Options**

Students may take advanced classes for both college and high school credit through various colleges. Any junior or senior who is interested in attending college classes either on or off campus is encouraged to inquire at the Counselor's office.

**Drop/Add of Classes**

Classes may be dropped within the first 10 days of a semester. Students will not be allowed to drop or changes courses without counselor and/or administrative approval. An academic rationale must be provided and supported by parents, teacher(s) and the counselor. A request to add a course may be denied based on class size legitimate academic reasons. Classes dropped after the 10-day window must be approved by the administration or a "withdraw F" may be recorded. Please contact the Counselor to discuss options.

**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 to ensure that every child under his/her 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.

**Exempted absences**

An absence from school as verified by the principal or principal designee, which does NOT count toward chronic absenteeism is considered an exempted absence. Exempted absences include:

- a. working at an official election
- b. court appearances and court-ordered activities
- c. service in the National Guard
- d. serving as a page for the General Assembly
- e. suspensions, either in-school or out-of-school
- f. funeral of an immediate family member

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 exempted. The student's assigned social worker shall verify the student's absence was for a court appearance or court-ordered activity.

### School excused absences

An absence for an activity that is sponsored by the school, in which the student is a participant, is considered school excused. School absences will be determined by the school administration.

### 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 that 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.

As applicable, the district may require suitable proof regarding the above exceptions, including written statements from medical sources. File: JH 2

### 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 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. Out-of-school suspensions or expulsion shall not be imposed for any unexcused absence. The administration shall develop procedures to implement appropriate strategies and penalties.

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

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

The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is 9 days during any one semester or 18 days during any one calendar year or school year.

### Chronic absenteeism

When a student has an excessive number of absences, these absences negatively impact the student's academic success. For this reason, a student who has 9 days in a semester or 18 days in a school year, whether the absences are excused or unexcused, may be identified as "chronically absent" by the principal or designee. Absences due to suspension or expulsion shall not be counted in the total number of absences considered for purposes of identifying a student as "chronically absent."

If a student is identified as "chronically absent," the principal or designee shall develop a plan to improve the student's attendance. The plan shall include best practices and research-based strategies to address the reasons for the student's chronic absenteeism, including but not limited to the following:

The principal or designee will notify all students and/or their parents who were determined to be "chronically absent" the prior year, (more than 18 absences for the year) and meet with the student and/or parents to put a plan in place for the school year. They will also notify all teachers/stakeholders who have these students in class of the plan and ask for assistance in building a relationship to keep them in class.

If a student has four (4) non-exempted absences in a semester, a letter and phone call will to be made if there is no formal documentation supporting those absences. This communication will be to notify parents that formal documentation is needed to be an excused absence for the remainder of the semester.. Written statements from medical sources and preapproved absences are examples of suitable proof for excused absences. The letter and communication will notify parents and student of the potential consequences for future absences.

If a student is absent six (6) days within a semester, a parent and the student will be required to meet with the school administration to develop an attendance improvement plan.

Every absence in a class period counts toward the nine (9) allowable absences per day per semester or the accumulated sixty-three (63) periods per semester, excluding exempted absences.

Consequences for more than 9 non-exempt absences per semester are as follows: File: JH 3

- 1) A student may forfeit all credit for the semester regardless of status in class.
- 2) A student may be removed to ISS for the remainder of the semester to complete existing course or an alternative course.
- 3) A student may be required to make up time outside of school hours.
- 4) The DCSD Attendance Review Board may meet with students and their parents based on attendance limits being reached throughout the school year.

An absence will be defined as missing more than fifteen (15) minutes of class without a pass authorizing the absence.

Nothing herein shall require the principal or designee to identify a student as "chronically absent" prior to declaring the student as a "habitual truant" and pursuing court proceedings against the student and his or her parents to compel the student's attendance in accordance with state law.

#### 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 2 days allowed for make-up work for each day of absence. In cases where an assignment is given with a due date of 4 days or more in advance, and the student has been properly communicated to about the date due, it is the responsibility of the student to get the assignment in on time. If the assignment is not turned in on time, the class policy for late work may be enforced. If there is a test or quiz scheduled four days in advance and the student is



absent on the day of the test, they will be responsible to complete the test or quiz upon returning to class.

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 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.

- Tardy CHS students will have to report to the office before returning to class. They will sign up for time lost and get a re-entry pass. 15 minutes for a tardy will be served during lunch after the first warning. If a student is a chronically tardy, upper class student he or she will lose the privilege of their lunch pass for a designated time period. Chronically tardy underclass students will serve on campus clean-up or ISS.. A chronically tardy student at CHS is defined as 5 or more tardies in a semester.

### Field Trips

Field trips are considered an essential part of a student's educational experience. However, a student's attendance, behavior, and classroom performance may affect a student's ability to participate in a field trip. Proper student conduct is expected and all DCSD school rules apply. Parental permission slips must be signed and returned to the appropriate staff member. Participation in a field trip is voluntary, but an alternative assignment may be given.

### **Dress Code (From District Policy JICA)**

The dress and grooming of students is primarily the responsibility of the students and their parents. It is the intent of CHS staff to minimize distractions by imposing a dress code that allows for individual expression without negatively impacting the school climate. Appropriate dress and grooming are examples of good citizenship and are expected of all students. This dress code applies to students during the school day, visits to businesses or community agencies, or any time a student is representing CHS. Per district policy, the following items are deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school and are not accepted 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 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.
4. Tank tops or other similar clothing with straps narrower than 1.5 inches in width.
5. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
  - a. Refer to drugs, tobacco, alcohol, or weapons.
  - b. Are of a sexual nature.
  - c. By virtue of color, arrangement, trademark, or other attribute denote membership in gangs that advocate drug use, violence, or disruptive behavior. This specifically includes but is not limited to Insane Clown Posse (ICP).
  - d. Are obscene, profane, vulgar, lewd, or legally libelous.
  - e. Threaten the safety or welfare of any person.
  - f. Promote any activity prohibited by the student code of conduct.
  - g. Otherwise disrupt the teaching or learning environment.

Appropriate attire at dances and social functions is required. Any student whose clothing is offensive to a staff member will be required to make the necessary changes, or they will be required to leave the premises.

Teachers have the authority to judge student dress on subjective aspects of the dress code. Final judgment of student dress is left to the school administrator's discretion.

Students are allowed to wear special clothing on specific dress days throughout the year. These dress-up days are announced and approved by the student council. The group sponsoring the dance will determine a dress code for dances; however, even on special dress days, compliance to the school dress code is required.

Students who are not in compliance with the dress code will be required to make changes to his or her dress. Oversized T-shirts will be available for students to wear when inappropriate dress is determined. Any staff member may make that determination. The other option to wearing the T-shirts is for parents to pick up the student from school to change the inappropriate attire. Consequences for violation of the dress code can also include an administrative conference, parent conference, detention, and in school suspension. Out of school suspension can be a result of repeated dress code violations.

### **School Safety**

School safety is of the utmost importance. Students, staff and community members are strongly encouraged to play a major role in maintaining a school safe from crime and other influences that harm the students or school. For this reason, CHS will be working closely with law enforcement to keep CHS safe. This may include the use of contemporary searching techniques that may be necessary to locate drugs, weapons and other illegal items.

## Searches

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

## Locker Use

CHS provides lockers for student use and convenience. The lockers are the property of the Delta County School District. The staff and administration reserve the right to inspect lockers at any time.

1. The locker is the property of Cedaredge High School, supplied as a convenience to the student to store their belongings during attendance.
2. The students are responsible for the security of the locker. Combinations should be kept confidential.
3. The school will keep a confidential master list of names of students and locker assignments.
4. The school will keep master keys to the lockers.
5. The lockers are subject to search at any time, with or without the presence of the students.
6. The parking lot at the school is school property, and all vehicles in the lot are subject to the same safety regulations as the lockers.
7. Do not bring a large sum of money or other valuables to school. **Unfortunately, theft does occur; use the lock provided for your hall locker! Make sure you lock your belongings in the gym lockers.**

Students will be responsible for cleaning their assigned locker before leaving for the summer. The outside of the locker is to be kept free from decorations. Inside the locker, pictures and other decorations must not be offensive to other students or staff. Staff has the privilege of requiring students to remove any decoration or picture that they deem offensive or negatively impacting the school climate. The use of banners and signs may be used only through the coordination and approval of Student Council.

## Code of Conduct

The principal may suspend or recommend expulsion of a student who engages in one or more of the following specific activities while in the school building, on the school grounds, in the school's vehicles, during school-sponsored activities, or possibly in the community. Suspension or expulsion shall be mandatory for serious violations in a school building or on school property. **Please be advised that students who are willingly and knowingly in close proximity to a violation of the code of conduct may be disciplined to the same degree as the student who is actually violating the specific code. (Example - If one student is smoking on school grounds and another student is socializing with that student but not smoking, both students may be disciplined.)**

Level 1: Conference with the Counselor or Principal, notification of parents, possible after-school detention, or in-school detention for 1-2 days.

1. Classroom disruptions;
2. Directing profanity, vulgar language or obscene gestures toward other students;
3. Disrespect to students;
4. Minor disrespect to staff;
5. Minor harassment, bullying;
6. Leaving campus without permission;

7. Tobacco use (notification of law enforcement);
8. Inappropriate use of the Internet (Loss of privileges for 6 weeks)
9. Truancy;
10. Not following school procedures;
11. Scholastic dishonesty that includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work; (no credit will be given for the assignment, work may not be made up);
12. Inappropriate Display of Affection.

Level 2: Conference with the Counselor or Principal, notification of parents, 1-3 day out-of-school suspension, **and notification of law enforcement for violation of criminal law.**

1. Lying or giving false information, either verbally or in writing, to a school employee;
2. Causing or attempting to cause damage to school or private property or stealing or attempting to steal school or private property;
3. Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of students or staff;
4. Violation of the district's policy on sexual harassment;
5. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage to property;
6. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence;
7. Engaging in bullying; defined as any written expression, physical act or gesture, or a pattern thereof that is intended to cause distress upon one or more students in the school environment. The school environment includes buildings, grounds, vehicles, bus stops and all school-sponsored activities and events.
8. 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;
9. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff;
10. Behavior on or off school property which is detrimental to the welfare, safety or morals of other students or school personnel, (expulsion may be recommended for severe cases);
11. Repeated interference with the school's ability to provide educational opportunities to other students;
12. Engaging in "Hazing" or bullying activities;
13. Inappropriate use of the internet second time (Loss of privileges for remainder of year)

Level 3: Conference with the Counselor or Principal, notification of parents, 3-5 day out-of-school suspension, **and notification of law enforcement for violation of criminal law.**

1. Commission of any act toward a student which if committed by an adult would be robbery or assault as defined by law (expulsion will be recommended for severe cases which includes injury);
2. Directing profanity, vulgar language, or obscene gestures toward school personnel or visitors to the school.
3. False Fire Alarm
4. Violation of the district's alcohol use/drug abuse policy;
5. Vandalism of school property or other student's personal property

Level 4: Conference with the Counselor or Principal, notification of parents, recommendation of expulsion, **and notification of law enforcement for violation of criminal law.**

1. Violation of district's policy on dangerous weapons. (Expulsion will be mandatory for carrying, bringing, using or possessing a dangerous weapon without the authorization of the school principal unless the student has delivered the weapon to a teacher, administrator or other authorized person in the district as soon as possible upon discovering it);
2. Expulsion will be mandatory for the sale of drugs or controlled substances.
3. Commission of any acts toward a staff member which if committed by an adult would be robbery or assault as defined by law. Any action that would be considered a crime of violence, on or off school property, if committed by an adult;
4. Habitually disruptive students.
5. Theft
6. Major destruction of school property

In each case of suspension and expulsion, parents will be notified. Formal documentation will be recorded and filed. See Code of Conduct Policy in District Guidelines for expulsion.

Students who have been suspended out of school three times for causing a material or substantial disruption in the classroom, on school grounds, in school vehicles or at school activities or events during the school year shall be declared habitually disruptive. **Expulsion is mandatory for habitually disruptive students.** No student will be declared habitually disruptive without the development of a remedial discipline plan.

### **Bullying**

Bullying may be verbal, physical or indirect. In fact any action, which repeatedly makes a child feel uncomfortable, insecure or threatened, may be defined as bullying. The school disapproves of bullying in all its forms and considers it a most serious offence. Students should be aware that bullying is completely unacceptable at Cedaredge High School and they will be treated sympathetically if they tell someone if it has happened to them. The teachers or assisting staff take the lead in creating a climate in which pupils will be encouraged to report immediately any bullying incident in the expectation that it will be dealt with urgently and fairly. All staff is required to report incidents of suspected bullying to the administration of both bullies and victims.

### SR/JR Off-Campus Lunch Pass Application

Student : \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_ has my/our permission to leave Cedaredge High School campus during his/her lunch period. He/she has met the following requirements:  
**Name (Please Print)**

1. Has not missed more than 5 days of school in any class period during the previous grading period.
2. Has completed this application with a parent/guardian signature.
3. Has submitted all documentation to the Administrator for approval.
4. Has adhered to Cedaredge High School 2018-2019 Student Code of Conduct.
5. Has earned a 2.0 unweighted grade point average (GPA) during the PRECEDING SEMESTER.
6. Has no current grade lower than a C.
7. Eligibility will be taken every Friday and Lunch approval will run from Monday to Friday of the next week.

In requesting this permission, the student and parent(s)/guardian(s) agree that all rules and regulations of Cedaredge High School shall be followed during the time off campus. The student is allowed to drive or walk home during his/her lunch period. The student and parents(s)/guardian(s) further agree that the student shall not be tardy to his/her class following the lunch period. Failure to follow these rules shall result in the loss of the off-campus lunch privilege and possible disciplinary action.

I, \_\_\_\_\_, and my student, \_\_\_\_\_  
**Parent/Guardian Signature** **Student Signature**

**Parent/Guardian Phone Number** \_\_\_\_\_ **Cell** \_\_\_\_\_

Agree that my son/daughter must follow all the rules and regulations connected to this program. I further understand that this program is renewable each grading period. I have knowledge of the fact that this privilege may be suspended at any time when due cause exists. I understand my son/daughter and I are responsible for his/her actions while off campus and in no way will the school or a School Board employee be held responsible for his/her actions according to the Code of Student Conduct.

#### OFF-CAMPUS LUNCH RULES:

1. Students must display lunch pass when leaving and returning to campus.
2. Any student found in the company of another student who does not possess an off-campus lunch pass will have his/her pass privilege suspended for the remainder of the grading period and/or remainder of the 2018-2019 school year.
3. Students must stay in the Cedaredge/Eckert area. Student will not be allowed to transport multiple students to attend lunch in Delta or Hotchkiss.
4. Food brought back on campus must be consumed on the picnic tables outside the school. Students May Not bring food on campus for other students. NO EXCEPTIONS!
5. Tardiness returning to school will not be tolerated. Three (3) tardies will terminate the off-campus privilege.
6. Off-campus lunch passes will be given to qualifying students each grading period.

**STUDENTS WHO DO NOT COMPLY WITH THESE RULES WILL HAVE THE LUNCH PRIVILEGE TERMINATED FOR THE REMAINDER OF PRESENT SEMESTER.**

**Approved:** \_\_\_\_\_ **Disapproved:** \_\_\_\_\_ Administrator

**Eligibility**

Eligibility for participation in activities depends upon the nature of the events. In most activities, students must meet the standards set forth by CHSAA.

In addition to the previous rules, each student must not be failing more than one class during the week. Weekly eligibility will be taken on Thursday of each week. Those students failing more than one class will be ineligible for the next full week of competition.

The administration has the authority to make any student ineligible at any time for misconduct.

**Student Council/Student Activities**

Students are encouraged to broaden their knowledge and citizenship by permitting the formation of clubs or other groups. Student organizations shall operate within the framework of state statutes, Board policy, and administrative rules.

Student Council will serve the role as the screen for all student activities. The student council must approve any student-initiated activity. Students who have generated ideas for school improvement are also encouraged to work through student council.

The responsibility for the planning and implementation of these functions is strictly the responsibility of the students with teacher/sponsor, student council and administrative approval. In instances where students fail to take responsibility as required, the teacher/sponsor or administration will cancel the activity or give it to another group.

**Dances/Social Activities**

Students are expected to dress and behave according to the student code of conduct. All school dances are to be approved by the Student Council, sponsor and administration. The principal's decision is the final on whether guests will be allowed at the dance/social activity. In addition, the following rules will be strictly enforced:

1. Doors will be closed to anyone wanting to enter two hours after the start time;
2. Once you leave the building you can not return to the dance/social activity;
3. Once you leave the dance/social activity you must leave the school property;
4. Appropriate attire is required. Any student whose clothing is offensive to a staff member will be required to make the necessary changes or they will be required to leave the premises.
5. All out of school guests must be approved prior to the dance/social activity and dance/social activity permission forms presented at the door;
6. Anyone suspected of using drugs or alcohol will be detained at the dance/social activity and parents will be notified;
7. Cedaredge High School rules apply at all CHS activities.
8. Students may be asked to take a Breathalyzer test before entering any dance.
9. Students may bring ONE GUEST to a dance.

**Withdrawal from School**

Students needing to withdraw from school must check out with the counselor. The counselor will help to turn in books and assist with other procedures that are necessary before leaving. Please notify the counselor at least one day prior to leaving.

## **Surveillance Cameras**

Cedaredge High School uses closed circuit cameras on campus.

## **Library Use**

During the School Year, the CHS library is open Monday through Friday from 7:45 to 4:00 p.m. Students may visit the library individually or with a class. Students are expected to follow the same rules of conduct in the library as those that apply to the classroom.

The library supports the curriculum by providing several formats for both students and staff members. Those formats include books and periodicals, pamphlets, maps, and online databases.

Students may download and print articles from these databases, and can use the library's copy machine to photocopy materials as needed. A fee of \$.05 per sheet is assessed for these items.

All students may check out hard copy materials on an overnight, one-week or two-week basis. Students are assessed a fine of \$.10 per item per day on materials that are returned late. It is the student's responsibility to be informed of when these items are due in the library.

## **School Hours**

The doors of Cedaredge High School will open at 7:00 a.m., and close at 4:00 p.m. Students wishing to be in the building before or after that time must have permission from a teacher, administrator, coach or activities sponsor.

## **Lunch**

The cafeteria will be open only for lunch. Students are to remain in the commons or in the outside eating areas. Hallways and classrooms are off limits to students during their lunch period. Cedaredge High School is a closed campus, students are required to stay on the school grounds during lunch and breaks unless granted through parent permission and approved by the principal or designee. Students must provide a signed note from their parent or guardian to the office before 10:00am each day and receive administrative approval before they will be allowed to leave campus.

## **Cell Phones, Music and other Electronic Devices**

*The use of cell phones, music and other electronic devices are permitted only in the Cafeteria. Due to the 1:1 implementation of chromebooks, NO OTHER ELECTRONIC DEVICES WILL BE PERMITTED WITHIN THE CLASSROOM.* If a student is not compliant with this regulation, on the first offense, the device will need to be taken to the office and the student may retrieve it after school. On the second offense, the device will need to be given to the principal or designee until the parent can retrieve it.

### School Cell Phone Discipline Policy

1st offence - Warning

2nd offence - Phone to the office for the rest of the day

3rd offence - Phone to office and picked up by parent

4th offence - Loss of Technology



**Beverages or Food in Classrooms/Halls**

Students may take water into the classroom while class is in session. Water containers must be clear bottles only. Juices, pop, and drinks other than water must be kept in the lockers. Food items are to be consumed in the cafeteria only. **No Food or Drink is allowed in the Library.**

**Recreation items**

Hacky Sacks, Frisbees, balls, etc., may not to be used during the school day while classes are in session or while students are in passing periods. Such items may be used before school, at lunch and after school only. Bicycles and skateboards are not to be used on school property with the exception of transportation to and from school. Upon arrival to school, bicycles are to be immediately locked in the bike rack and skateboards are to be immediately placed in the locker.

**Student Complaints & Grievances**

Student complaints should be resolved promptly at the lowest possible staff level. Each student is assured an opportunity for orderly presentation and review of complaint without fear or reprisal. Please contact the principal for information regarding how to proceed with a grievance.

**Activity Ticket and Fees**

Activity tickets are available to all students wishing to purchase them for \$25 and Adults for \$50. Funds raised from activity tickets are used to directly support school athletic activities. Students or families having activity tickets or passes will be allowed to attend all home athletic events without additional charge upon presentation of the ticket at the gate. The pass will not be honored for postseason play.

Student Breakfast	\$1.55
Adult Breakfast	\$2.25
Student Lunches	\$2.75
Adult Lunches	\$3.50
Class Dues	\$10.00
Consumable Paper Products Fee	\$20.00
Yearbook	\$60.00 / \$75.00 after Christmas
Activity Ticket	\$25 Student \$50 Adult

District participation fee        \$100.00/sport (Mandatory)

**Visitors**

All visitors must report to the office upon entering the building. All visitors must wear a pass. No student visitors will be allowed during any part of the day.

**Leaving School Property During the Day**

Students will remain on grounds during the school day, except when given *parental and administrative* permission to leave. Students will need to sign out in the office after presenting the note to the office for approval. Students may not freely sign themselves out of school without a written note from parents and additionally permission from the office staff.

### **Staff Lounge Guidelines**

The staff lounge is designed and reserved for the use of the staff, substitutes, and guests only. Students are not allowed in the staff lounge unless accompanied by a staff member.

### **Public Display of Affection**

The acceptable expression of affection is holding hands. Student actions at school beyond holding hands are not appropriate. Violation will result in consequences set by the Principal.

### **Student Insurance**

Delta County School District has accident, health, disability or life insurance available for students. The purchase of health and accident insurance coverage is the responsibility of the parent or guardian. A low cost or no cost state health plan is available for students who receive free or reduced lunch.

### **Pregnant and Married Students**

Pregnant and married students may continue in total participation at school. Continued attendance and participation of a pregnant student shall depend on the recommendation and continued approval of her physician.

### **Parking**

Students driving to school are to park in the south parking lot during the school day. The west and north lots are reserved for faculty and staff parking only. The speed limit in the school parking lot is 10 miles per hour, and 20 miles per hour on the entrance road. Speeding or dangerous driving will result in the loss of this privilege. **It is strongly advised that students not leave vehicles parked in the parking lot overnight.** The parking lot at the school is school property and all vehicles in the lot are subject to the same safety regulations as the lockers. (See section on lockers)

### **Telephone Use**

Students are encouraged to make telephone calls before school, during lunch and after school. Use of the telephone during class for non-emergency conversations is prohibited. If the student must use the telephone during class time, permission must be obtained from the teacher. When a student comes to the office to use the phone, he/she must then ask Mrs. Stratman for permission to use the phone and present the teacher's permission slip.

### **Tobacco-Free Schools** (from District Policy ADC)

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

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

For purposes of this policy, the following definitions apply:

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

- c. All vehicles used by the district for transporting students, staff, visitors or other persons.
2. "Tobacco" includes cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking or both. "Tobacco" includes cloves or any other product packaged for smoking.
3. "Use" means lighting, chewing, inhaling or smoking any tobacco product.

Signs will be posted in prominent places on all school property to notify the public that smoking or other use of tobacco products is prohibited in accordance with state law and district policy. This policy will be published in all employees and student handbooks, posted on bulletin boards and announced in staff meetings.

Any member of the general public considered by the superintendent or designee to be in violation of this policy will be instructed to leave school district property. Employees found to be in violation of this policy will be subject to appropriate disciplinary action.

Disciplinary measures for students who violate this policy may include in-house detention, revocation of privileges and exclusion from extracurricular activities. Repeated violations may result in suspension from school. In accordance with state law, no student will be expelled solely for tobacco use.

### **Athletics guidelines**

These guidelines are intended to standardize, where possible, procedures for all activities sponsored in district middle schools and high schools. Students who wish to participate in school district sponsored activities will be expected to conform to standards of conduct for the privilege of participation.

Participants must be enrolled in courses that will earn three Carnegie units of credit per semester.

Activities are recognized as an educational part of the total school experience.

#### **1. Representation – A Privilege**

The district is concerned that such representation be at a level of conduct that compliments not only, the district, but also, the students and the schools of each community. It is important that all students understand that participation is a privilege and not a right. Students violating the district code of conduct will be ineligible until they have complied with all disciplinary actions.

#### **2. Attendance**

Students must be in attendance at school for the entire school day in order to participate in any school-sponsored activity that is conducted on that day. In cases of emergency or extenuating circumstances, the principal or designee may grant an exception to this limitation. Students must be in school a half day in order to practice.

#### **3. Forms**

Students must have emergency treatment, district parent permission and athletic insurance waiver forms, if applicable, filled out, signed and on file with the school before being allowed to practice in a sport or participate in any activity.

#### **4. Academic Eligibility**

Eligibility for extracurricular participation shall meet the requirements for eligibility set forth by the Colorado High School Activities Association (CHSAA). Additionally, each high school and middle school will use a weekly eligibility list that will be turned into the office by 4:00 p.m. each Thursday. Students who receive two or more failing grades for the week long grading period will not be eligible to participate during the following week. No eligibility lists will be published the first week of

competition or participation. Teachers shall consider each student's progress from the beginning of the current six/nine weeks for this list. (Example: if a student were to transfer to another school, that grade would be awarded for the current six/nine weeks when the list is circulated.)

#### 5. Ineligibility Notification

Notification to students and coaches or sponsors shall be given on Thursday. Those students failing more than one subject shall not be eligible for extracurricular participation during the next week of competition. The week begins on Monday and extends through Saturday.

#### 6. Alcohol/Illegal Drugs

School district policy addresses the concern about the use of alcohol, narcotic drugs, depressants and other controlled substances. The use, possession of alcohol or controlled substances by any student shall be cause for a parental conference and appropriate disciplinary action. On the first violation, in any one calendar year from date of occurrence, a student may appeal to the building principal the option of participating in a "work-back" program. If granted, the provisions of this work-back, includes: 1) a fourteen-day or 2 week game suspension to include all competitive events, within that 2 weeks (not including practice). If the infraction occurs during the pre-season, the student will be ineligible for the first two weeks of competition. If the infraction occurs at the end of the season, the consequences will be carried over to the next activity in which the student participates, 2) completion of school approved counseling program, 3) ten hours of pre-approved school or community service completed prior to return to game or event competition, and 4) a written appeal for permission to return to the activity provided in duplicate to the sponsor and the principal. If either individual objects to the return, the student is suspended until such time as both agree. If the student chooses not to participate in a work-back program, the student will be dismissed from that activity.

On the second violation in any one calendar year from date of occurrence, or if the appeal for a work-back is denied, or the work-back option is not accepted, the student will be dismissed from the activity. Any student suspended from an activity will have a minimum of a four game-week suspension prior to reentry into any activity including the next season of the following year. For non-athletic extracurricular activities the length of suspension will not exceed 56 school days.

Activity suspension shall be mandatory for sale or distribution of controlled substances in accordance with state law, with no provision for a work-back.

#### 7. Tobacco Use

The use or personal possession of tobacco in any form is discouraged. The use or personal possession of tobacco in any form is prohibited during any part of the extracurricular season. A student violating this shall miss the next full week of competition; the second offense shall cause the individual to be dismissed from the activity for the remainder of the season as defined above.

#### 8. Other Infraction

Other infractions (some examples include: inappropriate actions, language, behavior, unexcused absences from practices) will be addressed at the school level. Principals and group sponsors or coaches are encouraged to work closely with the student and the parents, as corrective action is determined. Only the Principal/Assistant Principal may suspend students from participation in extracurricular activities.

#### 9. Consent for Access to Criminal Justice Records

In order that violations of this policy can be promptly investigated and dealt with, the undersigned student and his parent/guardian hereby agree that the Delta County School District #50 shall have access to any criminal justice records that may pertain to possible violations of this policy. Delta County Joint School District #50 shall undertake an independent investigation of any alleged violations of this policy and may act based solely on the results of that investigation, without regard to the disposition of any criminal case which may be related to the alleged violation of this policy.

#### 10. Team Travel

When traveling, team members are expected to remain with the team even when not participating. Under no circumstances are team members to leave the place of the contest without prior knowledge and permission of the coach. Students may be released, at “away contests”, only directly to their parents or legal guardian, unless in the judgment of the senior school official attending the contest the circumstances warrant otherwise. **TEAM MEMBERS MAY NOT DRIVE THEMSELVES** to contests, unless the principal or designee grants permission for extraordinary circumstances. The school district and its personnel do not assume any liability for students who drive their private vehicles to and from practice fields.

#### 11. Athletic Teams

In order to maintain eligibility during a sports season, an individual should contact the coach and have parental permission before quitting a sport. An athlete who quits a team will be ineligible for another sport for the remainder of the current sports season, unless a coach has encouraged an athlete to try another sport early in the sports season.

#### 12. Physicals

All athletes must have a limited physical examination (required by CHSAA) on file before they participate. Students should contact physicians well in advance to the start of the season to insure that a physical is completed prior to participation. All physicals must be signed by parents/guardians and returned to the school. Please note: There is a definite physical risk in athletic participation. Parents/guardians should arrange for their own insurance coverage, as the school does not provide this.

No health or accident insurance for individuals which covers possible injuries during participation in a school sponsored sport, activity or program is carried by School District 50J nor by the high schools or middle schools. Everyone is encouraged to buy coverage from the company of their choice. Parents/guardians may contact football coaches, volleyball coaches or principals in the early fall for suggested insurance outlets.

#### 13. Due Process

Due process for students who may be penalized under these guidelines include:

- (A) Right to a timely hearing;
- (b) Right to be informed that parents/guardian/counsel may be present at the hearing;
- (c) The principal of the school will be the hearing officer;
- (d) The person making the charges will be present at the hearing - and/or - have a signed statement on file with the hearing officer;
- (e) A student charged with an infraction will have the opportunity to present his/her case.

#### 14. Notification

Students will be notified and reminded of these rules at the beginning of each activity or sports season. This notification is an obligation of all coaches and sponsors. It is hoped that these expectations will

not only be a tool which encourages respect for the student, but will also encourage students to exhibit positive leadership.

15. Specific questions regarding the athletic program should be directed to the specific coach or Athletic Director. To this date the following sports are available:

- |                         |                  |
|-------------------------|------------------|
| 1. Basketball           | 8. Track & Field |
| 2. Swimming             | 9. Volleyball    |
| 3. Golf                 | 10. Football     |
| 4. Baseball             | 11. Tennis       |
| 5. Wrestling            | 12. Softball     |
| 6. Cross Country(Co-op) |                  |
| 7. Soccer (Co-op)       |                  |

The coach, school policy and procedure determine student conduct. Athletes may lose eligibility at any time for misconduct either during athletics or outside of athletics.

**Cedaredge High School  
Due Process Verification  
August 2018**

Grades.....	Page 3
PowerSchool.....	Page 3
Standardized Testing.....	Page 4
Dropping and Adding Classes.....	Page 6
Attendance and Tardies.....	Page 7-8
Signing In/Out.....	Page 7
Dress Code.....	Page 8-9
Search and Seizure.....	Page 9
Lockers.....	Page 9
Athletics.....	Page 10-12
Code of Conduct Levels 1-4.....	Page 12-14
Bullying.....	Page 14
Closed Campus.....	Page 14
Eligibility.....	Page 14-15
Student Government.....	Page 15
Dances / Social Activities.....	Page 15
Withdrawal from CHS.....	Page 16
Cameras.....	Page 16
Lunch.....	Page 16
Cell Phones, iPhones, IPODs, Personal Electronic Devices.....	Page 16
Food and Drink.....	Page 17
Recreation Items.....	Page 17
PDA.....	Page 18
Parking Lot.....	Page 18
Tobacco.....	Page 19

I have reviewed and understand all of the areas discussed in the STUDENT HANDBOOK established by Cedaredge High School. I am also fully aware that the student handbook has been formulated to provide me with an understanding of my rights and responsibilities as a student of Cedaredge High School. I agree to abide by all the rules and regulations described in that document and I am fully aware of the consequences for not adhering to the established policies.

Printed Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

