

Student / Parent Handbook
2020-2021

Custer County Schools



Custer County Schools

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Board Policies pertaining to the following topics may be found in the Appendix.

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 - Annual Notification of Rights under FERPA for Elementary and Secondary Schools.
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Custer County Schools

Mission

To provide a quality education in a safe environment.

Vision

To prepare students for life after graduation.

Student Rights

1. To receive quality instruction appropriate to his/her ability level
2. To have adequate and appropriate personnel, classroom materials and resources
3. To attend those classes as offered by the Board of Education
4. To participate in appropriate and approved school activities in a safe, healthy and positive environment
5. To be informed of all standards, expectations and evaluation procedures

Student Responsibilities

1. To be present, on time and actively engaged during all regularly scheduled classes.
2. To refrain from disrupting the learning process
3. To follow the prescribed rules, regulations, guidelines and policies of the district.
4. To relate to others in a manner which is characterized by courtesy and respect for the property and person of others.
5. To approach his/her involvement in the school with an attitude and spirit of cooperation.
6. To be responsible and follow the policies of the district in regards to technology and cell phones.

BOBCAT CHARACTERISTICS

Custer County Schools will strive to educate students to promote positive characteristics that embody our staff's vision of productive and successful students. Bobcats are:

Responsible

Trustworthy

Open Minded

Caring

Accountable

Respectful

Student Absences and Excuses

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

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

Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more and are more employable after leaving school. For at least these reasons, the Board believes that a student must satisfy two basic requirements in order to earn full class credit: (1) satisfy all academic requirements and (2) exhibit good attendance habits as stated in this policy.

For purposes of this policy, a class absence is defined as non-attendance for non-school related reasons for more than 10 minutes.

Excused absences

The following shall be considered excused absences:

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

5. Activities of an educational nature, or other absences with advance approval by the administration.

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

Seniors will be allowed 2 days each year for college visits as excused absences.

Unexcused absences

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

In accordance with law, the district may impose academic penalties which relate directly to classes missed while unexcused. The administration shall develop regulations to implement appropriate penalties. Students and parents/guardians may petition the Board of Education for exceptions to this policy or the accompanying regulations provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception.

The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is 10 days during any calendar year or school year.

Tardiness

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

In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter his next class. Teachers shall honor passes presented in accordance with this policy.

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

Adoption Date 11/11/08

LEGAL REFS.: C.R.S. 22-2-114.1 (3)(a) (*definition of “dropout” student*)
C.R.S. 22-32-109 (1)(n) (*length of school year, instruction & contact time*)
C.R.S. 22-32-109.1 (2)(a) (*conduct and discipline code*)
C.R.S. 22-33-101 *et seq.* (*School Attendance Law of 1963*)
C.R.S. 22-33-105 (3)(d)(III) (*opportunity to make up work during suspension*)

CROSS REFS.: IC/ICA, School Year/School Calendar/Instruction Time
JEA, Compulsory Attendance Ages
JHB, Truancy
JK, Student Discipline
JKD/JKE, Suspension/Expulsion of Students
JLIB, Student Dismissal Precautions

File: JHB

Truancy

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

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

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

A plan shall be developed for a student who is at risk of being declared habitually truant with the goal of assisting the child to remain in school. When practicable, the

child's parent, guardian or legal custodian shall participate with district personnel during the development of the plan. Appropriate school personnel shall make all reasonable efforts to meet with the parent, guardian or legal custodian to review and evaluate the reasons for the child's truancy.

CUSTER COUNTY SCHOOL DISTRICT C-1
Adoption date November 11 1999

LEGAL REFS.: C.R.S. 22-33-104
C.R.S. 22-33-107

ARRIVING AT SCHOOL

Students may not enter/arrive at school before 7:30 am. There is no adequate supervision provided. We appreciate parent cooperation.

RETURNING TO SCHOOL FROM AN ABSENCE

Upon returning to school from **ANY absence**, students must **report to the office before 8:00 a.m. or before going to class if returning later in the day**. Students will have two days to make-up work for each day absent if it is excused. Absences will be assigned as excused or unexcused in the following fashion:

“ux” = Unexcused

“ex” = Excused (If complies with Colorado School Law 22-33-104, No. 1-4)

This information will go directly to the faculty each day.

LEAVING SCHOOL

Students are not permitted to leave school grounds at any time during the school day without prior permission from the school office or a direct call from the office to the teacher. If a student must leave the building because of illness or any other emergency, **he or she must go to the office and get a pass before they leave campus**. Any student who needs to leave campus during the school day must be checked out by a parent or guardian in the office. A parent or guardian's signature is required at the time of check out. If the student is leaving for lunch, they are required to return at the end of their scheduled lunch time. Students leaving for medical appointments need to return to school with the proper documentation received from a medical provider. Students are not permitted to be dismissed via a parent phone call. Failure to follow

the proper procedures will be considered an unexcused absence and may result in disciplinary action at the discretion of school administration.

Makeup work

(Quoted from BOE Policy JH)

Makeup work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator or unless the absence is due to the student's expulsion from school. It is the responsibility of the student to pick up any makeup assignments permitted on the day returning to class. There shall be 2 days allowed for makeup work for each day of absence.

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

1. When a student is absent, missed work will be available to the student as requested. **Students are responsible** for asking their teachers for any assignments they have missed while they were absent.
2. Students attending scheduled school activities or sporting events must make prior arrangements for assignments before leaving.
3. If a parent needs to pick up a student early from school, the parent will be expected to sign-out their child in the office first. Parents will receive a pass to present to the teacher.

CHILD ABUSE AND NEGLECT

School personnel are required by Colorado State Law to report any suspected cases of child abuse or neglect to the Department of Social Services. (Policy JLF)

BOBCAT BEHAVIOR

At Custer County Schools, we believe that we must be a positive school with high expectations for students. All students have the right to learn, be safe, and be supported. No one has the right to interfere with the learning, safety, or wellbeing of others.

In supporting our students, we believe that we must provide consistent expectations throughout the school day and throughout the school environment. These expectations must be simple to understand and taught thoroughly to all students. Positive reinforcement of our expectations and consistent consequences are both important. We believe that parents/guardians are an integral part of creating a BOBCAT BEHAVIOR culture in our schools. We ask that each parent/guardian discuss our school rules and expectations at home on a regular basis. It is important to talk regularly with your child about how they are doing at school. As students are recognized for

demonstrating BOBCAT BEHAVIOR, parents will be notified so that they can celebrate and reinforce their child's behaviors. Parents will also be notified of inappropriate behaviors so that we can work together to support their child in learning to exhibit BOBCAT BEHAVIOR expectations.

At Custer County Schools ALL students strive to:
BE RESPONSIBLE
BE RESPECTFUL
BE SAFE

Students who exhibit BOBCAT BEHAVIOR will be recognized through a variety of positive reinforcements given by classroom teachers. In addition, all staff members will be looking for students who demonstrate these BOBCAT BEHAVIOR expectations. Students who struggle demonstrating BOBCAT BEHAVIOR will receive additional instruction and consequences within their classroom setting and/or as needed may be referred to the office. All consequences will follow the Custer County school policies and procedures.

Each teacher will work with students to define exactly what each of these rules looks like in their classroom. These three rules along with their definitions will be posted around the school and in classrooms. They are also available on the Custer County Schools website.

We believe that effective and consistent student discipline is a prerequisite for sound educational practice and productive learning. The purpose of student discipline is to offer strong learning opportunities for students to exhibit appropriate behaviors while in a safe school environment. At Custer County School, we will make every effort to partner with parents and guardians to create a team approach to discipline when appropriate.

Goals for the Custer County School District discipline program are:

1. To ensure a safe and effective learning environment for all students.
2. To guide students toward a sense of self-discipline and personal responsibility.
3. To have students develop ownership of their decisions through enforcing appropriate consequences related to their behaviors.
4. To create an environment of mutual respect between students, parents, and school employees.
5. To repair and build relationships when possible through restorative practices.

Students do not shed constitutional rights at the schoolhouse gate; however, the scope of their rights is more limited. (Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988))

DISCIPLINE PROCEDURES

Administrative discretion and judgment regarding consequences may be used in any situation.

MINOR OFFENSES (Offenses that are tracked and to be dealt with by Classroom Teachers)

All minor offenses will be documented using Infinite Campus. Parents should expect communication from teachers when students have been reported for a minor infraction. Parent/guardian communication is vital in teaming with families to ensure the best learning environment for all students. Middle and high school students who have been submitted by a teacher will automatically receive lunch detention. Other consequences will follow depending on the number of reported incidences each child receives.

Minor infractions may result in an office referral. Some examples of minor infractions may include but are not limited to:

- Disrupting the learning process (inattentiveness, excessive talking, etc.)
- Profanity not directed at another individual
- Excessive displays of affection
- Being out of classroom without a pass
- Dress code violation
- Throwing objects (not at others)
- Minor disrespect to an adult

Four minor infractions will equal a serious (offense) referral. As per Colorado Revised Statute 22-33-106, Minor infractions may not meet the criteria to be held in consideration of Habitually Disruptive.

SERIOUS OFFENSES

Serious offenses must be documented in writing on the Discipline Referral Form and directed to the appropriate administrator, who will notify parents. Some examples of serious offenses may include but are not limited to:

- Verbal sexual harassment or inappropriate conversations
- Major disrespect/defiance or insubordination to an adult
- Knives under 3" blade length or any tool with a cutting edge (In possession not threatening or brandishing)
- Computer violations
- Threats that indicate harm to another person
- Possession, distribution or use of tobacco products, as defined in district policy ADC, on school grounds or school events
- Possession of fireworks
- Bullying/Cyberbullying/Intimidation to another student (any expression, act or gesture that causes distress to students on school grounds) C.R.S. 22-32-109.1(2)(K)
- Items/clothing//behavior that causes a distraction or disruption of the learning environment.
- Disruption of learning environment or activity.
- Related or persistent minor offenses.

As per Colorado Revised Statute 22-33-106, serious infractions may meet the criteria to be held in consideration of Habitually Disruptive.

SEVERE OFFENSES

Severe offenses will result in suspension and/or expulsion. Severe offenses will be reported on the Discipline Referral Form. Severe offenses may result in proceedings towards Habitually Disruptive (per state statute), major consequences, or expulsion in accordance with school policy. Some examples of Severe Offenses may include but are not limited to:

- Defiance of authority resulting in an unsafe and possibly dangerous situation
- Discrimination against any student, teacher or adult supervisor - any remarks, gestures, or behaviors which devalue any person based on race, color, creed, national origin, gender, age, or handicap
- Sexual physical contact/harassment
- Fighting
- Fire setting or tampering with fire alarms or safety/security systems, including cameras
- Vandalism/theft/damage to school or personal property
- Use, possession, or distribution of illegal chemical substances (including alcohol, marijuana, or even if the student is prescribed a drug, they are not allowed to distribute that drug.)
- Carrying, bringing, using or possessing a knife that's blade is longer than 3 inches in length. If a student discovers that he/she has brought or is in possession of a knife or other dangerous weapon, he/she must notify a teacher, administrator, or other authorized person in the school district immediately to avoid expulsion.
- Substantive threats of bodily injury or against the life of any person
- Habitual classroom disruption (3 or more - suspension assigned)
- Intimidating or threatening behavior of any sort toward teachers or staff is a mandatory three day suspension.
- Threatening or brandishing a knife or cutting tool with a blade less than 3"

EXTREMELY SEVERE OFFENSES

Extremely severe offenses will result in expulsion. These offenses do not need to be reported on Discipline Referral Form, but should be reported immediately and directly to school administration or law enforcement.

- Possession of a firearm (mandatory expulsion as per Colorado Revised Statute 22-33-106)
- Possession of an actual or facsimile of a dangerous weapon (as defined by school district regulations JKD/JKE-E)
- Robbery
- Assault
- Sale of illegal substances (including alcohol and marijuana)

ALCOHOL, DRUGS AND TOBACCO USE AND POSSESSION

Tobacco-Free Schools

(Quoted from BOE policy ADC)

To promote the general health, welfare and well-being of students and staff, smoking, chewing or any other use of any tobacco product by staff, students and members of the public is prohibited on all school property.

Possession of any tobacco product by students is also prohibited on school property.

As outlined in policy, disciplinary measures for students who violate the policy by using or being in possession of tobacco products, including e-cigarettes or “vaping” will include a first-time consequence of a full day in school suspension (ISS). All liquids that are meant to be smoked through an electronic device will be treated as if they contain nicotine. Code of conduct rules and regulations will also apply for any student who takes part in extracurricular activities. Any further offenses will be met with more severe consequences at the discretion of the building administrator.

ALCOHOL

Use, possession or distribution of alcohol will result in immediate suspension of two days for a first offense and the offense will also be considered habitually disruptive. Code of conduct rules and regulations will also apply for any student who takes part in extracurricular activities. Any further offenses will be met with more severe consequences at the discretion of the building administrator. Law enforcement will be notified when appropriate.

MARIJUANA AND/OR PRESCRIPTION DRUGS

Use, possession or distribution of marijuana or prescription drugs not belonging to that student will result in immediate suspension of four days for a first offense and the offense will also be considered habitually disruptive. Code of conduct rules and regulations will also apply for any student who takes part in extracurricular activities. Any further offenses will be met with more severe consequences at the discretion of the building administrator. Law enforcement will be notified when appropriate.

ILLEGAL DRUGS

Use, possession, or distribution of illegal drugs will result in expulsion. Law enforcement will be notified.

PUBLIC DISPLAYS OF AFFECTION

Due to the nature of a school building that houses preschool through twelfth grades, it is appropriate to limit public displays of affection in certain grades. For grades PreK-8, public

displays of affection are not allowed between students. In grades 9-12, students will be allowed to hold hands. All other forms of PDA are not allowed. Relationships between middle and high school students are strongly discouraged.

HABITUALLY DISRUPTIVE

As per State Revised Statute 22-33-106, a student can be declared as “habitually disruptive” if the child has caused a material and substantial disruption on school grounds, in a school vehicle, or at a school activity or sanctioned event three or more times during the course of a school year. Any student who is enrolled in a public school may be subject to being declared a habitually disruptive student.

Each individual repeated **Serious** and **Severe** offense will be considered in the habitually disruptive process as per the law.

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

****It is critical to remember that these steps do not have to be followed in order. As deemed appropriate by administrators, students may receive consequences at a higher level.**

Law Enforcement shall be notified when deemed necessary by school administration.

Violations of the above discipline code may also result in consequences per the extracurricular activities code of conduct (district policy JICDB) for students involved in extracurricular activities.

DETENTION / ISS/ COMMUNITY SERVICE GUIDELINES

The following are the guidelines for the Custer County Middle and High School detention/ISS. Failure to follow these guidelines will result in parent notification and may result in removal from detention/ISS and further disciplinary action. D-Hall / ISS Community Service Students who receive Detention or ISS will be involved in community service. This will include cleaning, picking up and other forms of light work. Students will not be allowed to use chemicals. Satisfactory performance of community service may lead to a reduction in time spent in detention or ISS. Parents who do not want their child performing community service must submit a letter within the first 2 weeks of enrollment with Custer County Schools. If no note is submitted it will be assumed that parents/guardians do not object to their child performing community service.

1. Students should be involved in academic work or reading at all times. Students are responsible for bringing appropriate work to detention. Students will NOT be allowed to return to their locker for materials. Lack of academic work will result in dismissal from detention and the next level of discipline assigned. In ISS, if students do not provide work, work will be assigned by a supervisory adult.

2. No talking will be allowed in detention/ISS. If a student needs the teacher's assistance, they should raise their hand.
3. All cell phones will be checked in with the supervisor. Any form of electronics (iPod, mp3, cell phone, etc.), food and drink are prohibited. (Students will be allowed restroom/water breaks and lunch. Students will be required to eat lunch in the ISS setting.)
4. There is a no-tolerance tardy policy for detentions. On Tuesday and Thursdays, detention will begin promptly at 4:05pm and end promptly at 5:00pm. One hour of detention may also be served via two lunch periods upon the student making arrangements with the building principal. **Students will NOT be admitted** late to detention. Detentions not served within one week will result in the next level of discipline.
5. Sleeping or lying down of the head is prohibited.
6. Students are responsible for arranging transportation following detention. Students will not be allowed to loiter in the school building following detention.
7. All school rules are in effect during detention time.

DRESS CODE FOR STUDENTS

Philosophy of our school dress code: The purpose of our dress code is to enhance the learning atmosphere of our school and never to distract students from the opportunity to have an excellent education. We expect that our high standards of dress and appearance will reflect maturity, poise, good judgment, and Bobcat Pride. This dress code can only be truly effective if we have the support and cooperation from both students and their parents. **These guidelines are in effect during school hours, during any co-curricular activities on and off school grounds, or at any other school sponsored activities.**

Nothing is permitted which may create a health or safety concern. Nothing shall be allowed which causes a disruption to the educational process.

Guidelines for dress (Students will be required to change clothes or wear a T-shirt provided if dress code is not followed):

1. Footwear must be worn at all times.
2. Any clothing/jewelry that promotes violence, drugs, or causes disruption of the educational process is prohibited. Nothing may be worn which is profane or has a derogatory or sexual connotation. Any clothing/jewelry that carries a manufacturer's name, logo advertising, etc. of alcohol or tobacco products is prohibited.
3. All sleeveless blouses must have a minimum of a 1 in. strap (no spaghetti) and NO undergarments may be showing (front or back) including boxer shorts and sports bras. All shirts must reach the belt line -NO PORTION OF THE TORSO MAY BE SHOWING. Midriffs, ribs, backs, or cleavage must not be visible. No halter tops or razor back tank tops may be worn.
4. All skirts, dresses, and/or shorts must be below finger-tip length at all times. If a dress, skirt, or shorts must be constantly adjusted, THEN IT IS TOO SHORT and must not be worn.

5. Pants are to be worn at the waist at all times. If necessary to keep pants in place, please wear a belt. Boxer shorts or underwear are not to be ever visible in any position.
6. No spandex should be worn as external garments, except for appropriate athletic activities. If spandex pants, leggings, jeggings or yoga pants are worn, they must be worn with a top that is below fingertip length at all times.
7. No head attire, such as hats or scarves, is permitted to be worn in the building during regular school hours from 8:00 – 4:00. This applies to male and female students. No warnings will be given about wearing hats in the building. When a supervisory adult asks a student to remove a hat, the hat will be given to the supervisory adult. The hat will then be brought to the office. Following the first offense, the student may retrieve the hat from the building principal at the end of the school day. For additional offenses, either a parent/guardian will be required to get the hat, or a student may retrieve it on the last day of school. Exceptions may be made for religious beliefs that have been pre-approved with the administration.
8. Holes in clothing may not reveal skin unless below fingertips.
9. No sunglasses are to be worn in the building during regular school hours.
10. No pajama pants may be worn unless specified as special dress by school activity, such as Homecoming or dress-up day.

*Other clothing may be deemed inappropriate at the discretion of school administration.

EMERGENCY CLOSING OF SCHOOL

The following procedures will be followed in cases when the school is to be closed for the entire day or delayed start:

1. All school employees and students will be notified by an Infinite Campus School Messenger system call about closing.
2. KBVC radio station (104.1 FM) in Salida, KKTU - Channel 11 and KRDO TV stations in Colorado Springs, as well as the Custer County Schools and Custer County Community Facebook sites will be updated about any school closings.

The following procedures will be followed in cases when the school is to be dismissed earlier than at the regular time:

1. All bus drivers will be contacted and told of the dismissal time.
2. The Custer County Road Department will be notified about the early dismissal.
3. All parents who meet the bus at a stop other than their home will be contacted.

No child will be left at a stop if his/her parent is not there to meet the bus, but will be brought back to town and left under the supervision of the school.

In case of severe weather or other circumstances, it may be necessary to delay the start of the school day or cancel it altogether. In these cases, staff and families will be notified by phone with as much warning as possible. It is extremely important that the school has

parent and guardian updated contact information for this purpose. Delayed starts will be two hours after the normal start of school (10:00 AM), and breakfast will not be served.

ENERGY DRINKS

Energy drinks are banned from the campus of all Custer County Schools. Any student in possession of an energy drink will have it confiscated and disposed of.

ENROLLMENT/INFORMATION FORMS

Student Enrollment Information Forms, which give the school needed information in case of emergency, must be completed by parents and returned to the school office prior to the first day of school. Without these forms correctly completed, unnecessary delays may occur in treatment of emergency medical problems or ability to communicate with students' parents.

MEDICAL CARE

The administration and faculty will take reasonable precaution and action for the welfare of the student. A health aid will be on duty. Effort will be made to contact parents immediately and, when deemed essential, contact the family physician when serious sickness or injury occurs.

Students who become ill during the school day will be sent to the health office **WITH A PASS**. The school is not obligated to furnish medical care to students. Parents are responsible for costs of emergency medical treatment of students. Student accident insurance is available supplemental to the student's insurance.

PHYSICAL EDUCATION

Physical education is required unless excused by a written request from the family physician. This request must specify what activities cannot be participated in and the duration of the excuse. Specific physical education dress code is provided by the physical education teacher and must comply with the district dress code. In addition, each student must wear athletic shoes to P.E. class. Students may only sit out of activities for two days with a parent/guardian note and then must obtain a written note from a doctor to be excused from participation in P.E. Middle school PE students must wear sleeved t-shirts and shorts must meet district dress code.

REPORT CARDS

- High School: Report cards will be issued the week following each semester. The last report cards will be mailed to students after school is out.
- Elementary and Middle School: Report cards will be issued the week following the end of each quarter. The last report cards will be mailed to students after school is out.
- Parents can register to check your student's grades online and via the Infinite Campus Student Management System mobile app. Please contact the school counselor to get your Infinite Campus Parent Portal established.

TRANSPORTATION BY BUS

In providing pupils with transportation, our foremost concern is the safety of students. Bus transportation is a privilege contingent upon proper behavior of students. Students are under school and bus rules once they board the bus. When children misbehave on the bus, the driver becomes distracted and the safety of students is jeopardized. Cameras will be used on buses to ensure student safety beginning school year 2020-2021. Students riding school buses are expected to behave as follows:

1. Observe all school rules and follow directions of the bus driver.
2. Remain seated and face forward at all times when the bus is in motion.
3. Keep hands, feet, and objects to yourself and inside the bus.
4. Use quiet voices.
5. Bus drivers are to assign seats for the safety of all riders.

To ensure the safety of children, the following procedure will be used in dealing with student misbehavior:

1. Students will receive a verbal warning from the bus driver. A phone call will be made to the student's home indicating the same.
2. If misbehavior continues, the bus driver will issue a written referral using Infinite Campus. Further incidents may result in a Bus Behavior Contract or suspension of bus privileges, at the discretion of school administration.
3. Students must have a note to ride the bus home with another student or to get off at a stop other than their own. Without a note, the bus driver will take them to their usual destination. In emergency situations, you may call the school, and we will help you make arrangements.

TRANSPORTATION TO ACTIVITIES

Safety is essential to a good transportation system. Good student behavior on the bus is essential to safety. Students are expected to discipline themselves at all times so as not to distract the attention of the bus driver from his or her first duty - safe operation of the bus. Bus rules are:

1. Riding activity buses is a privilege granted to students.

2. Students who ride the bus will return on the bus. The one exception to this is a written note from the parent presented to the sponsor before the trip or parent request to the sponsor at the activity.
3. The sponsors act as the school authority, and all school rules will be enforced while on the bus or at the activity.
4. The bus driver has the authority to amend these rules as necessary to fit individual situations.
5. All students are required to ride school transportation to all sponsored athletic events and activities unless prior written permission has been obtained from the principal and coaches/sponsors have been notified.
6. During school sponsored activity trips, boys and girls must sit in different sections of the bus with the sponsor seated between.

VISITORS

Guidelines for visitors may change as circumstances dictate up to exclusion of all visitors.

Custer County Schools use the Raptor Identification System. Anyone wishing to visit Custer County Schools must check in with the office, provide a valid ID, and once a Visitor Badge is issued, it must be prominently displayed on the visitor throughout the course of the visit. Any visitor who is not displaying a current visitor badge issued the day of the visit by the school office will be asked to leave and is subject to removal by law enforcement. **All visitors will be required to provide a valid government picture ID to be put into The Raptor Identification System prior to admittance to the school building.** For the safety of our children, all visitors must check in ONLY through the secure main school entrance and obtain a visitor's pass. Although parents are always welcome to visit school at any time, they must make an appointment with the child's teacher. To limit distractions in classrooms, parents may drop off items at the office and office staff will deliver the items at an appropriate time. We ask that parents do not deliver items to classrooms or lockers. Student visitors are not allowed to attend classes.

CELL PHONE POLICY

Custer County School District recognizes that cell phones and other electronic devices can play a vital communication role in learning and during emergency situations. However, the ordinary use of cellphones in school situations can be disruptive to the educational environment and will be strictly regulated. All devices must be off inside classrooms, at school-sponsored activities during the school day and on field trips during the school day. In these locations, cell phones may be used only as specified in the following expectations. Violation of this policy will result in disciplinary measures and confiscation of the cell phone or device.

Students will have a 3 day grace period at the beginning of the school semester to ease into the new rules after which full compliance is mandatory and consequences will be enforced. (This includes dress code)

The district, school, or staff are not responsible for lost, stolen, damaged cell phones and/or personal computing devices. This included devices confiscated.

When a student steps foot onto campus they are expected to be in full compliance of all rules including cell phone/electronic device rules and dress code.

The first two weeks of each semester will be “Device Detox” in which all devices will be off, properly stored and not used during school hours.

The district will not search student’s backpacks or other items to verify compliance.

School Level Specific Policies

- **Elementary – Away** – Phones and devices are not to be brought to school.

We will not search student’s backpacks or other items to verify compliance

- **Middle School – Away for the Day** - Phones and/or other electronic devices, including headphones/earbuds, are to be turned off immediately upon arriving on campus and must be locked in a student’s locker. Students may turn on devices and use them only after the last bell.
- **High School – Away for Day Except Lunch** - Students may have their phone/device but it must be on silent or off when they step on campus. They may have their phone/device, including headphones/earbuds at lunch, but this is a privilege and can be revoked, either individually or as a group, by administration. Students may turn on their devices and use them only after the last bell.
- Teachers may allow use in their class for instruction or reward at their discretion but the default is off and up every day. Staff must give verbal permission each and every day and this only applies to their class.
- If there is a substitute teacher, cell phones are to be off and away regardless of what staff may routinely allow.

Taking pictures and/or recording is prohibited at all times unless permission is granted by school personnel or administration due to privacy concerns.

Consequences

1st infraction – phone/device turned in and returned at the end of class. (Staff is expected to contact parents at this point. (Email or phone)

2nd infraction – phone/device turned in to administration. Student may pick it up at the end of the day from the office. (Staff is expected to contact parents at this point.) (Email or phone)

3rd infraction - phone/device turned in to administration, parent contacted to pick up. Student may be banned from bringing devices onto campus for a specified period of time as determined by administration.

Students who refuse to give up their phone or device will automatically be referred to the office for not following rules and defiance.

PERSONAL ELECTRONIC DEVICES

(Also see Cell Phone Policy)

High school students may not use electronic communication devices during classroom instructional time. Middle school and elementary students may not use electronic communication devices on campus. Cell phones and other electronic communication devices in use during unauthorized times, unless approved by a classroom teacher, will be confiscated and given to the principal and may be retrieved after school on the first offense. A parent or guardian will be required to pick up the device for subsequent offenses.

Messages and deliveries from home should be left in the office. Students will be called out of class only in an emergency. PLEASE be sure you have made after-school plans BEFORE leaving for school.

Secondary Specific Information

HIGH SCHOOL STUDENT ABSENCES

For purposes of clarity of expectations, a class absence is defined as nonattendance for non-school related reasons for more than 10 minutes of class time.

1. Seniors will be allowed 2 days each school year for college visits.
2. Semester Testing Policy - All high school students will be required to take semester exams both first and second semester.

Makeup Work:

1. Students may receive credit for missed work for all absences.
2. When a student is absent, missed work will be available to the student as requested. **Students are responsible** for asking their teachers for any assignments they have missed while they were absent.
3. Students will have up to two school days to make up work for each day they are absent.
4. Students attending scheduled school activities or sporting events must make prior arrangements for assignments before leaving.
5. If a parent needs to pick up a student early from school, the parent will be expected to sign-out their child in the office first. Parents will receive a pass to present to the teacher.

CLASS PERIODS

The beginning and ending of each period will be indicated by the ringing of the class bells. The first class will start promptly at 8:00 am. Doors will be open at 7:30 am. A warning bell will ring at 7:55 am. When the bell sounds at the beginning of the period, students must be in their classrooms or be considered tardy. An interval of 3 minutes is allowed between classes for passing. High school has one 5 minute passing period in both the morning and afternoon.

SECONDARY HALL PASSES

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

SECONDARY LOCKERS

Each student is assigned one locker for the storage of books and equipment. Since lockers are a permanent part of the building, students are expected to keep them in good, usable condition. All lockers may be opened at any time by a school official (personal locks may be cut off for

access). Locker combinations should never be shared. Students will be responsible to clean their own locker during the last week of school. Students will be financially responsible for any permanent damage to lockers. **If a student does give their combination to anyone or their locker is left unlocked, the school cannot accept responsibility for lost or stolen items.**

LIBRARY

Library use is restricted to times when a teacher is available to supervise students in the library. There are to be no students in the library without a supervising teacher.

LUNCH PERIOD

K-12: Students may not leave school grounds during lunch period without a pass from the office and only with the student's own parent/guardian.

GUIDANCE AND COUNSELING SERVICES

The Custer County School guidance and counseling service is dedicated to the idea that school years should be satisfying, productive, and rewarding years. Counseling services are designed to help students gain self-understanding, so they may use their assets effectively and plan attainable goals for the future.

REGISTRATION

Questions regarding change of registration for the following semester should be discussed with the school counselor.

SECONDARY DROPPING OR ADDING CLASSES

Changes in a student's schedule of classes may be made through the first 2 weeks of each semester. All changes must be made through the counselor. Emergency class changes after the deadline will occur only with the approval of the principal after discussion with the student and their parents/guardians.

STUDENT WITHDRAWAL FROM SCHOOL

Students must go through the proper withdrawal process. This means meeting with the counselor, checking out of each class, turning in books/materials, and paying breakfast/lunch fees and fines (if applicable) . Failure to do so will result with the school withholding

transcripts, diplomas and other important student records until the student is properly checked out.

DISCLOSURE TO MILITARY RECRUITING OFFICERS

Names, addresses and home telephone numbers of secondary students will be released to military recruiting officers within 90 days of the request unless a student submits a written request that such information not be released.

GRADUATION REQUIREMENTS

Starting with the class of 2021, the following graduation requirements will be enforced:

- Language Arts: 4 Credits (English 9, 10, 11, 12)
- Math: 3 Credits
- Science: 3 Credits
- Social Science: 3 Credits (including, American History, World History, and Government)
- Personal Finance/Career Exploration: 1 Credit
- Technology: 1 Credit
- Physical Education/Health: 1 Credit
- ICAP: 1 Credit
- Electives: 12 Credits

**Beginning with the class of 2022, all students MUST demonstrate College and /or Career Readiness in Math and English based on at least one measure from the Menu of College and Career-Ready Demonstrations (see page 29) (does this need BOARD approval?)

CAREER PATHWAYS

Career Pathways are intended to assist students in planning for their postsecondary goals. Postsecondary goals should be a result of a student’s ICAP, consultation with parents, mentors, teachers, and school counselor. Pathways are only a guide and not intended to limit a student’s postsecondary plans. Success after high school is dependent upon many factors, and not limited to, education, work ethic, parental support and planning. A student may choose any of the pathways or mix and match courses to achieve their postsecondary goals.



Custer County Pathways for Graduation

Early College Readiness Pathway (4-Year University)	Community College/Career Readiness Pathway (2-Year College)	WorkForce/CC Readiness Pathway (Work Ready or 2 Year College)
<p>Course requirements</p> <p>English: 4 Credits *Includes college credit/AP courses if available</p> <p>Math: 4 Credits * Includes Trigonometry and college credit/AP courses if available</p> <p>Social Science: 4 Credits</p> <p>US History 1 Credit World History 1 Credit Gov/Elective 1 Credit Social Science Elective 1 Credit</p> <p>Science: 4 Credits</p> <p>Phys. Science 1 Credit Biology 1 Credit Anatomy/Chemistry 1 Credit Science Elective 1 Credit</p> <p>*Includes college credit/AP courses if available</p> <p>Foreign Language: 2 Credits Physical Ed.: .5 Credit Health: .5 Credit Computer Tech: 1 Credit Personal Finance: .5 Credit Career Exploration: .5 Credit ICAP: 1 Credit Electives: 7 Credits Total Credits: 29 Credits</p> <p>GPA Goal: 3.5 Class Rank Goal: Top 30% SAT Goal: 1100 ASVAB Goal: 50</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>All students, regardless of path, must complete ICAP in order to be eligible for graduation.</p> </div> <p>**All Students Beginning with the Class of 2022 MUST demonstrate College and /or Career Readiness in Math and English based on at least one measure from the Menu of College and Career-Ready Demonstrations</p> <p>Concurrent Enrollment ACT/SAT/ACT WorkKeys ASVAB Advanced Placement</p>	<p>Course requirements</p> <p>English: 4 Credits Math: 4 Credits</p> <p>Algebra I 1 Credit Geometry 1 Credit Algebra II 1 Credit Math Elective 1 Credit</p> <p>Social Science: 3 Credits</p> <p>US History 1 Credit World History 1 Credit Gov/Elective 1 Credit</p> <p>Science: 3 Credits</p> <p>Phys. Science 1 Credit Biology 1 Credit Science Elective 1 Credit</p> <p>Foreign Language: 1 Credit Physical Ed.: .5 Credit Health: .5 Credit Computer Tech: 1 Credit Personal Finance: .5 Credit Career Exploration: .5 Credit ICAP : 1 Credit Electives: 10 Credits Total Credits: 29 Credits</p> <p>GPA Goal: 3.0 Class Rank Goal: Top 50% SAT Goal: 1000 ASVAB Goal: 40</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>All students, regardless of path, must complete ICAP in order to be eligible for graduation.</p> </div> <p>**All Students Beginning with the Class of 2022 MUST demonstrate College and /or Career Readiness in Math and English based on at least one measure from the Menu of College and Career-Ready Demonstrations</p> <p>Concurrent Enrollment ACT/SAT/ACT WorkKeys ASVAB Advanced Placement</p>	<p>Course requirements</p> <p>English: 4 Credits Math: 3 Credits</p> <p>Algebra I 1 Credit Geometry 1 Credit Math Elective 1 Credit</p> <p>Social Science: 3 Credits</p> <p>US History 1 Credit World History 1 Credit Gov/Elective 1 Credit</p> <p>Science: 3 Credits</p> <p>Physical Ed.: .5 Credit Health: .5 Credit Computer Basics: 1 Credit Personal Finance: .5 Credit Career Exploration: .5 Credit ICAP: 1 Credit Electives: 12 Credits Total Credits: 29 Credits</p> <p>GPA Goal: 2.75 SAT Goal: 900 ASVAB Goal: 31</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>All students, regardless of path, must complete ICAP in order to be eligible for graduation.</p> </div> <p>**All Students Beginning with the Class of 2022 MUST demonstrate College and /or Career Readiness in Math and English based on at least one measure from the Menu of College and Career-Ready Demonstrations</p> <p>Concurrent Enrollment ACT/SAT/ACT WorkKeys ASVAB Advanced Placement Accuplacer</p>

Accuplacer Industry Certificate District Capstone	Accuplacer Industry Certificate District Capstone	Industry Certificate District Capstone
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Individual transcripts and earned credits are available from the school guidance counselor. Parents need to be aware that college entrance requirements vary.

ICAP REQUIREMENTS FOR GRADUATION

ICAP (Individualized Career and Academic Plan) is a multi-year process that intentionally guides students and families in the exploration of career, academic and post-secondary opportunities. With the support of adults, students develop the awareness, knowledge, attitudes, and skills to create their own meaningful and powerful pathways to be career and college ready. As mandated by the Colorado Department of Education, the Custer County ICAP program will be implemented through Google Classroom with unique activities for each year during a student's enrollment at Custer County. Each student's ICAP is a requirement for graduation from any high school in the state of Colorado.

GRADUATION CEREMONY, PARTICIPATION, and DIPLOMA

All Coursework (including ICAP activities and online courses) to determine participation in the CCHS graduation ceremony **MUST BE COMPLETED** by 4:00pm on the last day of school for seniors as determined by the Custer County Board of Education. **Seniors not completing required coursework by this deadline will not be allowed to participate in the CCHS graduation ceremonies.** Coursework required to determine receipt of a CCHS diploma **MUST BE COMPLETED** by 4:00 PM on the last day of school for high school students as determined by the Custer County Board of Education. Homeschool or online students wishing to participate in CCHS graduation ceremonies must make arrangements with the school administration prior or March 31, 2021 and will be required to present to the school board at the regularly scheduled April meeting. Failure to do so will result in ineligibility to participate. **Participation in the Commencement Graduation Ceremony is a PRIVILEGE not a right. Administration may exclude students for reasonable cause.**

SECONDARY SCHOOL ACTIVITIES

ATHLETICS: Football, basketball, wrestling, baseball, track, cross country, cheer, girls golf (if available), and volleyball

ORGANIZATIONS/CLUBS: F.F.A., National Honor Society, HS and MS Student Council, Snowcats, and HS Knowledge Bowl.

BUS TRANSPORTATION

In providing pupils with transportation, our foremost concern is the safety of students. Bus transportation is a privilege contingent upon proper behavior of students. Students are under school and bus rules once they board the bus. When children misbehave on the bus, the driver becomes distracted and the safety of students is jeopardized. Students riding school buses are expected to behave as follows:

1. Observe all school rules and follow directions of the bus driver.
2. Remain seated and face forward at all times when the bus is in motion.
3. Keep hands, feet, and objects to yourself and inside the bus.
4. Use quiet voices.
5. Bus drivers are encouraged to assign seats for the safety of all riders.

To ensure the safety of children, the following procedure will be used in dealing with student misbehavior:

1. Students will receive a verbal warning from the bus driver. A phone call will be made to the student's home indicating the same.
2. If misbehavior continues, the bus driver will issue a written incident report to the principal. Further incidents may result in a Bus Behavior Contract or suspension of bus privileges, at the discretion of school administration.
3. Students must have a note to ride the bus home with another student or to get off at a stop other than their own. Without a note, the bus driver will take them to their usual destination. In emergency situations, you may call the school, and we will help you make arrangements.

ELIGIBILITY LISTS (6-12)

Students are required to pass all subjects with a 60% or higher to participate in activities or athletic events including all school sponsored dances. Students with two “D’s” or one “F” cannot participate in any athletic event or extra-curricular activities. Participation in practices will be at the discretion of the individual coach. Our eligibility is done one week at a time, reported on Tuesday for that school week. Telephone notification will be made to parents.

IMPORTANT NOTE: THERE MUST BE A MINIMUM OF TWO GRADES PER WEEK POSTED AND UPDATED ON YOUR COMPUTER GRADE BOOK EACH WEEK. Eligibility grades are a weekly responsibility and are especially important to students who participate in interscholastic activities. **Eligibility grades need to be entered no later than MONDAYS at 8:00 a.m. and will be pulled from your grade book by 8:15 a.m. You may not enter ANY grades on Mondays from 8:00 am – 9:00 am.** They are in effect the following Monday-Sunday. The grade on these lists should be CUMULATIVE for each semester for high school and quarter

for middle school, and should reflect the names of students who have D's and F's. HIGH SCHOOL ELIGIBILITY IS GOVERNED BY C.H.S.A.A.

TRANSPORTATION TO ACTIVITIES

Safety is essential to a good transportation system. Good student behavior on the bus is essential to safety. Students are expected to discipline themselves at all times so as not to distract the attention of the bus driver from his first duty - safe operation of the bus. Bus rules are:

1. Riding activity buses is a privilege granted to students.
2. Students who ride the bus will return on the bus. The one exception to this is a written note from the parent presented to the sponsor before the trip or parent request to the sponsor at the activity.
3. The sponsors act as the school authority, and all school rules will be enforced while on the bus or at the activity.
4. The bus driver has the authority to amend these rules as necessary to fit individual situations.
5. All students are required to ride school transportation to all sponsored athletic events and activities unless prior written permission has been obtained from the principal and coaches/sponsors have been notified.
6. During school sponsored activity trips, boys and girls must sit in different sections of the bus with sponsors seated between.

STUDENT ATTENDANCE AND PARTICIPATION IN ACTIVITIES

Students who are absent for the last half (after lunch) of any school day will not be allowed to take part in any activity (either practice or a contest) after school, except when pre-arranged approval is received from administration.

SECONDARY DANCES

Dances that are sponsored by the school are for the students of Custer County School. All school policies apply to dances. Anyone leaving the dance may not return. Students must sign-out with time noted when leaving the dance before it is finished. Any Custer County resident who is a student but does not attend Custer County Schools must meet the same criteria as CCSD students. Any non Custer County resident who wishes to participate in a school dance, must

submit all of the required documentation at least one week prior to the dance for administration approval.

High School Dances: Any outside guests must be signed up for approval by filling out and turning in a Guest Dance Pass, which may be picked up in the main office at least two weeks prior to the dance. The Guest Dance Pass must be submitted along with the student's proof of eligibility for the dance at least one week prior to the dance and attendance is subject to administration approval. Dances must be scheduled on the school calendar at least two weeks in advance. Outside dates must be either high school students from another school and no older than 19 years of age.

Middle School: Any outside guests must be signed up for approval by filling out and turning in a Guest Dance Pass, which may be picked up in the main office at least two weeks prior to the dance. The Guest Dance Pass must be submitted along with the student's proof of eligibility for the dance at least one week prior to the dance and attendance is subject to administration approval. Dances must be scheduled on the school calendar at least two weeks in advance.

HOMESCHOOL STUDENT PARTICIPATION

Homeschooled students are encouraged to enroll in at least two class periods for the district to receive partial funding to offset the cost of services provided.

Homeschooled students must provide emergency medical information, student information for, permission to treat, and a signed Code of Conduct to participate in school athletics or activities.

VEHICLES

It is a privilege for students to drive a vehicle to school. Students who abuse the privilege will not be able to bring their vehicles to school. Extreme caution must be exercised when driving on school property. **Students are not to drive vehicles from the main parking lot to the vocational building for class. Students may not drive on the street behind the school.**

SECONDARY ADVISORY PROGRAM

(Subject to change for the 2020-2021 school year)

Each student's advisor will act as an advocate on his/her behalf by:

1. Instructing a specific curriculum which will include team building, peer relationships and friendships, communication skills, problem solving, models for decision-making, goal setting, abilities and interest inventories, community awareness, and career development.
2. Attempting to build a relationship with each student that is characterized by care, trust, respect, and honesty.
3. Assisting students in achieving independence, strong self-esteem, sense of belonging, personal responsibility, interpersonal relationships and understanding, strong social skills, and the development of mature reasoning and values.
4. Assisting students in appreciating individual differences.
5. Helping students learn to work in a group and realize the need for getting along with others to meet individual and group needs and develop a sense of community.
6. Contributing to other team members' understanding of students' personality and academic strengths, weaknesses, and personal interests, which will positively impact learning and development.
7. Helping students develop appropriate attitudes toward competition and cooperation.

MIDDLE SCHOOL ACADEMIC PROMOTION

The middle school promotion policy has been adopted by the School Board. We believe that fundamental skills must be in place when a student enters high school. To simply pass students on without certain skills and knowledge is, in effect, setting them up for failure that can be perpetual. Our district strives to afford every student the opportunity for educational success. **To promote the values of hard work and responsibility, every middle school student must earn a minimum 60 percent cumulative average for their year long grade in each core class to advance to the next grade level for the following school year.** Grades for first, second, third, and fourth quarter are averaged to give the yearlong grade in a course. Core classes include mathematics, science, social studies, and language arts (reading and writing). If passing grades are not earned for the year in the core classes, the student and parents will be required to attend a conference with the principal to determine necessary requirements for promotion. **In addition, students will be required to have a combined GPA of at least 1.0 (60%) in their encore classes.** These include health, art, band, P.E., choir, drama, woodshop, Spanish, vocational agriculture or any other course that might be added to the overall curriculum.

Custer County School does not discriminate on the basis of race, color, creed, national origin, sex, age, or handicap in admission or access to, or treatment or employment in its educational programs or activities. Inquiries concerning Title VI, Title IX, and section 504 may be referred to the school administrator, Principal, Custer County School, 709 Main St., Westcliffe, CO 81252, 719-783-2291. School board policies JII-R, AC, JH, & JICDE are included at the end of this handbook. Reporting/complaint forms may be obtained in the district administration office of the main school office. Completed reported/complaint forms may be returned to any school administrator or to either school office. Any report or complaint will be addressed within eight school days from the date received.

Custer County School is a drug free workplace. All employees and students of the school agree to abide by the requirements in the Federal Drug-Free Workplace Act and Colorado State Law. (Policies ADC, GBEC, JICH)

File: AC

Nondiscrimination/Equal Opportunity

The Board is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. The schools in the district are subject to all federal and state laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry or need for special education services. Accordingly, no otherwise qualified student, employee, applicant for employment or member of the public shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any district program or activity on the basis of race, color, national origin, ancestry, creed, religion, sex (which includes marital status), sexual orientation, disability or need for special education services. Discrimination against employees and applicants for employment based on age is also prohibited in accordance with state and federal law.

In keeping with these statements, the following shall be objectives of this school district:

1. To promote the rights and responsibilities of all individuals as set forth in the state and federal constitutions, pertinent legislation and applicable judicial interpretations.
2. To encourage positive experiences in terms of human values for children and adults who have differing personal and family characteristics or who come from various socio-economic, racial and ethnic groups.
3. To consider carefully, in all decisions made which affect the schools, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
4. To utilize educational experiences to build each individual's pride in the community in which he or she lives.
5. To initiate a process of reviewing all policies and practices of this school district in order to achieve the objectives of this policy to the greatest extent possible.
6. To investigate and appropriately discipline staff and students found to be responsible for incidents of harassment or discrimination in violation of district policy.

Annual notice

The district shall issue a written notice prior to the beginning of each school year that advises students, parents, employees and the general public that the educational programs, activities and employment opportunities offered by the district are offered without regard to race, color, sex (which includes marital status), sexual orientation, religion, national origin, ancestry, creed, age, disability or need for special education services. The announcement shall also include the name/title, address and telephone number of the person designated to coordinate Title IX and Section 504 and ADA compliance activities.

The notice shall be disseminated to persons with limited English language skills in the person's own language. It shall also be made available to persons who are visually or hearing impaired.

The notice shall appear on a continuing basis in all district media containing general information, including: teachers' guides, school publications, recruitment materials, application forms, vacancy announcements, student handbooks, school program notices, summer program newsletters and annual letters to parents.

Harassment is prohibited

Harassment based on a person's race, color, national origin, ancestry, creed, religion, sex (which includes marital status), 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.

All district employees and students share the responsibility to ensure that harassment does not occur at any district school, on any district property, at any district or school-sanctioned activity or event, or off school property when such conduct has a nexus to the school, or any district curricular or non-curricular activity or event.

For purposes of this policy, harassment is any unwelcome, hostile and offensive verbal, written or physical conduct based on or directed at a person's race, color, national

origin, ancestry, creed, religion, sex, sexual orientation, disability or need for special education services that: (1) results in physical, emotional or mental harm, or damage to property; (2) is so severe, persistent, or pervasive that it creates an intimidating, hostile or threatening environment; or (3) substantially disrupts the orderly operation of the school. Board policy on harassment will apply to complaints against students or faculty, staff, or administration alleging harassment.

Reporting harassment

Any student who believes he or she has been a victim of unlawful discrimination or harassment as defined in this policy shall immediately report it to an administrator, counselor, teacher or compliance officer and file a formal complaint as set forth in the regulation which accompanies this policy.

Any employee, applicant for employment or member of the public who believes he or she has been a victim of unlawful discrimination or harassment shall file a complaint with the compliance officer.

All students who witness such harassment shall immediately report it to an administrator or teacher. All employees who have such harassment reported to them shall promptly forward the report to an immediate supervisor or to the compliance officer.

All district employees who witness such harassment shall take prompt and effective action to stop it, as prescribed by the district. Under certain circumstances, harassment may constitute child abuse that must be reported to proper authorities.

Interim district action

When appropriate, the district shall take interim measures during the investigation of a harassment report to protect the alleged subject of the harassment from further harassment or retaliation.

In cases involving potential criminal conduct, the compliance officer shall determine whether appropriate law enforcement officials should be notified.

District action following investigation

The district shall take appropriate action to end the unlawful harassment, to prevent its recurrence, to prevent retaliation against the individual making the report and anyone participating in the investigation and to restore lost educational opportunities to the harassed student or employment opportunities to staff. In addition, any student or

employee who engages in harassment of another student or employee shall be disciplined according to applicable district policies. Steps shall also be taken to ensure that victims of, and witnesses to, harassment are protected from retaliation. Further, students or employees who knowingly file false harassment complaints or give false statements in an investigation shall be subject to discipline, up to and including suspension/expulsion for students and termination of employment.

No student, employee or member of the public shall be subject to adverse treatment in retaliation for any good faith report of harassment under this policy. To the extent possible, all reports of harassment will be kept confidential. Upon determining that incidents of harassment are occurring in particular district settings or activities, the district shall implement measures designed to remedy the problem in those areas or activities.

Notice and training

To reduce harassment and ensure a respectful school environment, the administration is responsible for providing notice of this policy to all district schools and departments. The policy and compliance process shall be incorporated into student and employee handbooks.

Students and district employees shall receive periodic training related to recognizing and preventing unlawful harassment. District employees shall receive additional training related to handling reports of harassment. The training will include, but not be limited to:

- Awareness of groups protected under state and federal law and/or targeted groups, whether real or perceived;
- How to recognize and react to harassment; and proven harassment prevention strategies.

Adopted 11/17/2009

LEGAL REFS.: 20 U.S.C. § 1681 (Title VII, Education Amendments of 1972)
20 U.S.C. § 1701-1758 (Equal Employment Opportunity Act of 1972)
29 U.S.C. § 621 et seq. (Age Discrimination in Employment Act of 1967)
29 U.S.C. § 701 et seq. (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C. § 12101 et seq. (Title II of the Americans with Disabilities Act)
42 U.S.C. § 2000d (Title VI of the Civil Rights Act of 1964, as amended in 1972)
42 U.S.C. § 2000e (Title VII of the Civil Rights Act of 1964)

34 C.F.R. Part 100

C.R.S. 2-4-401 (13.5) (definition of sexual orientation)

C.R.S. 18-9-121 (bias-motivated crimes)

C.R.S. 22-32-109 (1)(II) (Board duty to adopt written policies prohibiting discrimination)

C.R.S. 24-34-301 (7) (definition of sexual orientation)

C.R.S. 24-34-301 et seq. (Colorado Civil Rights Division)

C.R.S. 24-34-401 et seq. (discriminatory or unfair employment practices)

C.R.S. 24-34-601 (unlawful discrimination in places of public accommodation)

C.R.S. 24-34-602 (penalty and civil liability for unlawful discrimination)

CROSS REFS:

ACE, Nondiscrimination on the Basis of Disability

GBA, Open Hiring/Equal Employment Opportunity

GBAA, Sexual Discrimination and Harassment

JB, Equal Educational Opportunities

JBA, Nondiscrimination on the Basis of Sex

JBB*, Sexual Harassment

NOTE: State law defines "sexual orientation" as "a person's orientation toward heterosexuality, homosexuality, bisexuality, or transgender status or another person's perception thereof." C.R.S. 2-4-401(13.5), 24-34-301(7).

[Revised July 2008]

File: JICDE

Bullying Prevention and Education

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

Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental or emotional harm to another person. Bullying can occur through written, verbal or electronically transmitted expression or by means of a physical act or gesture. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry or the need for special education services, whether such characteristic(s) is actual or perceived.

Bullying is prohibited on district property, at district or school-sanctioned activities and events, when students are being transported in any vehicle dispatched by the district or

one of its schools, or off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event.

A student who engages in any act of bullying and/or a student who takes any retaliatory action against a student who reports in good faith an incident of bullying, is subject to appropriate disciplinary action including but not limited to suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made. Bullying behavior that constitutes unlawful discrimination or harassment shall be subject to investigation and discipline under related Board policies and procedures. Students targeted by bullying when such bullying behavior may constitute unlawful discrimination or harassment also have additional rights and protections under Board policies and procedures regarding unlawful discrimination and harassment.

The superintendent shall develop a comprehensive program to address bullying at all school levels. The program shall be aimed toward accomplishing the following goals:

1. To send a clear message to students, staff, parents and community members that bullying and retaliation against a student who reports bullying will not be tolerated.
2. To train staff and students in taking proactive steps to prevent bullying from occurring.
3. To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.
4. To initiate efforts to change the behavior of students engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate negative consequences.
5. To foster a productive partnership with parents and community members in order to help maintain a bully-free environment.
6. To support victims of bullying by means of individual and peer counseling.
7. To help develop peer support networks, social skills and confidence for all students.
8. To recognize and praise positive, supportive behaviors of students toward one another on a regular basis.

Adopted: October 9, 2001
Revised: September 10, 2013

LEGAL REF.: C.R.S. 22-32-109.1 (2)(a)(I)(K) (*policy required as part of safe schools plan*)

CROSS REFS.: AC, *Nondiscrimination/Equal Opportunity*

JB, *Equal Educational Opportunities*

JBB, *Sexual Harassment*

JICDA, *Code of Conduct*

JICDD, *Violent and Aggressive Behavior*

JICJ, *Student Use of Electronic Communication Devices*

JK, *Student Discipline*

File: JII-R

Student Concerns, Complaints and Grievances

For the purposes of this procedure, the following categories of complaints are established:

1. Conduct of an individual
2. Departmental procedures
3. Building procedures
4. Board policies and regulations
5. Curricular programs
6. Unlawful discrimination
7. All others

Complaints may be initiated verbally or in written form. Within 8 school days of when a verbal complaint is received, the compliance officer will guide the complainant through the process of filing a written complaint, which will be dated and signed by the complainant. Forms for this purpose are available in the principals' offices. The complaint shall describe with reasonable specificity the nature of the complaint. Completed forms must be filed with the appropriate persons as follows:

1. Conduct of an individual: Immediate supervisor of the individual. The building principal is the supervisor of the teachers; the appropriate director is the supervisor of the principal or support staff members.
2. Departmental procedures: Building principal.
3. Building procedures: Building principal.

4. Board policies and regulations: Appropriate director.
5. Curricular programs: Appropriate director.
6. Unlawful discrimination: see Policies AC, ACE, JB, JBA, and JBB.
7. All others: Building principal.

When a complaint is filed in writing, a conference will be held with the complainant within 8 school days. A written response will be given to the complainant within 8 school days following the conference.

If the complaint is not resolved to the satisfaction of the student, a written appeal may be submitted within 8 school days in accordance with the appeal procedures.

Appeals must be made in the following order: building principal, appropriate director, superintendent, Board of Education.

When an appeal has been filed in writing, a conference will be held with all parties involved within 8 school days. A written response will be given to the complainant within 8 school days following the conference.

If the appeal should reach the level of the Board of Education, a meeting with the Board will be scheduled within 20 school days after a written appeal has been filed. A written response from the Board will be given to the complainant within 8 school days following the conference.

Complainants who are not satisfied with the resolution of the complaint within the school district have the option of contacting their local Office for Civil Rights of the U.S. Department of Education at:

US Department of Education
1244 Speer Blvd, Suite #310
Denver, CO 80204-3582

1-303-844-5695

Annual Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Custer County School District receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

1. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask Custer County Schools to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

1. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

1. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and

the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
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In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado law, Custer County School District does not unlawfully discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, genetic information, disability or need for special education services in admissions, access to, treatment, or employment in educational programs or activities which it operates. Complaint procedures have been established for students, parents, employees and members of the public. The following person(s) have been identified as the compliance officer for the district: High School Principal , 709 Main Street, Westcliffe, CO 81252,

Student Handbook

ACKNOWLEDGEMENT FORM

My student and I have reviewed the Custer County Student Handbook for the current year.

I understand that the Custer County Student Handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in this handbook. I have also read and I am aware of any policies or procedures outlined in this handbook.

Print Name of Student:

Parent or Guardian Printed Name:

Signature of Guardian or Parent:

Today's Date: _____

Student's Teacher: _____

**Please return this completed form, by removing from the handbook,
within 5 school days from receipt of the Student Handbook.**

Thank you!