

COTOPAXI CONSOLIDATED SCHOOLS

COTOPAXI



PIRATES

2011-2012 STUDENT/PARENT HANDBOOK

0345 County Road 12 / PO Box 385
Cotopaxi CO 81223
Office: (719) 942-4131 Fax (719) 942-4134

**John McCleary
Superintendent**

**Chuck McKenna
Principal**

**FAMILY – SCHOOL – COMMUNITY
A Partnership of Learning**

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MISSION STATEMENT

The mission of Fremont School District RE-3 is to help students acquire the knowledge, attitudes, and skills necessary to become healthy, happy, and productive adults; to help students become enthusiastic, life-long learners who are able to manage change; and to help students to perpetuate and improve the democratic process and have a positive impact on their communities, their country, and their world.

LETTER FROM THE ADMINISTRATION

Dear Parents/Guardians and Students of Cotopaxi Consolidated Schools:

We, the faculty and staff, are happy to welcome each and every one of you to Cotopaxi Schools. We hope this will be a happy and successful year for you.

Cotopaxi Schools shall strive to provide a safe environment, meaningful opportunities and innovative educational programs for all students so that they reach their learning potential including that they meet or exceed state and district content standards, through partnerships between home, school, and the community.

You are here to learn good citizenship, fair play, and sportsmanship; to live richer and fuller lives; and most of all, to be an asset to yourself and society. We are here to help you in every way to attain these goals. Cotopaxi PRIDE has been embraced by students and faculty, and we will be encouraging the continuation of **Positive Attitude, Respect, Integrity, Determination, and Excellence.**

Our school is successful when we work together to make a better institution of it. Each student helps to make our school one of the best by individual development.

It is our hope that this book will give students and parents a clearer understanding of the policies, objectives, and activities of Cotopaxi Junior-Senior High School. Read and study this booklet carefully. All students and parents are responsible for knowledge of all information contained in this booklet.

Cotopaxi High School is a Class I-A school, affiliated with the West Central League in Basketball, Volleyball, and Track. Cotopaxi, South Park, Custer County, and Cripple Creek comprise the West Central League. We compete in Six-man Football, and 1A Baseball.

School spirit may be divided into three categories:

1. Courtesy – toward teachers, fellow students, our community supporters, officials of school athletic activities, and team members and fans of opposing teams.
2. Pride – in everything our school attempts to accomplish and has accomplished.
3. Sportsmanship – the ability to win and lose gracefully.

A loyal student supports his school and does his utmost to keep his scholastic and activity standards at the highest possible level.

The Administration

ACADEMICS

Grading

The letter grade is used at Cotopaxi Jr-Sr High School with an “A” valued at 4 points, “B” at 3 points, “C” at 2 points, “D” at 1 point, and “F” equaling no points in determining grade point average.

During the regular course of study, a student may earn 7 credits per school year. To graduate early or to make up a failed class, a student can earn a maximum of one extra credit during the school year, and /or two extra credits during the summer. Due to the state requirement for the number of hours a student must be in class to receive academic credit, a student may take a “recovery class” after failing a class. A “replacement class” is a class taken in lieu of a regular class.

Honor Roll

An Honor Roll listing those who are outstanding students is published each quarter in the school paper. The Honor Roll of Distinction lists those students who have a 3.75 or above grade point average. The Honor Roll lists those students having a 3.25 or above grade point average. Students earning Honor Roll of Distinction for both the 1st and 2nd semester will be awarded an Academic Letter. A student who has a grade of “F” may not be on the Honor Roll.

Progress Reports

Prior to 4:00 pm on Wednesday of the fifth week of each term, progress reports will be submitted to the office. These will be filled out by the teacher. Students’ parents and the school counselor will be notified of the status of students who are close to or actually failing in their class work. The progress reports are also used for informing parents of excellent class work.

Report Cards

Report cards are issued on the Wednesday following the end of each nine-week period. Students with incomplete grades must make up missed assignments within two weeks from the end of the quarter. If missing assignments are not made up, zeroes will be averaged into the quarter grade for those assignments.

Student Records

All student records are kept in the office. They are a cumulative and permanent history of a student’s school career. Grades earned remain on the transcript kept in these files. Failing grades are permanently placed on the transcript and used to figure grade point average and class rank, even if the class is retaken and a passing grade is later earned.

Class designation at the end of a school year will be based on the credits earned:

Sophomore – needs 5 credits

Junior – needs 10 credits

Senior – needs 15 credits

If students don’t have enough credits, they will remain with the previous class status.

State and Federal laws allow parents and students over 18 to have the right to inspect the student’s permanent records. Requests are to be made in writing to the principal. Military recruiting officers can request basic information. Parents who wish to deny this information to military recruiters must notify the school in writing.

Students are strongly encouraged to monitor their student records; courses taken, requirements for graduation, grades, and eligibility status.

ACTIVITIES AND ATHLETICS

A student will not be counted absent when he/she is out of class because of a school activity such as a field trip or athletic trip. Teachers will be informed of students who will be out of school for an activity.

1. Student activities must be approved by the principal before being placed on the calendar.
2. No class meeting is to be called unless approved by the sponsor and principal.

3. All activity money will be handled by the office.

A student participating in athletics/activities must be in school for a minimum of 3 hours the day of the activity in order to participate in the activity scheduled that day. In order to attend a daily practice, a student must be in school at least three hours. Any exception must be cleared with the principal prior to the absence.

Eligibility Lists and Rules

All students must be eligible according to the rules set forth by the Colorado H.S. Activities Association as well as those set forth by the Cotopaxi Board of Education. Each participant in inter-scholastic sports must be enrolled in a minimum of five classes per semester. A student must not have failed more than one class the preceding semester. He/she must not be failing any subject in the current quarter.

Eligibility lists are compiled each week during the school year. An eligibility list will be posted in the office by administration by 7:45 am on Monday morning. Teachers have until 1:00 to make revisions to that list. A new eligibility average starts at the beginning of the next nine-week session.

Physicals CHSAA physical forms must be on file with the athletic director prior to issue of any athletic equipment or prior to participating in any game or practice. Physicals are required for students in grades 9-12.

General Athletic Policy

A. Basic standards for letters:

1. Complete season as member of the team (unless injured).
2. Senior letters are awarded to individuals if they participated in a sport four years but never qualified for letter under guidelines.
3. If he/she does not meet standards but is close to lettering, the coach may letter him/her because of outstanding attitude, injured during season, etc.
4. No individual may earn a letter if they quit a team or are dismissed from the team before completion of season.

B. General training rules:

1. Each coach may have his own rules in addition to covering these items:
 - a. Behavior
 - b. Participation in events
 - c. Practices, etc...
 - d. Use of alcohol, drugs, and tobacco

During the school year, use and/or possession of tobacco, alcohol, and drugs (any illegal controlled substance) is prohibited. These policies are in effect for a student's entire high school career. The penalties will accumulate over the course of an entire year, or career. This includes in between seasons. The student/athlete would fulfill the penalty their next athletic season. **This policy will include violations that occur in and out of school.**

Level 1 – Use of tobacco

Punishments:

First offense: suspension for 1 game. If it is their second offense but first in that sport Then they will be suspended for 2 weeks.

Second offense: suspension from that sport for the remainder of the season.

Third offense: Suspension from ALL activities for the remainder of the school year.

Level 1 discipline will carry over from season to season throughout the school year.

Level 2 – Use of and/or possession of alcohol in a school year

First offense: suspension for 2 weekends of play, and mandatory in-house counseling

Second offense: mandatory in-house counseling and suspension for 6 weeks which may carry over to the next season.

Third offense:

Suspension for 1 year if Freshman, Sophomore, or Junior

Suspension for career if Senior

*All level 2 abuses are subject to carry over from sport to sport

Level 3 – All illegal drugs and controlled substances

First offense: mandatory in-house counseling

Suspension for the remainder of the season or 6 weeks

Able to participate upon return of expulsion if greater than 6 weeks

If it is the student/athlete's last school activity, or is the last 4 weeks of the school year, then they will be suspended for the remaining weeks during their 1st activity the following year.

Second offense: mandatory counseling

Suspension for 1 calendar year

Level 2 & 3 infractions will accumulate over the athlete's high school career.

2. The coach is required to go over his requirements with the athletes prior to the season at a parent meeting. These rules must have the Athletic Director's approval.
3. All coaches must point out to students that he/she must be in school ½ day of the day of the game to participate (in that day's game) unless pre-excused by school administration.

C. Number of contests:

1. The maximum number of contests are set in each H.S. varsity sport by the C.H.S.A.A.
2. Junior High School - maximum number allowed:

Volleyball - 10 matches	Basketball - 13 games
Football - 5 games	Track - 4 meets

D. Procedures for dealing with an unhappy patron:

1. Coaches are instructed not to have a confrontation with a patron following an athletic contest.
2. State the following to the patron and then walk away:
 - a. "I have been instructed by Board policy not to discuss the problem with you at this time".
 - b. "If you would like, the Athletic Director will set up a meeting (the next day) between the three of us. I would be glad to discuss it with you at that time".
3. The A.D. will set up and mediate the conference.
4. If the problem is not solved, the standard chain of command will be followed.

E. Practice times:

Practice activities must end by 6:30 pm. Situations may occur when facilities may be used and practices scheduled at a different time. Notice will be given if this would occur.

School Trips

When students are taken on field trips or extra-curricular trips in school buses or school designated vehicles, they shall return in the bus or vehicle in which they traveled to the activity. Sponsors may release students to their parents at any time, provided the parent is present when the student is released. Notes and telephone calls cannot be accepted. Failure to comply with these rules on the part of the student will result in expulsion from the particular activity group. This regulation cannot be altered or modified in any way by any sponsor. Students may be released to parents other than their own with prior parental and administrative approval.

If a student does not travel to an activity on the school-provided transportation or, with prior approval, his/her parents or other parents, the student will not be eligible to participate in that activity.

We expect and demand all students to be ladies and gentlemen on school trips. The school's dress code must be followed. Smoking and drinking will not be tolerated. We want our students to learn to be good winners as well as good losers. Always remember that the official's word is final. Students exhibiting poor sportsmanship in the sponsor's judgment will not be allowed to go on further trips. Any coach of an athletic activity has the authority to bench or suspend any participant at any time for unsportsmanlike conduct, refusing to obey instructions, or for failing to personally train adequately for an athletic program sponsored by the school.

Dances

All school rules pertaining to proper conduct apply to dances sponsored by Cotopaxi High School. All dances and other school sponsored parties must be chaperoned by at least one faculty member and two other adults. Dances are for Cotopaxi Students. Guests may be admitted if they are approved prior to the dance. Dances are three hours long, ending no later than 11:30, unless special permission is obtained. Students leaving the dance without permission will NOT be allowed back in to the dance.

All dances sponsored by high school organizations are for high school students ONLY. Dances sponsored by junior high organizations are for junior high students ONLY.

ANNOUNCEMENTS

The announcements for the day are posted each morning by 8:45a.m. on the Cotopaxi web site, www.cotopaxire3.org. Teachers will read the announcements to their first hour class. Special announcements must be kept to a minimum. All announcements must be approved by the administration.

ASBESTOS

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). That law requires all schools, kindergarten through twelfth grade, to be inspected to identify any asbestos-containing building materials. The law further requires the development of a Management Plan, based upon the findings of the inspection which outlines our intent in controlling the potential for exposure to asbestos fibers in our school. Some asbestos-containing materials were identified in our building. The materials are distributed in various locations and include floor tiles and some kinds of building materials.

Our Management Plan has been completed and submitted to the governor's office. It outlines in detail the methods we will use to maintain the materials in a safe manner. It also includes a schedule for a phased removal of these materials as applicable. A copy of the Management Plan is on file for your review at the superintendent's office.

ATTENDANCE

The first period of the day starts at 8:05 am. The school day ends at 4:00 pm. One criteria of a student's success in school is regular and punctual attendance. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence. Official attendance and lunch count will be taken the first hour. Learning to be on time and ready for work is good training for future jobs and careers. Students are expected to be in their classroom with assignments completed and have materials at hand for the day's work before the tardy bell rings. Official attendance and lunch count will be taken the first hour. **Teachers will also take attendance at the beginning or end of each period.**

Following an absence, all secondary students MUST bring a note signed by a parent unless the parent has called in on the day of the absence.

Eighteen year old students living at their parents' home are accountable to their parents. As such, notes and other documents must be signed by their parent/guardian. Eighteen year old students living on their own may sign notes and documents, but after two consecutive days of absence, a doctor's verification of the illness may be required.

Pupils who are absent and whose absence is excused are entitled to individual help from the teachers in making up work lost, provided the student wishes help and accepts it promptly and without undue urging. Pupils will be allowed two (2) school days after returning from an absence to make up work missed. If, after this period of time, the work has not been submitted, the pupil shall receive a mark of "0" for those days absent. If an absence is over an extended time period, the student should negotiate with the teacher for makeup work to be done and the time limit in which to do it.

A student will occasionally miss a class because he/she is in conference with a school official. It will be the responsibility of the school official to report this absence on a prepared admit slip to the instructor whose class the student missed. The student should not be counted absent by the instructor. The student should not be penalized for missing a class when he/she could not control the situation within the school.

Attendance Policy

The attendance procedures at Cotopaxi Jr-Sr High School were developed to assist the student in successfully fulfilling the requirements for graduation and maturing into responsible citizens. Regular class attendance is of particular significance to the student, parents, teachers, counselor, and the administration. The granting of credit in any given class is dependent upon academic achievement and regular attendance.

On the day of an absence, please notify the school by telephone. For families that do not have a phone, please notify the school in writing on or before the day the student returns. In the event that a student fails to bring a written note explaining the cause of absence, the student will then be expected to bring the required note to the office within two (2) days or the absence may be counted as unexcused.

Loss of Credit:

No student may miss a class more than ten times per semester. If a Senior High student misses 5 times during the semester, a letter will be sent to the parent/guardian. If a high school student misses 7 times in a semester, the parent/guardian will be called and an attendance contract may be drawn up. Students between the ages of 6 and 16 could be defined as truant (see next page) and the Department of Human Services may be notified.

Examples of the ten days would include the following: general illness, transportation problems, general family vacations, activities, student employment, doctor's appointments, etc. Excused absences will count toward the ten days.

A student who misses more than the allowed ten days of classes during a semester due to extenuating circumstances beyond the student's control, must petition the Board of Education to continue. With Board permission and by making up all missing assignments per policy, the student could still earn semester credit. Loss of credit can be redeemed by attending Friday School for each day missed beyond the 10 day limit. No redemption is allowed beyond 15 absences.

This would not apply to students who have excessive absences during spring semester before graduation, or for transferring students. They will have to make up days by attending Friday school.

Exempt Absences

Exempt absences in addition to the allowable ten general absences would include the following: emergency illness or injury verified by a doctor; school sponsored activities; physical, mental, or emotional disabilities (not illnesses) verified by a doctor; being in the custody of the court, human services, or law enforcement agency; family emergency resulting in injury or bereavement; home study programs approved by the Board of Education. **These absences WOULD NOT be counted toward a student's ten days.**

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 whose parents feel he/she must miss school. Rare circumstances may develop when a parent feels his/her child must miss school and a prearranged absence was not possible.
4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.

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

If a student is in out-of-home placement (as that term is 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 absence was for a court appearance or court-ordered activity.

The above absences WILL count toward a student's ten-day absence limit.

Unexcused Absences

Any absence that does not meet the guidelines for an excused absence will be considered unexcused. Unexcused absences require a student to make up work missed. The student will receive 50% credit for work turned in for each day of unexcused and 20% will be deducted from test scores that a student has made up upon returning to school.

Planned Absence by Classes (either entire class or groups within the class)

Under no circumstances will planned absences by classes or groups within a class be tolerated. Such absences will be looked upon as unexcused and the following actions will be taken:

1. Students receive "0" for the day missed.
2. Work not turned in within two (2) days of student's return will be assessed a zero as with any absence.
3. One percentage point will be deducted from the nine-week grade, as with any unexcused absence.
4. STUDENTS WILL NOT BE ELIGIBLE FOR EXEMPTION FROM SEMESTER FINALS.

Truancy

Truancy is defined as an absence without the prior knowledge or approval of the parent or school officials. Any student leaving school for any reason is to check out through the principal's office. If a student is truant, the principal or designee will determine the appropriate disciplinary action to be taken. Students will be considered truant if they are in other buildings without permission, or on school property in restricted areas. Restricted areas would include sides and backs of buildings, in trees on hills, in cars in the parking lot, or other areas not used for academic purposes. Friday schools will be assigned for truancy.

An "habitual truant" shall be defined as a student of compulsory attendance age who has three unexcused absences from the school in any one month or six unexcused absences during the semester. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences.

A plan shall be developed for a student who is at risk of being declared habitually truant with the parents when practical with the goal of assisting the child to remain in school. (File JHB)

Suspensions

When a student is suspended from school (in-school or out-of-school) he/she will be required to make up the work missed. The student will receive 50% credit for work for each day of suspension and 20% will be deducted from test scores that a student has made up upon returning to school.

Friday School

The school's goal is to allow students to be in class at every opportunity. Consequently, Friday School is utilized to avoid suspensions during the school week. Friday School can be assigned to students in lieu of suspension for non-violent infractions. Students required to attend Friday School must attend and follow rules or they will be suspended for 2-3 days, depending on their individual situations. If a student is assigned a Friday School and gets into additional trouble before the Friday School, the student will be suspended from school in addition to the Friday School.

Tardies

Given the size of our school facilities, there is no good reason for a student to be tardy between classes and all such tardies will be unexcused. The only exception occurs when a student is held late by a teacher or school official. In this situation, the student should secure a tardy note from the teacher or school official who detained him/her.

Students have five minutes to pass from one class to another. Students will be allowed two tardies in each class per semester. They are also allowed four tardies cumulative for all classes per semester.

- At 4 tardies in a class or 7 cumulative, the semester finals exemption is lost and parents/guardians will be notified.
- At 7 cumulative tardies, a plan shall be developed with the parents and the student to encourage being on time.
- At 9, a Friday school is assigned and further consequences may follow.

Educational/Vocational Leave

Seniors will be allowed two (2) days leave for visiting a college or for military induction purposes. Students need to schedule these days through the counseling office and follow the prearranged absence procedure and these days will be exempt. College visitations MUST take place prior to March 15.

Passes for Leaving School

Students are not permitted to leave the school grounds at any time during the school day without permission from the principal. If you must leave the building because of illness or any other emergency, you must check out at the office. Failure to follow the proper procedure will result in an unexcused absence. Offences may result in a Friday School or other disciplinary action. Permission slips are needed for students who live in Cotopaxi to go home and eat lunch. A student must be in school minimum half-day the day of a school activity to participate in that activity unless pre-excused by school administration.

Attendance Incentive Program

In an attempt to create an incentive for attendance, the following procedures are in effect for all Jr-Sr High School students. All teachers will require a written and/or performance semester test on those students who do not earn exemption status.

1. Student Option: Students will have the option of not taking semester finals if the following requirements are met during the semester:
 - a. "A" average in all classes and three (3) or less days absent.
 - "B" average in all classes and two (2) or less days absent.
 - "C" average in all classes and no absences.
 - b. A "D" or "F" automatically disqualifies a student from exemption.
 - c. Students transferring into Cotopaxi during a semester will automatically take semester exams.
 - d. No more than four (4) absences in any one class.
 - e. No more than three (3) tardies in any one class.
 - f. An unmarred discipline record from the principal.
2. Teachers:
 - a. Will allow any student who has met the above requirements the final exam option.
 - b. May allow any student to take the final exam in hopes of improving his/her grade.
 - c. Will not count an absence against any student who is participating in a school sponsored activity.

As per Colorado law, the Board of Education has adopted a policy that requires notification to the parents of eighth grade students of the available courses that satisfy the higher education admission guidelines of the Colorado Commission of Higher Education. In addition, the district will make available information to these same parents/guardians about the courses the district offers that meet the CCHE admission requirements.

CAFETERIA

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. The lunchroom management and your fellow students will appreciate your cooperation in the following:

1. Deposit all litter in wastebaskets.
2. Return all trays and utensils to the dishwashing area.
3. Leave the table and floor around your place in a clean condition.
4. Do not take any food from the cafeteria to be eaten elsewhere unless approved to eat outside.
5. Meals may be charged for a **maximum** of twenty (20) days.
6. Contact the office for information about free/reduced price meals. Meals charged prior to the free/reduced application approval are the parent's responsibility.

CLASS ACTIVITIES

Class Officers

In order to run for office, a grade point average of "C" or better is required. If the GPA falls below the "C" level for two consecutive quarters, the officer will be removed from office. All class officers are expected to set exemplary examples of attitude and behavior. Referral to the office for disciplinary action may be reason for removal from office. Repeated infractions of rules or standards of conduct shall constitute grounds for removal from office.

It is felt that each class officer is elected by fellow students for his/her leadership ability. To foster this ability, the class sponsor should not take complete charge of the activity but provide guidance to the officers.

President: Work with sponsors in planning all class activities and oversee all class projects.

Vice-President: Help president in the running of class projects.

Secretary: Take complete and accurate notes of all meetings.

Treasurer: Will maintain an accurate account of the class funds.

Student Council Representative: Attend Student Council meetings. Report back to the class on Student Council projects and activities.

Class Fund Raisers

Classes and organizations may conduct fund raisers throughout the school year. In an effort to organize these so that all will have a fair chance of success, fund raisers must first be approved and scheduled by the administration. The following limitations will apply:

Juniors: Fall concession sales

Sophomores: Serve Cattlemen's Banquet and one fund raiser

Freshmen: One fund raiser

Jr High: Magazine Subscription Sales or one fund raiser

All other clubs/organizations: one fund raiser per year

COMPUTERS /INTERNET

Students have the opportunity to use computers connected to the Internet in the computer rooms 101 and 104, in the regular classrooms, and in the library. This privilege is supervised in the computer rooms. Individual responsibility is a MUST for students using computers in regular classrooms and the library. Secondary students must have signed and agree to the terms of the "Acceptable Use Policy" which can be picked up in the office. Violators will lose Internet and/or all computer privileges. There will be a warning on the first violation. On a second violation, privileges will be lost. A first violation could lead to loss of privileges if deemed serious.

COUNSELING

Counselors are responsible for the school testing program and help students make decisions regarding class schedules and training beyond high school. Counselors are also available to every student for counseling on personal problems.

Advisor/Advisee

Secondary teachers will be mentors for secondary students. They will assist students with all aspects of their education, in cooperation with the counselor.

Dropping or Adding Classes

No class change in your schedule may be made after the first week of the semester. All changes must be made through the counselor.

Parent-Teacher Conference

Parents who wish to confer with teachers may make arrangements through the principal's office. During the school term, a regular conference day is established for these meetings.

Special Education

Parents with concerns about their child's academic progress should contact the school if they have questions about special education.

DISCIPLINE

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole education structure. It is the training that develops self-control, character, and efficiency. It is the key to good conduct and proper consideration for other people. With an understanding of the purpose of discipline in a school, you will form a correct attitude toward it, and not only do your part in making your school an effective place of learning, but develop the habit of self-restraint which will make you a better person.

Discipline of Students

If a teacher anticipates a disciplinary problem arising within the class, he/she should notify the counselor of the problem. The counselor may decide to hold a conference with the teacher and/or the student. After an explanation of possible action, the parents will be notified about the problem and their help will be sought in eliminating it. When the teacher has exhausted his/her efforts to keep a student from disrupting the classroom or observes a serious infraction of school rules, the teacher will fill out a disciplinary referral form and take or send the student to the principal's office for proper action.

Formal & Informal Disciplinary Removal from Class

The teacher will decide if the removal is informal or formal. Informal removal from a class can happen repeatedly. Formal removal from a class to the principal's office can only happen two times. On the third formal removal to the principal's office the student will not be able to be in that class for the remainder of the semester. After a formal removal, the teacher, student, and parent will meet to develop a behavior plan. For informal referrals, the principal will determine the course of action to be taken based on the severity of and the circumstances surrounding the offense.

The principal or designee may take the following action:

1. If, after investigating the incident, the principal agrees that the student was at fault, he/she may impose a Friday School or out-of-school suspension, or any other appropriate disciplinary measure depending upon the severity of the offense.
2. When a student is sent by the teacher to the principal's office for a third offense, the principal may impose suspension or Friday School depending on the severity of the offense. Before the student is re-admitted to class, he/she must be accompanied by parent/guardian for a conference with the principal. No student will be re-admitted to class unless there is a parental conference with the principal.
3. For additional offenses by a student, the principal will, at his discretion, suspend that student for up to five (5) days.
4. After investigating the incident, the superintendent may extend the suspension for up to ten (10) days.
5. Should all these measures fail to solve the problem, the matter will come up for review by the Board of Education, who will either put student on probation, or set a date for a hearing under the Due Process Procedures for the purpose of either dismissing the charges or expelling the student dependent upon the evidence presented at the hearing.

Student Conduct

The school helps students achieve maximum development of individual knowledge, skills and competence. It is the school's goal that students learn behavior patterns which will enable them to be responsible, contributing members of society.

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

In all instances, students shall be expected to conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority vested by the Board in all district employees, the educational purpose underlying all school activities, the widely shared use of school property, and the rights and welfare of other students. All employees of the district shall be expected to share the responsibility for supervising the behavior of students and for seeing that they abide by the established rules of conduct.

General Rules of Conduct for Students

According to state law, a student may be suspended or recommended for expulsion if that student 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.

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

21. Violation of the district's policy on student expression.
22. "Bullying" which means any written or verbal expression, or physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students.

Cheating on Tests/Assignments - Plagiarism:

Students who are found to be copying, using notes, or cheating in any manner on tests/assignments will be given a grade of zero on that particular test/assignment. Anyone found giving aid or assisting another student in cheating will also be given a grade of zero. Friday school may also be assigned. Using information without giving proper credit is considered plagiarism. Plagiarized assignments will receive a grade of zero.

Publicly Demonstrated Affection

Students will refrain from showing excessive affection toward each other in the school building or on the school grounds. Anything more than holding hands will be considered excessive and will be punishable. The first offense will be considered a warning, the second offense will require notifying parents, the third offense will be a Friday School, and the fourth offense will be suspension.

Habitually Disruptive Students

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

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

Dress Code

Your dress and appearance directly reflects your attitude toward your self, your school, and your community. You are expected to dress appropriately for the activity in which you are involved (formal dress for formal dances, uniforms for games, shorts or attire for P.E., etc.). The dress code consists of three words - CLEAN, NEAT, AND APPROPRIATE. Hoodies, hats, etc. may NOT be worn in the school unless there are furnace problems and rooms are cold. During 1st period, teachers are asked to send to the office any student whose dress may be questionable.

Any style of dress or appearance that is in conflict with the objectives of the school district, or is detrimental or distracting to the education process or the welfare of other students is prohibited. The principal or designee shall be responsible for determining limitations or restrictions and direct any changes that he/she deems advisable. Other general rules are:

1. Sunglasses/dark glasses and/or hats/caps and bandanas will not be worn in the school building.
2. Articles of clothing will contain no outlandish rips or tears.
3. Athletes should "dress-up" on trips to out-of-town contests
4. Shorts and skirts shall be no shorter than mid-thigh length.
 - a. Clothing worn in P.E. class shall not be worn outside of P.E.
 - b. Violators may lose the privilege of wearing shorts or skirts.
5. Pajama bottoms and bedroom slippers are not permitted.
6. Pants must be worn on the hips or higher. Chains attached to pants and wallets are not acceptable.
7. Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, very narrow or spaghetti straps, one shouldered, strapless, 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 or navel, buttocks, back and breasts.
8. Tank tops or other similar clothing inappropriately designed - no oversized arm openings.
9. No underwear visible, including parts of bras.

10. Traditional ear piercing is allowed however, piercing that distracts from or interferes with the education process is not allowed. No protruding piercings or jewelry are allowed.
11. Any clothing, paraphernalia, grooming, jewelry, 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

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

Drugs and Alcohol

According to Colorado State Law and Board policy illegal drug use, possession, and distribution is prohibited, as is illegal use, possession & distribution of a prescription drug.

First Offense for Use and/or Possession or Distribution of a Drug

1. Student will be recommended for expulsion.
2. Drug Abuse counseling.
3. Appropriate law enforcement officials will be notified.

Alcohol use, possession, and distribution are prohibited, and being under the influence at school or a school activity is prohibited.

First Offense Distribution of Alcohol

1. Five day out-of-school suspension and parent conference.
2. Alcohol Abuse counseling.
3. Appropriate law enforcement officials will be notified.

Second Offense Distribution of Alcohol

1. Student will be recommended for expulsion.
2. Appropriate law enforcement officials will be notified.

First Offense for Use or Possession of Alcohol

1. Three to five day out-of-school suspension and parent conference.
2. Appropriate law enforcement officials will be notified.

Second Offense for Use or Possession of Alcohol

1. Five day out-of-school suspension and parent conference.
2. Alcohol abuse counseling.
3. Appropriate law enforcement officials will be notified.

Third Offense for Use or Possession of Alcohol

1. Student recommended for expulsion.
2. Appropriate law enforcement officials will be notified.

Flagrant first and second offenses may be referred to the next level of punishment.

DISPLAYING OUR FLAG

Colorado law provides that school district employees and students are allowed to reasonably display the U.S. flag with respect on an individual's person or on an individual's personal property or property under the temporary control of an employee or student.

ELECTRONIC DEVICES and PHONES

Students are allowed to use music devices outside of school, on busses, etc... Immediately upon entering school they must be put away. It is our hope and in following with our mission statement that students learn to communicate successfully with others. Cell phones, i-pods, cd players and any other similar devices are not allowed in school.

All students are allowed to bring cell phones to school. However, cell phones may not be used in such a way that they disrupt the learning process, lead to academic dishonesty, or cause problems between students (such as sending text messages that would upset or anger another student.)

Students may carry electronic communication devices but these devices must be turned off inside school buildings, on school buses, at school-sponsored activities and on field trips. Students are allowed to use phones before and after school and during lunch. Teachers could also choose to let students use phones or other electronic devices for educational purposes in individual classrooms.

Electronic communication devices with cameras are prohibited in locker rooms, bathrooms, or other locations where such operation may violate the privacy rights of others.

Any usage of a cell phone deemed inappropriate by a staff member or otherwise in violation of this policy would result in the cell phone being taken from the student.

First offense The phone would be held in the office for the remainder of the day and returned to the student after this policy has been reviewed with them.

Second offense The phone will be held in the office and released only to the parent/guardian upon review of this policy.

Third offense The offense shall be considered disruptive and defiant. The phone will be released only to the parent/guardian and the student will lose all cell phone privileges for a period of time to be specified by a school administrator. Cotopaxi School District is not liable for lost or stolen phones.

EVACUATION – FIRE, EMERGENCY, and HAZARDOUS DRILLS

Printed instructions regarding the procedure for building evacuation will be furnished to each teacher. These instructions will be read to every class and will be posted in the classroom. Fire drills will be held at least once per semester.

Critical Incident - Lockdown Plan:

In the event of a crisis or "lockdown" situation, teachers will direct students to follow our action plan. Critical Incident drills will be held at least once per semester. When three short bells are heard the drill will begin.

Fire drills will be held at least once per semester.

Evacuation Drill Rules:

1. Fire drills will be started by a long continuous sound of the fire horn.
2. All students will immediately move quickly and quietly to the nearest classroom door.
3. The teacher will move into the hallway and assess if the students need to stay in the room or move outside.
 - a. If the teacher does not see or smell danger, then the students will remain lined up until an announcement is made from the office.

- b. If the teacher smells or sees fire or other hazardous materials, then the teacher will see that the windows are closed, the lights are turned out, the classroom doors are shut, and the students have left the classroom and are headed for the designated area directed on the yellow information card posted in the classroom. When the students get outside, they should stay in class groups with their teacher and remain quiet.
- c. Once outside, teachers will check the class for missing students. Should any be noted, the teacher should immediately inform administration. Students and staff will return to the classroom promptly and respectfully when one long ring is heard from the office bell system. Remember, the walk you take may save your life! Willful tampering with the fire alarm system is against the law and suspension will follow.

FOREIGN EXCHANGE STUDENTS

Students visiting the United States through government approved student exchange programs are welcomed in our school. Representatives from the exchange program and host family **MUST** get prior administration approval and the student must be enrolled by October 1st. The school district reserves the right to limit exchange students in our school.

FORGED NOTES

Students forging notes for any reason will be suspended.

HALL PASSES

Students are not permitted in the halls during class time unless they are accompanied by a teacher or have a hall pass from an authorized staff member. A student will not be allowed to leave a class without a pass.

ILLNESS OR INJURY

In the event that a student is injured or becomes sick during the school day, the student will notify his/her teacher and then report to the school office. A mildly ill student will be put into sick bay and the parents notified. A seriously ill student will be turned over to his/her parents for attention.

Medications

If a student is to take medication (including Tylenol), he/she must have a doctor's authorization for such medication. All medications must be left at the office and be administered by an authorized school employee.

Insurance/Health Forms

The school will purchase a supplemental accident policy for all students. This insurance **DOES NOT** take the place of your own health insurance. It is meant to help with deductible expenses, so do not expect this insurance to pay your medical costs. You may purchase this insurance as 24 hour insurance to help with your deductible, or if eligible, you may purchase CHP+ full insurance coverage. Contact the school office for further information concerning these insurances.

Emergency medical information forms which give the school needed information in case of emergency must be completed by parents and returned to the school office. Without these forms correctly completed, unnecessary delays may occur in treatment and disposition of emergency medical problems.

LOCKERS

Each student is assigned a locker. The school is not responsible for items placed in student's lockers. It is the student's responsibility to see that his/her locker is kept locked and in order at all times. No additional personal shelves can be placed in lockers. For a minimal fee, the school will provide additional shelves, install them, and move them to other lockers for high school students. Access to P.E. lockers in the locker room will be limited to before and after school for athletes. Students may enter the locker rooms only during the period when they have a P.E. class.

Since lockers are a permanent part of the building, students are expected to keep them in good, usable condition. Any student's locker may be inspected by school authorities at any time.

LOST AND FOUND

When an article is found, it should be turned in to the office at once. Personal articles such as books or other personal property should never be left lying on lockers, in the restrooms, or in the gymnasium. If an article of value is lost, report your loss immediately to the principal's office.

NOTICE OF DISCRIMINATION

Cotopaxi Consolidated Schools does not unlawfully discriminate on the basis of race, color, religion, national origin, sex, age, or handicap in admission or access to, or treatment, or employment in, its educational programs or activities. Inquiries may be referred to Mr. Geoff Gerk, PO Box 385, Cotopaxi, CO 81223 (719) 942-4131, who is acting "compliance officer".

PHYSICAL EDUCATION

Physical education is a required subject for all Jr. High students unless excused by a written request form from the family physician. One year of physical education must be taken during high school in order to graduate. One semester of physical education may be waived if a student letters in a varsity sport for an entire season.

REGISTRATION AND WITHDRAWAL/STUDENT RECORDS/BOUNDARY WAIVERS

Students enrolling in Cotopaxi Schools must report to the administrative office where registration materials will be filled out, grades evaluated, and a schedule made. Students living outside of District boundaries must receive approval from the Board of Education prior to enrollment, or before October 1st. Once a student has been admitted, the waiver will remain in effect until the student graduates or transfers to another school. Re-enrollment would require Board of Education approval. Students who are enrolled and then found to be living outside the district boundaries will be required to see Board of Education approval to attend. The Board of Education reserves the right to rescind and/or amend any enrollment of nonresident students if, in its opinion, overcrowding of facilities or other undesirable conditions develop.

Students withdrawing from school should go to the administrative office for a withdrawal form and report to all his/her teachers, the librarian, and secretary. Any fines or charges **MUST** be settled prior to final release of any grades or records.

Colorado school districts are required by law to send written notification to the parent/guardian of a high school dropout who is no longer subject to compulsory attendance which informs them of the potential consequences of dropping out of high school.

A parent/guardian and any student 18 years old or older, has the right to inspect and review the student's education files. Once a student turns 18, the parent or guardian may not inspect or review the student records without written permission from the student.

Names, addresses, and home telephone numbers, as well as directory information, of secondary school students will be released to military recruiting officers within 90 days of the request unless a parent/guardian or eligible student submits a written request that such information not be released

REQUIRED VACINATIONS

Preschool Pevnar/PVC7 otherwise known as Pnuemococcal.

Kindergarten Enrollment Prior to starting kindergarten, students must have proof of proper immunization as prescribed by the Colorado Dept. of Health:

Tdap – 5 doses (6th and 10th graders are required to have a 6th dose before school starts)
Polio - 4 doses
Measles, Mumps, and Rubella - 2 doses
Hepatitis B - 3 doses
Chicken Pox/Varicella 2 doses (students entering Kindergarten are required to have the 2nd dose before school starts)

Other Enrollment Anyone entering 6th and 10th grade must have a 6th dose of Tdap

*Exceptions would be in case of medical, religious, or personal exemption.

SCHEDULE

Regular Bell Schedule

1 st hour	8:05 - 9:00
2 nd hour	9:05 - 10:00
3 rd hour	10:05 - 11:00
4 th hour	11:05 - 12:00
A - lunch	12:00 - 12:30 Junior high - lunch HS - Mentor/Activity
B - lunch	12:30 - 1:00 High school - lunch JH - Mentor/Activity
5 th hour	1:05 - 2:00
6 th hour	2:05 - 3:00
7 th hour	3:05 - 4:00

SCHOOL PROPERTY

Damage or misuse of school property will not be tolerated. All damages to school property will be assessed by the principal and must be paid for promptly. Some of the things that will **NOT** be permitted:

1. Destruction of desks, chairs, or fixtures of any kind.
2. Writing on desks, walls, or floors.
3. Eating candy or chips or drinking soft drinks in any part of the school other than the lobby.
4. Standing or sitting on tables or desk tops.
5. Slamming or kicking locker doors or any other door or cabinet.
6. Littering inside or outside the building.
7. Destruction of textbooks, Media Center books, materials, or equipment.
8. Use of skateboards on school property.

Students are responsible for school equipment checked out to them for classroom or athletic use. The following rules concern care and use of school equipment and uniforms. Students are responsible for:

1. Cleaning and maintenance: Those items to be washed must be washed according to instructions. Small rips/tears must be mended and others reported.
2. Damage: Normal wear and tear is expected in uniforms. All broken equipment should be immediately reported.
3. Return: All school equipment and uniforms should be returned to the staff person who issued it. This should be done at the end of the athletic season or the end of the project.
4. Loss: If a student has some school equipment lost or stolen, it should be reported immediately to the principal. Items lost or stolen through carelessness are the student's responsibility.

SCHOOL WELLNESS

As required by federal mandates, the Board of Education has adopted a School Wellness policy, recognizing student wellness, good nutrition, and regular physical activity as part of the total learning environment. The entire school

environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs, and habits as they relate to wellness.

SEARCHES

It may be necessary for school personnel to search the person and/or the personal property of the student and to seize any property deemed injurious or detrimental to the safety and welfare of students and staff.

Searches 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 while on school premises or during a school activity under the circumstances outlined in the policy and may seize any illegal, unauthorized or contraband materials.

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

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

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

SECRET SOCIETIES / GANG ACTIVITIES

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

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

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

Gang Symbols

Policy prohibits the presence on school premises, in school vehicles and at school-related activities of any apparel, jewelry, accessory, notebook or manner of grooming which by virtue of its color, arrangement, trademark or any other attribute denotes membership in gangs which advocate drug use, violence or disruptive behavior.

SECTION 504

Section 504 is an Act which prohibits discrimination against persons with a disability in any program that receives federal financial assistance. The Act defines a person with a disability as anyone who:

1. Has a mental or physical impairment that substantially limits one or more major life activity (major life activities include such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working);

2. has a record of such impairment;
3. is regarded as having such an impairment.

In order to fulfill its obligations under Section 504, the Cotopaxi School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system.

The district has specific responsibilities under the Act, which include the responsibility to identify, evaluate and, if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to:

1. Inspect and review his/her child's educational records;
2. Make copies of these records;
3. Receive a list of all individuals having access to those records;
4. Ask for an explanation of any item in the records;
5. Ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights;
6. A hearing on the issue if the school refuses to make the amendment.

If there are any questions, please feel free to contact the Administrative Office, Principal, Section 504 Compliance Coordinator. Phone (719) 942-4131.

SECURITY ACCESS TO BUILDING VISITORS

Security for district buildings and grounds (during regular school hours as well as non-school hours) contributes to the well being and safety of students and staff as well as to that of the sites themselves.

Each school building shall be inspected annually to address removal of hazards and vandalism and any other barriers to safety and supervision.

During regular school hours, flow of traffic into and out of buildings shall be monitored and limited to certain doors. Visitors shall be required to check in to the office and pick up a visitor nametag. No school age or pre-school students will be allowed to visit the classes. Only students enrolled at Cotopaxi School will be allowed in classes.

HARRASSMENT

Harassment based on a person's race, color, national origin, ancestry, creed, religion, sex, sexual orientation, disability or need for special education services is a form of discrimination prohibited by state and federal law. Preventing and remedying such harassment in schools is essential to ensure a nondiscriminatory, safe environment in which students can learn, employees can work and members of the public can access and receive the benefit of district facilities and programs. All such harassment, by district employees, students and third parties, is strictly prohibited.

Any student or district employee who believes he or she has been a victim of harassment or who witnesses such harassment shall immediately report it to an administrator, counselor, teacher or compliance officer, and may file a formal complaint.

SEXUAL HARRASSMENT

Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination. A learning environment that is free from sexual harassment shall be maintained. It shall be a violation of school policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature. Students may file a formal grievance of sexual harassment. If the alleged harasser is the principal with whom a grievance would routinely be filed, the student may file the grievance with the superintendent (see Policy JBB).

Colorado Statute requires schools to notify the public about how to access sex offender registration database for their communities. The Colorado Bureau of Investigation website is <http://sor.state.co.us>, or you can contact the Fremont County Sheriff's office which has a list of registered sex offenders within their jurisdiction.

STUDENT EXPRESSION OF RIGHTS

While students do not shed their constitutional rights when they enter the school or engage in school-related activities, it is the Board of Education's responsibility to adopt rules reasonably necessary to maintain proper discipline among students and create effective learning environment.

Therefore, all student expression shall be consistent with the aims and objectives of the mission of the school district, the curriculum and this policy. For purposes of this policy, student expression includes expression in any media, including but not limited to written, oral, visual, audio, and electronic media in all classrooms and other school-related activities, assignments, and projects.

Student Publications

Students are encouraged to express their views in school-sponsored publications and to observe rules for responsible journalism. This means expression which is false or obscene, libelous, slanderous or defamatory under state law; presents a clear and present danger of the commission of unlawful acts, violation of school rules or material and substantial disruption of the orderly operation of the school; violates the privacy rights of others; or threatens violence to property or persons shall not be permitted.

Student editors of school-sponsored publications shall be responsible for determining the news, opinion and advertising content of their publications subject to the limitations of this policy and state law. The publications advisor shall be responsible for supervising the production of school-sponsored publications and for teaching and encouraging free and responsible expression and professional standards of journalism.

The publications advisor has authority to establish or limit writing assignments for students working with publications and to otherwise direct and control the learning experience that publications are intended to provide when participation in a school-sponsored publication is part of a school class or activity for which grades or credits are given.

STUDENT SUSPENSION / EXPULSION

It is the policy of this board to provide due process of law to students, parents, and school personnel through written procedures consistent with the law for the suspension or expulsion of students and the denial of admission. Further, the Board of Education hereby directs the superintendent to periodically review current procedures and, if necessary, develop new procedures consistent with this policy for approval by the Board.

The superintendent shall arrange to make this policy and the accompanying procedures, along with grounds for which they may be suspended or expelled, distributed once to each student in elementary, junior high and high school and once to each new student in the district. This policy and the accompanying procedures and grounds for suspension/expulsion shall be posted in each school of the district. In addition, any significant change in this policy and accompanying procedures shall be distributed to each student and posted in each school.

Serious violations in a school building or in or on school property for which suspension or expulsion shall be mandatory, except that expulsion shall be mandatory for the following violations: carrying, bringing, using or possessing a dangerous weapon without the authorization of the school or the school district, the sale of a drug or controlled substance or the commission of an act which if committed by an adult would be robbery or assault.

Students with disabilities are neither immune from a school district's disciplinary process nor entitled to participate in programs when their behavior impairs the education of other students. Students with disabilities who engage in disruptive activities and/or actions dangerous to themselves or others will be disciplined in accordance with their IEP, any behavioral intervention plan and the district's policy.

Delegation of Authority:

1. The Board of Education delegates to the principal of the school district or to a person designated in writing by the principal the power to suspend a student in his school for not more than five school days on the grounds stated in 1994 C.R.S. 22-33-106.
2. The Board of Education delegates to the superintendent of schools the authority to suspend, in accordance with 1994 C.R.S. 22-33-105, a student for an additional ten school days plus up to and including an additional ten days when necessary in order to present the matter to the Board.
3. The Board of Education delegates to the superintendent of schools the authority, in accordance with 1994 C.R.S. 22-33-105, to deny admission to or expel for any period not extending beyond one year any student whom the superintendent, in accordance with the limitations imposed by title 22, Article 33, of the Colorado Revised Statutes, shall determine does not qualify for admission to or continued attendance at the public schools of the district. Such denial of admission or expulsion shall be subject to appeal to the Board.

Expulsion for unlawful behavior or crime of violence:

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

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

Exhibit A
Procedures for Suspension

I

The Board of Education of Fremont School District RE-3 has, pursuant to law, delegated the principals of the schools within this district the authority to suspend students within their respective schools on the grounds specified in 22-33-106, Colorado Revised Statutes 1994, as amended, for not more than five (5) school days, and has also authorized persons recommended in writing by the principal to exercise the aforesaid suspension power.

II

The Board of Education has, pursuant to law, delegated to the superintendent, the authority to extend the suspension of students within the district, on the grounds specified in 22-33-106 (1), Colorado Revised Statutes, 1994, as amended, up to ten (10) additional school days beyond the initial five (5) school days mentioned above.

III

The following procedures shall apply to any suspension -

1. Notice: The principal or superintendent shall, before suspending or continuing the suspension of any student (except in emergency cases), give the student or his parent/guardian notice of the following -
 - a. a statement of the district policy the student is alleged to have violated, and,
 - b. a statement of what the student is alleged to have done, and,
 - c. the possible effect, i.e., suspension for up to fifteen (15) days and,
 - d. if the student denies the actions, then the student must also receive an explanation of the evidence the school authorities have (names of specific witnesses may be withheld to shield those witnesses).

The notice may be either oral or written (if written, include a, b, c, d, above). The purpose of this notice is to inform the student of the basis for the possible suspension.

2. Hearing: The principal or superintendent shall, before suspending or continuing the suspension of any student (except in emergency cases) allow the student an opportunity to admit or deny the alleged violation and to

give his side of the story. There need be no delay between the time notice is given and the time of the hearing.

3. Emergency Cases: Students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from the school. In such cases, the notice and hearing set forth above should follow as soon as practicable.

Note

The hearings for suspension are informal and aimed at clearing up relatively minor problems - as such, there is no right for the student to appear with counsel, to confront and cross-examine witnesses or to present witnesses in his defense; however, the student need not testify nor present any other evidence at either hearing.

Exhibit "B" Procedures for Expulsion or Denial of Admission

I

The Board of Education of Fremont School District RE-3 has, pursuant to law, delegated the principal of schools within this district the authority to suspend students within their respective schools on the grounds specified in 22-33-106, Colorado Revised Statutes, 1994, as amended, for not more than five (5) school days, and has also authorized persons recommended in writing by the principal to exercise the aforesaid suspension power.

II

The Board of Education has, pursuant to law, delegated to the superintendent of schools the authority to extend the suspension of students within the district, on the grounds specified in 22-33-106 (1), Colorado Revised Statutes, 1994, as amended, up to ten (10) additional days beyond the initial five (5) school days mentioned above.

Further, the superintendent also has the authority to continue the suspension for an additional ten (10) school days (Making a total possible twenty-five (25) school day suspension) in order to present the matter at the next meeting of the Board of Education.

III

The following relevant procedures shall apply to any expulsion or denial of admission:

1. Notice: The principal shall, before suspending or denying admission to any student (except in emergency cases) give the student or his parent/guardian NOTICE of the following:
 - a. a statement of the District Policy the student is alleged to have violated; and
 - b. a statement of what the student is alleged to have done, and
 - c. the possible effect; i.e., expulsion or denial of admission for the remainder of the school year; and
 - d. if the student denies the actions, then the student must also receive an explanation of the evidence the school authorities have (names of specific witnesses may be withheld to shield those witnesses).

The notice may be either oral or written (if written, include a, b, c, and d, above). The purpose of this notice is to inform the student of the basis for the denial of admission or possible expulsion.

2. The principal shall, before suspending or denying admission to a student or prospective student (except in emergency cases), allow the student an opportunity to admit or deny the alleged violation and to give his side of the story. There need be no delay between the time notice is given and the time of the hearing.
3. The superintendent of schools: Should the principal recommend (denial of admission or) expulsion and should the superintendent concur in seeking expulsion of the student or denying admission to the prospective student, then the superintendent shall:
 - a. Place the matter on the agenda for the next meeting of the Board of Education; and
 - b. Continue the suspension of the student through the date of the Board meeting and notify the student of that fact (optional); and,
 - c. Notify the student and his parent/guardian, in writing, within five (5) days prior to the Board meeting, of the following,
 - 1) the District Policy the student is alleged to have violated; and

- 2) what the student is alleged to have done; and
 - 3) the possible effect, i.e., expulsion or denial of admission for remainder of the school year; and
 - 4) the date, time, and place of the Board hearings; and
 - 5) that the student may present evidence in his defense and cross-examine witnesses against him; and
 - 6) that the student may appear with his parent/guardian and with the counsel of his choice (at the student's expense);
 - 7) that the student need not appear at the hearing or present any evidence, or that he may appear but not present any evidence; and
 - 8) that the hearing may be continued in private at the student's request.
4. Emergency cases: Students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from the school. In such cases, the notice and hearing specified in Section III, 1 and 2 above, should follow as soon as practicable.

IV

It is understood that, where relevant with respect to denial of admission, the term "student" includes a prospective student. It is also understood that the suspensions mentioned in the procedure apply only to students, as prospective students cannot be suspended; however, they can be denied admission to any school within this district pending resolution of the matter by the Board of Education.

V

Written notice as specified above, shall be by U.S. mail or by personal delivery. If mailed, delivery shall be deemed to be completed on the day following the date the notice was deposited in the U.S. mail, addressed to the student and his parent/guardian at the last known address of student and parent/guardian.

Student Grievance Procedure

1. Definition: A "grievance" shall mean a complaint which has been filed by a student or by a student's parent on his/her behalf, dealing specifically with Title IX, which prohibits discrimination on the basis of sex, including sexual harassment. This grievance procedure is not applicable to situations for which other appeal and adjudication procedures are provided in state laws or in which the Board is without authority to act. Normal channels of communications from student to teacher to administrator to Board of Education shall be used whenever feasible in seeking clarification of questions of concern to the student before the grievance procedure is utilized.
2. Purpose: The primary purpose of this procedure is to secure, at the earliest level possible, equitable solutions to a claim of a complaint, if the claim is justifiable. The proceedings shall be kept confidential at each level of this procedure.
3. Time: The number of days indicated at each level shall be regarded as a maximum, and every effort shall be made to expedite the process. However, the time limits specified may be extended by mutual agreement of the complainant and the administration. In the event a complaint is filed on or after May 1, the time limits stated hereinafter shall include all calendar days so that the matter may be resolved before the close of the school term or as soon as possible thereafter.
4. Student Grievance Procedure: If a student has a grievance, he/she should present it in writing (see Student Grievance Form) to the Title IX coordinator, the principal - Mrs. Peggy Murphy-Gerk, P.O. Box 385, Cotopaxi, CO 81223.
5. Level 1: The school counselor should be scheduled for an informal discussion of said grievance. It is expected that many grievances may be resolved at this level. The counselor must hold a conference within five (5) school days time of the date of the filing.
6. Level 2: If a student is not satisfied with the resolution made at Level 1, he/she may appeal within five (5) school days in writing to the principal for an informal conference and discussion of said grievance.

7. Level 3: If a student is not satisfied with the resolution made at Level 2, he/she may appeal within five (5) school days to the superintendent for an informal conference and discussion of said grievance.
8. Level 4: If the complainant deems it desirable to carry the complaint beyond the decision reached in Level 3, he/she may, within ten (10) school days file his/her complaint through the Title IX coordinator with the Board of Education. Upon receiving the complaint, the matter shall be placed upon the Agenda of the Board of Education for consideration at the next regular meeting of the Board, and a final determination shall be made within thirty (30) calendar days from said meeting.
9. Withdrawal: A complaint may be withdrawn by the complainant at any level without prejudice or record.
10. Hearings and Decisions: At each of the above four levels, the complainant shall be given the opportunity to be present and to be heard. All decisions at each level shall be in writing and shall include supporting reasons. Copies of all decisions and recommendations shall be furnished promptly to all parties of interest.
11. Reprisals: No reprisal of any kind shall be taken by or against any party of legitimate interest or any legitimate participant in the grievance procedure by reason of such participation.
12. Preservation of Records: All proceedings external to the decision of the Board of Education shall be destroyed. However, any complainant who wishes the proceeding (relative to his/her own complaint) to be placed in his/her school records may achieve such action by filing written request therefore.
13. Disclaimer: In the adoption and implementation of this grievance procedure, it shall be understood that the Board of Education is not a court of law and that rules of jurisprudence shall not apply.

SUPERVISION of STUDENTS

It is the policy of the Cotopaxi School to supervise all students from the time they board the school bus (or arrive at school) until they leave the bus (or school) in the afternoon. Students who attend activities sponsored by any school organization, athletic events, contests, plays, and school sponsored trips are the responsibility of the school and are subject to all school regulations. It is expected that parents are responsible for their children at activities where parents and community members are present.

Students are not to be at school prior to 7:45 am or later than 4:05 pm unless they are involved in a school sponsored activity. The school does not provide supervision and is not liable for students before and after school hours. Also, if there is an activity later in the evening, students are not allowed to stay at school until that activity begins.

The principal may suspend students from attendance at school for violations of rules and regulations or for conduct that is harmful to the school or people around them. Parents will be advised of disciplinary problems arising with their children.

TELEPHONES and OFFICE AREA

Students are NOT to be in the office unless on official business. The office telephones are for school business and should be used by students only with the permission of a secretary or principal. Students may use the telephone to:

1. Tell parents about a change in their arrival time at home.
2. Tell parents about a book or instrument needed at school.

Messages and deliveries from home should be left in the office. Students will be called out of class for a telephone call only in an emergency.

TEXTBOOKS

The school furnishes books to all students. This is done with the hope that the books will be properly cared for. Reasonable wear is expected as a result of daily use. Unreasonable damage to textbooks will result in fines. Lost textbooks must be paid for and replaced immediately. The fines for these must be paid to the office as soon as possible.

TRANSPORTATION / BUSES

The privilege of riding a school bus is contingent upon a student's good behavior and observance of the student code of conduct and established regulations for student conduct both at bus stops and on-board buses.

All busses have video recording capabilities which may be used on a daily route and extracurricular trips.

After due warning has been given to the student and to parents/guardians, the principal may withhold from the student the privilege of riding the school bus. The student also may be denied admission to school, suspended or expelled, in accordance with established policies including discipline of habitually disruptive students, for flagrant violations of school bus rider conduct regulations or conduct detrimental to the safe operation of the bus.

1. Cooperate with the bus driver/monitor. The driver is in full charge of the bus and the students.
2. Remain seated, facing forward while the bus is in motion. Do not load/unload racks while the bus is in motion.
3. Never throw objects in or from the bus. Keep hands, head, etc. in your seat space and inside the bus.
4. Be courteous. Do not use profane language or tobacco.
5. At the discretion of the bus driver, food and drink may be allowed on the bus. Do not litter. Absolutely no glass containers are allowed on a bus.
6. Enter and leave the bus by the front door or as directed by the driver.
7. Students may talk quietly. All passengers must be quiet at railroad crossings.
8. Do not tamper with the bus and equipment. Willful damage to the bus or contents will be charged to the person responsible.
9. The bus will follow an established route, picking up and delivering only those students who are assigned to the bus. A note from a parent is required to allow a student to depart from their regular bus schedule.
10. The driver is authorized to assign seats. Bus privileges may be denied to those who violate bus regulations, as outlined in the student handbook.
11. In case of accident, report any injury or damage at once.

Automobiles:

Driving is a privilege, not a right. Parking on school property is also a privilege. During morning arrival and afternoon dismissal, parents are asked not to drive where students are walking to/from the buses. It is within the school's jurisdiction to have students leave their cars or motorbikes at home if the privilege is abused. You may lose your parking privileges for speeding or careless driving in the parking area or on County Road 12 near the school. The parking area directly north of the school building is the student parking area. Students must park **ONLY** in this area and will not be allowed access to their cars from 8:00 am to 4:00 pm.

In-Lieu of Transportation:

All parents who live more than one mile from the bus stop, or who live where there is no bus route, are entitled to reimbursement for their mileage to the nearest bus stop. It is the parent's responsibility to inform the school if they are entitled to payment in-lieu of the school providing transportation. Once the school is informed, reimbursement will begin, but it is not retroactive prior to that time. There is a \$25.00 per day maximum payment on in-lieu of transportation reimbursement.

WEAPONS IN SCHOOL

According to State and Federal Law and Board Policy carrying, bringing, using, or possessing any dangerous weapon in any school building, on school grounds, in any school vehicle, on school property, or at any school sponsored activity without the authorization of the administration is prohibited. Such weapons include but are not limited to a firearm, whether loaded or unloaded, or a firearm facsimile, any pellet or BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air; a fixed blade knife with a blade that measures longer

than three inches in length; spring loaded knife or a pocket knife with a blade longer than three and one-half inches; any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury. Any student violation will be grounds for mandatory expulsion.

Students should not bring pocket knives to school. The first offense would result in confiscation of the knife to be returned to the parent. A second offense would result in permanent loss of the pocket knife. A third offense will result in expulsion. Expulsion would result if at any time the pocket knife was used or intended to be used to inflict death or bodily injury in a threatening manor.

Upon receiving a second expulsion during a school year, the student will be expelled for a mandatory 12 month period from the date of the incident.

Cotopaxi School/ Community Library **Circulation Policy**

The library/media center endeavors to provide current and useful material, hardware and software for students, faculty and patrons. In addition to books and standard reference material there are 8 computer workstations with internet access. There is an Acceptable Use Policy secondary students and their parents must read and sign.

Library services are available to the public during regular school hours with additional access one half hour before and after the regular school day. The library is also open 1 day a week during the summer months. The library offers books and materials checkout, some assistance with tax forms and limited interlibrary loan services. There is a copy machine available.

Secondary student check-out:

Initial check-out period for standard materials	2 weeks
Renewals	3 times
Fines for over-dues	\$.05 a day
Grace period	5 days
No fine will be applied during the grace period.	
Failure to return books before the end of the grace period will result in full amount applied for days due.	

Lost Books	cost of replacement
Encyclopedia	overnight checkout
Fines for overdue encyclopedias	\$.05 hour/.35 a day
NO GRACE PERIOD – must be returned by the morning bell	

Please Note: Encyclopedias checked out on Thursday may be kept over the weekend without incurring fines; they must be back by the first bell on Monday. Library reserves the right to deny use To students who abuse their check-out privileges.

Periodicals may be checked out. If lost, the total cost of magazine from newsstand will be assigned.

Elementary student check-out:

Initial check-out period	2 weeks
Students are limited to 3 items	
Renewals	3 times

No fines for overdue books. Students may check out as many books as they have returned (up to 3) as long as they have no over-due books.

Lost Books	cost of replacement
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The Library reserves the right to deny services to persons who willfully misuse facilities or materials.