

SAFE 2 TELL

Safe2Tell® provides YOUNG people a way to report any threatening behaviors or activities endangering themselves or someone they know, in a way that keeps them safe and anonymous.

Safe2Tell® is a 501c3 not-for-profit organization based on the Colorado Prevention Initiative for School Safety with initial funding from The Colorado Trust.

The program focuses on kids and the issues they face today. This program was based on the Columbine Commission Report's recommendation that students need a safe and anonymous way to keep lines of communication open. They realized that tragedies could be prevented if young people had a way to tell someone what they knew without fearing retaliation.

The anonymity of all Safe2Tell reports is protected by C.R.S. 07-197. This means the reporting party remains UNKNOWN by Colorado state law, signed by Governor Bill Ritter on May 3, 2007.

Now, using Safe2Tell®, you only have to make a call to make a difference. By calling:

1-877-542-7233

1-877-542-SAFE

or submitting a tip through:

www.safe2tell.org

young people can help anyone who is in trouble or prevent a tragedy.

LA VETA SCHOOL DISTRICT RE-2

126 East Garland Street, La Veta, CO 81055

www.laveta.k12.co.us

PHONE 719-742-3662

FAX 719-742-5799

2015-2016 SCHOOL YEAR

Superintendent / Principal Bree Lessar

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Grants, Projects, and Transportation Director Gaye Davis

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MISSION

Graduate lifelong learners and productive citizens.

VISION

A+ School of Excellence

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LA VETA SCHOOL SONG

*Oh, the Crimson and White over all
May they rise to the sky, never fall
May the world look to them in their flight
For the colors for which we fight.
Oh, students of LVHS
The school that is always the best
We've stood every trial, every test
And with our might, the Crimson and White
Shall reign forever.*

SCHOOL MASCOT

Redskins

SCHOOL COLORS

Crimson and White

REGULAR DAILY SCHEDULE

7:15 a.m.	Cafeteria service begins.
7:30 a.m.	Teachers contract day begins and school buildings unlocked; outdoor supervision begins.
7:40 a.m.	Bell rings for all grade levels to report to class.
7:45 a.m.	Morning Business Routine in All Classrooms
7:50 a.m.	Classes Begin
4:00 p.m.	Student Dismissal
4:15 p.m.	Teachers contract day ends; playground supervision ends.

ELEMENTARY LUNCH SCHEDULES

Grades K-2

11:00 – 11:25 a.m. Lunch

11:25 – 11:55 am. Recess

Grades 3-5

11:00 – 11:25 a.m. Recess

11:25 – 11:55 a.m. Lunch

SECONDARY BELL SCHEDULES

Junior High School

7:25 a.m.	Campus Opens
7:45 a.m.	Starting Bell
7:50 – 9:00 a.m.	1 st Hour
9:00 – 9:15 a.m.	Morning Break
9:15 – 10:25 a.m.	2 nd Hour
10:30 – 11:40 a.m.	3 rd Hour
11:45 – 12:15 p.m.	LUNCH
12:20 – 1:30 p.m.	4 th Hour
1:35 – 2:45 p.m.	5 th Hour
2:50 – 4:00 p.m.	6 th Hour

High School

7:25 a.m.	Campus Opens
7:45 a.m.	Starting Bell
7:50 – 9:00 a.m.	1 st Hour
9:00 – 9:15 a.m.	Morning Break
9:15 – 10:25 a.m.	2 nd Hour
10:30 – 11:40 a.m.	3 rd Hour
11:45 – 12:55 p.m.	4 th Hour
1:00 – 1:30 p.m.	LUNCH
1:35 – 2:45 p.m.	5 th Hour
2:50 – 4:00 p.m.	6 th Hour

School Delays & Closures

Although attendance at school is critical to a student's educational progress, this must be balanced with safety. It will sometimes be necessary to close or delay school due to inclement weather. This decision will be made before drivers begin their bus routes. The staff, students and parents will be notified through activation of the Voice Messaging System and by reporting to area radio and television stations. Even if the decision is made to conduct school, parents are urged to use their own judgment in sending their children to school during inclement weather.

ADJUSTED BELL SCHEDULES – SECONDARY SCHOOLS

Opening Delay

10:00 – 10:50 a.m.	1 st Hour
10:55 – 11:45 a.m.	2 nd Hour
11:50 – 12:40 p.m.	3 rd Hour
12:45 – 1:15 p.m.	LUNCH
1:20 – 2:10 p.m.	4 th Hour
2:15 – 3:05 p.m.	5 th Hour
3:10 – 4:00 p.m.	6 th Hour

Early Release

7:50 – 8:40 a.m.	1 st Hour
8:45 – 9:35 a.m.	2 nd Hour
9:35 – 9:45 a.m.	BREAK
9:50 – 10:40 a.m.	3 rd Hour
10:45 – 11:35 a.m.	4 th Hour
11:40 – 12:30 p.m.	5 th Hour
12:35 – 1:05 p.m.	LUNCH
1:10 – 2:00 p.m.	6 th Hour

ATTENDANCE

Regular, on-time school attendance is vital to student success. Additionally, school attendance is mandated by state and federal law.

When absence is unavoidable, please contact the school immediately at:

719-742-3662, ext. 17

Student attendance will be monitored and parents / guardians will be notified when a student fails to report to class.

Excused absences

1. Illness or injury. Documentation from a medical professional is requested for each absence.
NOTE: A parent or guardian may excuse a student up to the fourth day of absence in a semester. Once a student has been absent four or more days in any semester, documentation will be required to excuse the absence.
2. Funeral attendance. Documentation is required.
3. Court appearances. Documentation is required.
4. Prearranged absences approved by the administrator of the school. Prearranged absences shall be approved for appointments or circumstances of a *serious nature only* which cannot be taken care of outside of school hours.
5. Extended absence due to physical, mental, or emotional disability. Documentation from a medical professional is required.
6. School sponsored activities, including work-study assignments.
7. Suspension or expulsion.

Unexcused absences

Absences not excused as noted above will be unexcused absences. The parents / guardian of the student receiving the unexcused absence shall be notified verbally or in writing by the district of the unexcused absence.

- Unexcused absences will result in:
 - After-school detention and / or;
 - Friday School; and / or
 - In-school-suspension
 - Restriction from extra-curricular participation
- Students will be restricted from all extra-curricular participation on the day of and the day following the unexcused absence.
- All academic coursework due on the day of the unexcused absence will be accepted for grading on the first day the student returns to class.
- All academic coursework assigned on the day of the unexcused absence must be collected by the student on the first day the student returns to class and is due the subsequent school day.

If a student accrues excessive (**2 or more**) unexcused absences during the school year, the student, his or her parent or guardian and a Principal will meet to develop a plan to prevent additional unexcused absences. An attendance contract will be developed.

Attendance violation

The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is twelve (12) days during any calendar year or school year.

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.

Make-up work

Make-up work will be provided for any class in which a student has an *excused absence*. It is the responsibility of the student to collect any make-up assignments. There shall be **one day** allowed for make-up work for each day of absence.

Make-up work will 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. Make-up work for unexcused absence must be collected by the student on the first day he/she returns to class and is due on the next school day. Quizzes and tests missed during an unexcused absence must be completed on the first day the student returns to school and may be completed in after-school detention. Work missed as a result of unexcused absence may receive full or partial credit as noted in course syllabi, approved by building administration.

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

Tardiness

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins.

Tardies will be excused in the same manner as other absences. Additionally, a student detained by another teacher or administrator will be excused with appropriate documentation.

All unexcused tardiness will be reported to parents/guardians verbally or in writing and will result in assignment to fifteen minutes of detention, to be served after-school on the day of or the day after the infraction. Students who accumulate more than *four tardies* in one semester will be assigned to Friday School.

School check-in / check-out

Only parents, guardians, and listed emergency contacts, with valid identification, may authorize student departure. The following is the procedure to check student in or out:

- Grades pK – 9: Visit the school office to sign the student in or out and provide a reason for absence.
- Grades 10 – 11: Visit, call, or send a note to the school office to authorize student entrance or departure and provide a reason for absence. Phone calls and notes will be validated by the office.

Students who are 18 and / or Grade 12:

All students who are 18 years of age or older and all twelfth grade students will be allowed to sign themselves in and out of school following the filing of form JLIB-E, which must be submitted to the school at the beginning of each semester. JLIB-E provides for parents/guardians to grant expressed written permission for a student to assume the privilege and responsibility for signing himself / herself in and out of school. This privilege will be revoked if the student violates the District's attendance policy.

Additional precautions will be taken by the Principal or designee as the need arises.

Open campus

Students in grades 10, 11, and 12 only are privileged to leave campus during the lunch hour without the expressed consent of a parent/guardian. Students are not allowed to leave campus at any other time. This privilege may be revoked for disciplinary reasons.

Hall passes

Students are not to be in the hallways during class time without a hall pass in their possession. Students in hallways during class must have a valid, signed planner or a student aide tag.

CAMPUS ACCESS & USE

Cafeteria:

PRICES:	Breakfast	Break	Lunch	Extra Milk
ELEMENTARY (pK – Grade 5):	\$1.00	N/A	\$2.00	\$.50
SECONDARY (Grades 6 – 12):	\$1.25	\$1.50	\$2.25	\$.50

All students, Salad Only - \$1.50 each; Second Helpings - \$.75 each

Payment methods

Meals can be paid for by the day, week, month or year, but must be paid for in advance.

Students that qualify may receive meals free or reduced through the National School Lunch Program. Free and reduced lunch applications are available in the office at any time during the school year. Please note: students who choose to eat in the cafeteria during both breakfast and morning break must pay for each meal

The United States Department of Agriculture (USDA) prohibits discrimination in its programs on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, and marital or familial status (not all prohibited bases apply to all program). Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact the USDA Office of Communications at (202)72058 n81 (voice) or (202) 720-7808 (TDD). To file a complaint, write the Secretary of Agriculture, Washington DC 20250, or call (202)720-7327 (voice) or (202)720-1127 (TDD). USDA is an equal opportunity employer.

Outside Food & Drink

In the elementary school, parents are expected to send a healthy snack with every student each day. A recommended snack list is provided and will be distributed by classroom teachers.

In the secondary schools, food and drinks are not allowed in classrooms during instructional periods, except in rare instances when those items are of importance to enhance the lesson. Adequate time has been provided through the morning nutrition break and the lunch period for students to consume necessary food and beverages. During instructional time, students should be limited to the consumption of drinking water, preferably in a clear container.

Students eating snacks and lunch in common areas are expected to clean up after themselves.

If a student, at any grade level, has a medical need for a snack, please contact the office.

Lockers

A locker will be assigned for each student. Lockers should be kept locked to avoid theft of articles stored in your locker. Each student is responsible for their locker and should keep it neat and clean. Students are encouraged not to leave articles of value or money in their lockers, even if they feel their lockers are secure; the school accepts no liability for the loss of theft of a student's personal items.

The administration reserves the right to inspect or search lockers if there is a reasonable suspicion of drugs, weapons, prohibited matter, or stolen goods. Occasionally, area law enforcement will inspect lockers and classrooms with a trained dog. Lockers and belongings identified by the dog as suspicious will be opened and searched by school personnel.

Locker combinations are assigned with the locker number; keep the combination private. If you forget your combination, check with the office as combinations are kept on file. Students must utilize their lockers or maintain personal control of their items as they may not store articles in the hallways.

Searches

The school administration retains control over lockers and desk space loaned to students. In this regard, the administration has the right to inspect and search students' lockers or desks if the administration reasonably suspects that drugs, weapons, dangerous, illegal, or prohibited matter or stolen goods are likely to be found.

The student's person or vehicle located on school grounds may be searched in exercise of the school's duty to enforce school discipline and to protect the health and safety of the student and/ or the student body. Again, the administration must have reasonable suspicion that drugs, weapons, dangerous, illegal or prohibited matter or stolen goods are likely to be found. The fruits of such search may be turned over to law enforcement authorities for inspection or examination and may be the subject of criminal or juvenile court prosecution, or of school disciplinary proceedings.

Student Parking

Many of our high school students choose to drive to school. In the interest of safety for all of our students the following rules are to be observed by all student drivers while on La Veta school property.

1. All vehicles are to be operated in a safe manner at all times. All students are to wear their seat belts when operating a vehicle on school grounds; it is encouraged that all students wear safety belts when driving to and from school.
2. No vehicle is to exceed five (5) miles per hour on school property.
3. Student vehicles are to be parked in an orderly manner in the spaces provided in the upper lot behind the high school.
4. Students are to park in the student parking lot at all times; including during extra-curricular events.

Technology

The Internet and electronic communications (email, chat rooms and other forms of electronic communication) have vast potential to support curriculum and student learning. The Board of Education believes they should be used in schools as learning resources to educate and inform.

The internet offers an opportunity for students to:

1. Participate in distance learning activities.
2. Ask questions of and consult with experts.
3. Communicate with other students and individuals.
4. Locate material to meet educational and personal information needs.

Internet activities:

1. Require student to think critically, analyze information and write clearly.
2. Instill problem-solving skills.
3. Hone computer and research skills that employers demand.
4. Encourage an attitude of lifelong learning.

Because of these educational benefits, the Board believes the educational information and interaction available on this worldwide network far outweighs the possibility that users may procure material not consistent with the educational goals of the district.

The Internet and electronic communications are fluid environments in which students may access materials and information from many sources, including some that may be harmful to students. While it is impossible to predict with certainty what information students might locate or come into contact with, the district shall take reasonable steps to protect students from accessing material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the Board. Students shall take responsibility for their own use of district computers and computer systems to avoid contact with materials or information that may be harmful to minors.

Blocking or filtering obscene, pornographic and harmful information

Software that blocks or filters material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the Board, shall be installed on all district computers having Internet or electronic communication access. Students shall report access to material and information that is obscene, child pornography, harmful to minors or otherwise in violation of this policy to the supervising staff member. If a student becomes aware of other students accessing such material or information, he or she shall report it to the supervising staff member.

No expectation of privacy

District computers and computer systems are owned by the district and are intended for educational purposes at all times. Students shall have no expectation of privacy when using the Internet or electronic communications. The district reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of district computers and computer systems, including all Internet and electronic communications access and transmission /

receipt through district computers and computer systems shall remain the property of the school district.

Unauthorized and unacceptable uses

Students shall use district computers and computer systems in a responsible, efficient, ethical and legal manner.

Because technology and ways of using technology are constantly evolving, every unacceptable use of district computers and computer systems cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following:

Telephone Use – School Phones, Cell Phones, and Other Electronics

Students will not be called to the telephone unless it is an emergency. The office will deliver necessary messages to students during the course of the school day without disrupting instructional time. If a student needs to use a classroom or office phone, he or she should get permission from a teacher or office personnel.

Students may have cellular phones and personal electronic devices at school. However, they may only use these devices during classes for academic purposes with teacher permission. Phones, etc., may be used for personal reasons before school, during breaks, and after school. Filming video and / or taking photos without the permission of those being filmed or photographed is prohibited by the Student Code of Conduct and state and federal law.

Any electronic device brought to school is done at the student's own risk. *The school accepts no liability for damaged, lost, or stolen cell phones and other electronics.*

Textbooks

Textbooks are checked out to individual students. Each student shall immediately place his or her name in the front of the textbook upon issuance. Textbooks are to be stored neatly in the student lockers. Textbooks and other materials left outside of lockers in the hallway overnight will be collected by the custodial staff; items belonging to the school will be placed in the office and all other items will be placed in the lost and found temporarily and then donated to charity or discarded. Lost textbooks should be immediately reported to the classroom teacher. Students are financially responsible for the care and return of books issued. Upon check-out from school, students will be assessed reasonable fines for damaged or missing items provided by the school. Students will not be allowed to participate in promotion or graduation exercises until all textbooks and library books and/or checked out materials are returned to the classroom teacher or library and all fines and charges are paid to the office.

Uniforms

Student athletes are responsible for taking care of uniforms and other school property checked out to them. All uniform items must be turned in within two (2) weeks of the end of the season. Students will not be allowed to participate in a subsequent sport until all uniform items for the previous season are turned in to the coach or athletic director.

Visitors

Parents and community members are always welcome to visit the school. We request that all visitors check in at the office before visiting classes and indicate the class or classes they expect to visit. They should also check out at the office. Because visitors cause some distractions in the classroom environment student visitors will not be allowed except by administrative permission. Students bringing guests to school with them to spend most or all of the day must obtain a guest pass from the Principal. The Principal reserves the right to refuse a guest pass, if the visit is deemed potentially disruptive.

Volunteers

Parents and community members are welcome and encouraged to volunteer at La Veta Schools. Parent volunteers are welcome in any classroom and classroom teachers will coordinate timing / scheduling of volunteer service. Contact any District teacher or administrator for information regarding our volunteer application, background check, and assignments. Please note, in order to develop independence in all students, we ask that parents volunteer a maximum of one hour per day (four per week) except in special circumstances involving teacher request.

COMMUNICATIONS

Parent Letters / Newsletter

General information and announcements are distributed electronically through our weekly newsletter, the ARROW. Newsletter documents are also available on the District's web site: www.laveta.k12.co.us Time sensitive announcements are email "blasted" to parents, so please make sure that the office has your current email address. If you are not receiving our Newsletter every Thursday, please contact the office so that we can correct the situation as this is our primary source of communication.

School Messenger & GoEdustar.com

La Veta RE-2 uses a mass communication system for staff, student, and parental communication. The SchoolReach system will be utilized to communicate school closures, parent-teacher conferences, specific student meetings, important reminders and other necessary school information. This information can be distributed via voice messaging on land lines and cell phones, text message, and e-mail.

Additionally, accessing the school's website at www.laveta.k12.co.us will provide parents and students access to school information and to Student and Parent Link provided by www.goedu.com. Our website includes a monthly calendar of events and a menu as well as staff contact information, athletic schedules, etc. "Student Link" and "Parent Link," available on the web site's home page, allow both students and parents, with a school provided log-on, to view progress reports and attendance and behavior records. Log on information can be obtained from the office after signing a written request. Students will be directed to this service to obtain their own progress reports; the office will not print them upon request.

Both School Messenger and web communications are useful communication tools, mutually beneficial for both the school and students' families. In order for these methods of communication

to function effectively, it is important that the familial contact information we have on file is accurate. We ask for updated registration cards on a yearly basis and ask that if contact information changes during the school year you fill out an information change form so that we may update our official records.

COUNSELING AND GUIDANCE SERVICES

Counseling and guidance services are available for every student in the school. Services include: assistance with educational planning, interpretation of test scores, career information, study help, school and / or social concerns, college and scholarship information. For more information, please contact lead counselor Rick Sciacca at 719-742-3662, ext. 21.

- **ACT/SAT Preparation & Testing**
- **Career Planning**
- **Class rank & GPA**
- **College Visitations**
- **Concurrent enrollment**
- **Conflict Resolution/Management**
- **Community Service**
- **Credit recovery**
- **Grade reporting**
- **Honor Roll & Academic Letters**
- **On-line coursework**
- **Post-Secondary Entry and Scholarships**
- **Schedule Changes**
- **Student Records**

FERPA: NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that La Veta School District RE-2, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, La Veta School District RE-2 may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the La Veta School District RE-2 to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information

categories - names, addresses and telephone listings -unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want La Veta School District RE-2 to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 15, 2013. La Veta School District RE-2 has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

GRADUATION REQUIREMENTS

In pursuit of its mission to ensure that all students reach their learning potential, the Board of Education has established the following graduation requirements.

State and district content standards

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

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

Units of credit needed

A total of 24 credits earned during grades nine through twelve are required for graduation; the expectation will be adjusted to 25 credits for the Class of 2016 and 24 credits for all graduating classes including and after 2018. A credit is defined as the amount of credit given for the successful completion of a course that meets four days per week for a minimum of 55 minutes daily for at least 36 weeks or the equivalent. Successful completion means that the student obtained a passing grade for the course.

Class of 2016:

English/ Language Arts	4 credits of English
Social Studies	4 credits including Geography (1), World History (1), American History (1), American Government (.5), Economics (.5)
Mathematics	4 credits, including Algebra I (1) and Geometry (1); may use Accounting to satisfy math credits
Science	3 credits including Physical Science (1) and Biology (1)
Foreign Language	1 credit
Computer Applications	1 credit
Senior Seminar	1 credit
Electives	7 credits
TOTAL	25 credits to graduate

Class of 2017:

English/ Language Arts	4 credits of English
Social Studies	4 credits including Geography (1), World History (1), American History (1), American Government (.5), Economics (.5)
Mathematics	4 credits, including Algebra I (1) and Geometry (1); may use Accounting to satisfy math credits
Science	3 credits including Physical Science (1) and Biology (1)
Foreign Language	1 credit
Computer Applications	1 credit
Senior Seminar	1 credit
Electives	6 credits
TOTAL	24 credits to graduate

Class of 2018 and Subsequent Years:

English/ Language Arts	4 credits of English
Social Studies	3.5 credits including Geography (.5), World History (1), American History (1), American Government (.5), Economics (.5)
Mathematics	4 credits, including Algebra I (1) and Geometry (1) and Algebra II (may not use Accounting to satisfy math requirements)
Science	3 credits including Physical Science (1) and Biology (1)
Foreign Language	1 credit
Computer Applications	.5 credit
Senior Seminar	1 credit

Introduction to 21 st Century Skills	1 credit
Electives	6 credits
TOTAL	24 credits to graduate

The Principal may waive graduation requirements as listed above due to extenuating circumstances (e.g. schedule does not permit student to take the course).

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

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

Credit from other institutions and home-based programs

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

The district shall accept the transcripts from a home-based educational program. In order to determine whether the courses and grades earned are consistent with district requirements and the district academic standards, the district shall require submission of the student’s work or other’ proof academic performance for each course for which credit toward graduation is sought. In addition, the district may administer testing to the student to verify the accuracy of the student’s transcripts. The district may reject any transcripts that cannot be verified through such testing.

Class ranking and grade point averages

Graduating seniors shall be ranked within the graduating class for each high school upon the basis of grade-point averages for the four-year programing.

Grades for regular classes will be given the following values: A=4, B=3, C=2, D=1. Classes that are graded Satisfactory or Unsatisfactory will not enter into the grade-point calculation.

Grades for dual credit courses will be given the following values: A=5, B=4, C=3, D=2.

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

Honors

The official valedictorian and salutatorian will not be named until after the eighth semester of coursework is completed and scored and will be based upon class rank at the end of the eighth semester. For the purposes

of announcing these honors to the public prior to graduation, GPA & class rank at the completion of the seventh semester will be used. To be considered as a valedictorian or salutatorian, students must have completed attendance of no less than five semesters at La Veta High School. The student ranked first in class will be announced as the valedictorian and the student ranked second will be announced as the salutatorian. Additionally, to be named valedictorian a student must have a GPA of 3.6 or better; to be named salutatorian, 3.25 or better. In cases when the GPA creates an exact tie, co-honors will be announced. In the event that at the end of eight semesters there is a change in class rank based on final GPA, the following criteria will be utilized:

- 1) Students honored after seven semesters will be honored at the graduation ceremonies as either a valedictorian or salutatorian; in some cases this may become a shared honor.
- 2) If the named salutatorian finishes as the first ranked student in the class, he / she becomes the official valedictorian.
- 3) If a previously unnamed student finishes as the first or second ranked student in the class, he / she will be honored as a valedictorian or salutatorian, though this may be a shared honor.

For the purpose of selecting the valedictorian and salutatorian, any student who chooses to drop a weighted class at the end of the seventh semester will incur a subtraction of .25 from the GPA utilized to determine honors status. However, this deduction will not be utilized for any purpose but honors status.

Honor Cords: Students graduating with a GPA of 3.6 or better will be recognized at graduation with a gold cord. Students graduating with a GPA of 3.25 – 3.59 will be recognized with a silver cord.

When transcripts of transfer students show grades such as pass or satisfactory, such grades shall not be counted in determining class rank or grade point average. Students entering from home-based education programs must submit student work or other proof of academic performance for each course for which credit toward class ranking or grade point average is sought.

Independent Study

Independent study, work experience and experience-based programs approved in advance by the principal may be taken for high school credit. Students must submit a request for approval that includes a summary of the educational objectives to be achieved and monitored by a faculty member.

Student course load

The course load for freshman, sophomores, juniors, and seniors shall be a minimum of six credits per school year. Students who wish to take fewer credits in any given school year must obtain advance permission from the principal.

Years of attendance

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

STUDENT ORGANIZATIONS

Student organizations must operate within the framework of state statutes, board policy, administrative rules and the parameters of the learning program. All clubs and organization formed in a school must be approved by the principal and have a faculty advisor. Organizations must open membership to all interested and/or eligible students. All forms of hazing in initiations are prohibited. The faculty advisor must attend every meeting of the student organization whether conducted on school premises or at another location.

DANCE / SOCIAL ACTIVITIES REGULATIONS

All student dances must be chaperoned by at least two faculty sponsors. It is desirable to have several chaperones, and it is required that chaperones are directly associated with the school in some capacity (teacher, coach, board member, substitute teacher, staff). Dances will last no longer than 11:00 p.m. unless the Principal grants prior approval. No one will be permitted to leave the dance and then return while the dance is in progress. Dances are open only to La Veta High School students or La Veta Jr. High students and their guests, who must be previously approved by the Principal. Guest passes may be obtained from the high school secretary. Students and their guests are expected to adhere to the Code of Conduct. The dress recommendation made and approved by the sponsoring body and administration is expected to be followed. Students who have been suspended or expelled, or who are in violation of the school's attendance policy are not allowed to attend school dances. Junior high students are not permitted to attend high school dances and high school students are not permitted to attend junior high dances.

TRANSPORTATION TO SCHOOL ACTIVITIES

Transportation provided to school activities is under the sponsorship of a faculty member and a bus driver. Students riding the bus are under the full and direct authority of the faculty member and the driver. A student that cannot conduct his or her behavior in a satisfactory manner while riding the bus will not be granted the opportunity to ride to activities. Any problem with student behavior to and from or during a school activity will be reported to the principal.

Students who ride a bus to activities must ride the bus home unless the student's parents notify the sponsor, in writing, that the student is riding home with the parents.

All students riding the activity bus to an activity must sit in a group at the activity and may not leave the school building or other activity center without permission of the faculty sponsor. Violations of this section shall result in the student being suspended from riding the activity bus for the remainder of the school year, except when the student is a direct participant in the activity being conducted. No student shall be allowed to be the driver of a vehicle to a school sponsored activity.

STUDENT INSURANCE PROGRAMS

A student accident insurance program providing broad coverage at nominal cost to parents is made available to all students. Such protection, when purchased by the parent, will cover the student while at school, on the way to and from school and when engaged in school-sponsored activities

either on school grounds or elsewhere. This plan may also provide additional insurance coverage for student participating in interscholastic athletics.

Before a student will be permitted to participate in any school sport activity, proof of insurance must be presented to the athletic department.

PHYSICAL EXAMINATIONS OF STUDENTS

Parents and guardians are encouraged to have children physically examined prior to entering school and again prior to the fourth, seventh and tenth grades. A dental examination is also strongly suggested.

In order to participate in junior high and high school athletics, students are required to present authorization for participation from a physician a minimum of once each year. Additionally, following a head injury and / or concussion, a physician's release is required to return a student to school and extra-curricular activities.

INTERSCHOLASTIC SPORTS

The inter-scholastic athletic program of this district is considered as an extracurricular part of the total school program. It is neither required nor part of the basic instructional program. The purposes of athletic programs in the secondary school are:

1. To provide a wide basis of participation in both team and individual sports in interscholastic competition.
2. To develop a strong program of competitive sports:
 - a) By encouraging and developing talented athletes in all sports and providing sufficient opportunity, especially at the junior high school, for students to develop individual ability.
 - b) By encouraging the development of team spirit among all members of the team and their coaches.
 - c) By developing good attitudes or pride, sportsmanship and ethical behavior in students, participants, and spectators.
 - d) By developing and maintaining a good relationship between athletic teams and the student body, faculty, administration, and community.
 - e) By teaching fundamentals and techniques of each sport in a progressive sequence as appropriate for students at higher grade levels.
 - f) By providing student-athletes with an awareness of potential opportunities afforded them through competitive athletics.

COMPETITIVE ACTIVITY ELIGIBILITY RULES

CO-CURRICULAR & EXTRA-CURRICULAR

The rules of the Colorado High School Activities Association and additional rules adopted by La Veta School District Re-2 will govern eligibility for participation in school activities in all grades 6-12. A summary of these rules follows along with an indication of whether the rule is strictly a CHSAA rule or whether La Veta has adopted a more stringent rule.

1. The student is a bona fide undergraduate member of his/her high school and the high school attended must be the school for which the student participates. (CHSAA)
2. In the judgment of the principal of the student's school, the student is representative of the school's ideals in matters of conduct and sportsmanship. (CHSAA)
3. During the period of participation, the student must be enrolled in a minimum of five (5) classes. (La Veta)
4. Weekly Ineligibility Reports shall be prepared beginning on the Thursday of the fourth week of the semester. Grades on this report shall be the student's grade in progress from the first day of the semester period to the preparation date of the report. This shall determine the student's eligibility for the upcoming week, Monday - Saturday. In order to be eligible, a student shall have no grade of "F" on the Ineligibility Report.
Additionally, students who have more than one "D" on the Ineligibility Report will be placed on probationary status for eligibility and may only participate in the week's contests if they satisfy a requirement to complete a minimum of two hours of tutoring in the probationary week. Tutoring may be completed during the athletic period, after-school and at Friday Schools. (La Veta)
5. During the semester immediately preceding the semester in which the student participates, the student must have been enrolled in a minimum of five (5) classes. (CHSAA)
6. During the semester preceding the semester in which the student wishes to participate in any interscholastic activity, the student must not have received a grade of "F" in more than ½ unit of credit (one course). (CHSAA)
7. No make-up work shall be permitted after the close of the semester for the purpose of becoming eligible. (CHSAA)
8. A grade of "I" shall be considered a failing grade until such time as work has been completed. (CHSAA)
9. A student is not eligible for interscholastic athletic competition if he/she reaches age 19 prior to August 1st of the school year of participation. (CHSAA)
10. Any student who has attended more than eight (8) semesters (starting with 9th grade) of school is not eligible for high school athletics except that a student otherwise eligible may complete a season's participation in a winter sport begun during his/her eighth semester of attendance. (CHSAA)
11. The period of eligibility for a high school athlete shall be limited to eight (8) consecutive semesters (starting with ninth grade) except that a student otherwise

- eligible may complete a season begun within the limits set forth in paragraph #10 above. (CHSAA)
12. Students certified to participate as members of any high school sport may not compete on any other team, or in any non-school activity or event in that sport during that sport season. (CHSAA)
 13. Players certified to participate, as members of any high school sport may not practice with any individual or non-school group without prior written approval of the student's high school principal. (CHSAA)
 14. An athlete forfeits his right to compete as an amateur and thereby becomes ineligible for a period of time to be determined by the CHSAA Commissioner, by any of the following actions:
 - i. Having knowingly participated in competition with professionals either as a member of a team, some of whom are professionals, or against a team composed all or in part of professionals.
 - ii. Having competed for money in any athletic activity.
 - iii. Having competed under an assumed name in any athletic activity.
 - iv. Having accepted an award in a non-school athletic activity, which the student has converted into cash by sale or by pawning. e) Having signed a professional athletic contract. (CHSAA)
 15. In order to be eligible, a student must be in attendance at school and in classes all day the day of school immediately preceding an activity. Exceptions: (a) If the student misses any of the school day because of attendance at a funeral, medical, or dental appointment or participation in another school or a church sponsored activity, the student shall be considered eligible. (La Veta)
 16. Students participating in extra-curricular contests in violation of any of the above provisions may be deemed ineligible for future contests at the discretion of administration. (La Veta)

Students transferring from one high school to another are covered by these and additional rules concerning the transfer. Transfer students should contact the high school principal concerning their eligibility.

Students who are not eligible will not be allowed to participate in (including, but not limited to) the following activities: competitive CHSAA sanctioned activities, travel to a competitive athletic event in a school vehicle, participation in competitive athletic contests, participation in school sanctioned club activities that are competitive in nature, and academic activities that are competitive in nature (i.e., District FBLA, spelling bee, science fair, etc.)

SPORTSMANSHIP

The Colorado High School Activities Association and La Veta Junior-Senior High School remind you that good sportsmanship can make athletic competition a worthwhile activity and a positive force in building a sense of community goodwill in the school and between schools. Poor sportsmanship can destroy the meaning and effect of competition, thereby placing in question the whole value of sports as a school function. We ask that you all be a part of the positive efforts by displaying good sportsmanship. Remember to treat opposing players, fans, and coaches, as well as officials, in the same manner you would wish to be treated if you were in their place.

1. Be courteous to all: participants, coaches, officials, staff and fans.
2. Display appreciation for good performance regardless of the team.
3. Know the rules, abide by and respect the official's decisions.
4. Exercise self-control and reflect positively upon yourself, team and school.
5. Win with character and lose with dignity.
6. Permit only positive sportsmanlike behavior to reflect on your school or its activities.

LA VETA STUDENT CODE OF CONDUCT

The principal may suspend or recommend expulsion of a student who engages in one or more of the following specific activities while in school buildings, on school grounds, in school vehicles, or during a school-sponsored activity and in certain cases when the behavior occurs off of school property:

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 stealing or attempting to steal private property of value.
3. Commission of any acts 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 that has an 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 deadly dangerous weapon, without the authorization of the school or school district, unless the student has delivered the firearm or weapon to a teacher, administrator or other authorized person in the district as soon as possible upon discovering it, 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 tobacco-free schools policy.
10. Violation of the district's policy on harassment, sexual harassment, and/or bullying.
11. Throwing objects outside of supervised school activities 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 may precipitate disruption of the school program or incite violence.
14. Committing extortion, coercion, or blackmail, i.e., obtaining money or other object 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 anyone in preparing written work.
17. Continued willful disobedience or open and persistent defiance of proper authority.
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. Engaging in “hazing” activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior that recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
21. Violation of the district’s dress code policy.
22. Violation of the district’s policy on student expression.

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 and 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 responsibility for supervising the behavior of students and for seeing that they abide by the established rules of conduct.

STUDENT CODE OF CONDUCT #3:

STATE DEFINITIONS - <http://www.courts.state.co.us/Courts/Education/Youth/Laws.cfm>

Assault

In Colorado many tickets are issued to people for fighting. Assault and battery are two words commonly associated with fighting. Assault is any willful attempt or threat to inflict an injury on someone with the present ability to do so. Battery is any wrongful physical contact with a person. Battery is the final product of assault. Fights never solve anything and often warrant tickets, fines, arrest, and possible jail time.

Robbery

Robbery occurs when a person knowingly takes anything of value from another person by the use of force, threats, or intimidation. Robbery is a class 4 felony (18-4-301).

Aggravated Robbery

Aggravated robbery is when robbery is committed by a person who:

- is armed with a deadly weapon with the intent to use the weapon if threatened
- knowingly wounds or threatens another person with a deadly weapon
- has a partner who is armed and intends to use his/her weapon
- leads people to believe that he/she is carrying a deadly weapon

STUDENT CODE OF CONDUCT #6: PROHIBITION OF WEAPONS IN SCHOOL

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

Mandatory expulsion in accordance with state and federal law:

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

As used in this policy, “dangerous weapon” means:

- A firearm, whether loaded or unloaded, or a firearm facsimile that could reasonably be mistaken for an actual firearm.
- Any pellet, 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 or a spring loaded knife or a pocket knife with a blade longer than three and one-half inches.
*Please note: This notation should not be interpreted as allowing for knives smaller than three inches to be carried at school. Knives are weapons and are **not allowed** in the school environment. This portion of the policy only identifies the type of knives for which students must be expelled, according to State law.*
- Any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury including, but not limited to slingshot, bludgeon, brass knuckles, or artificial knuckles of any kind.

The principal shall initiate expulsion proceedings for students who carry, bring, use or possess a dangerous weapon in violation of this policy. A student may, but need not be expelled, if as soon as possible upon discovering that he or she is in possession of the dangerous weapon, the student notifies and delivers the weapon to school officials.

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

Discretionary discipline in accordance with state law:

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

A student may seek prior authorization from the building principal to carry, bring, use or possess a firearm facsimile that could reasonably be mistaken for an actual firearm on school property for purposes of a school-related or non-school related activity. A student's failure to obtain such prior authorization is a violation of this policy provision and may result in disciplinary action, including but not limited to suspension and/or expulsion. The principal's decision to deny or permit a student to carry, bring, use or possess a firearm facsimile that could reasonably be mistaken for an actual firearm on school property shall be final.

School administrators shall consider violations of this policy provision on a case-by-case basis to determine whether suspension, expulsion or any other disciplinary action is appropriate based upon the individual facts and circumstances involved.

STUDENT CODE OF CONDUCT #7: DRUG AND ALCOHOL USE BY STUDENTS

La Veta School District shall promote a healthy environment for students by providing education, support and decision-making skills in regard to alcohol, drugs, and other controlled substances and their abuse. In order to accomplish this goal, a cooperative effort must be made among schools, parents/guardians, community and its agencies.

It shall be a violation of Board policy and considered to be behavior which is detrimental to the welfare or safety of other students or school personnel for any student to possess, use, sell, distribute or procure or be under the influence of alcohol, drugs or other controlled substances. The unlawful possession or use of alcohol or controlled substances is wrong and harmful to students.

This policy also includes substances that are represented by or to the student to be any such controlled substance or what the student believes to be any such substance.

This policy shall apply to any student who is on school property, in attendance at school, in a school vehicle or taking part in any school-sponsored or sanctioned activity or whose conduct at any time or place interferes with the operations of the district or the safety or welfare of students or employees.

Students violating this policy shall be subject to disciplinary sanctions that may include suspension and/or expulsion from school and referral for prosecution. Expulsion shall be mandatory for sale or distribution of drugs or other controlled substances, in accordance with state law.

Situations in which a student seeks counseling or information from a professional staff member for the purpose of overcoming substance abuse shall be handled on an individual basis, depending upon the nature and particulars of the case. When appropriate, parents shall be involved and every effort made to direct the substance abuser to sources of help.

The Board and administration, in recognition that drug and alcohol abuse is a community problem, shall cooperate actively with law enforcement, social services or other agencies and organizations, parents and any other recognized community resources committed to reducing the incidents of illegal use of drugs and alcohol by school-aged youths. Whenever possible in dealing with student problems associated with drug and alcohol abuse, school personnel shall provide parents/guardians and students with information concerning education and rehabilitation programs which are available.

Information provided to students and/or parents about community substance abuse treatment programs or other resources shall be accompanied by a disclaimer to clarify that the school district assumes no financial responsibility for the expense of drug or alcohol assessment or treatment provided by other agencies or groups unless otherwise required.

STUDENT CODE OF CONDUCT #8: VIOLENT AND AGGRESSIVE BEHAVIOR

There are certain types of behaviors that, if tolerated, would quickly destroy the type of learning environment to which the students and staff of the district are entitled. Students exhibiting violent or aggressive behavior or warning signs of future violent or aggressive behavior shall be subject to appropriate disciplinary action including suspension, expulsion and/or referral to law enforcement authorities. At the district's discretion and when appropriate, the student shall receive appropriate intervention designed to address the problem behavior.

The following behaviors are defined as violent and aggressive:

1. Possession, threat with or use of a weapon – as described in the district's weapons policy.
2. Physical assault – the act of striking or touching a person or that person's property with a part of the body or with any object with the intent of causing hurt or harm.
3. Verbal abuse – includes, but is not limited to, swearing, screaming, obscene gestures or threats directed, either orally (including by telephone) or in writing, at an individual, his or her family or a group.
4. Intimidation – an act intended to frighten or coerce someone into submission or obedience.
5. Extortion – the use of verbal or physical coercion in order to obtain financial or material gain from others.
6. Bullying
7. Gang activity
8. Sexual harassment
9. Stalking – the persistent following, contacting, watching or any other such threatening actions that compromise the peace of mind or the personal safety of an individual.
10. Defiance – a serious act or instance of defying or opposing legitimate authority.
11. Discriminatory slurs – insulting, disparaging or derogatory comments made directly or by innuendo regarding a person's race, sex, sexual orientation, religion, national or ethnic background or handicap.
12. Vandalism – damaging or defacing property owned by or in the rightful possession of another.
13. Terrorism – a threat to commit violence communicated with the intent to terrorize or with reckless disregard for the risk of creating such terror or to cause serious public inconvenience, such as the evacuation of a building.

STUDENT CODE OF CONDUCT #9: TOBACCO-FREE SCHOOLS POLICY

To promote the general health, welfare and well-being of students and staff, smoking, chewing, or any other use of tobacco products by staff, students, and members of the public is banned from all school property. Additionally, possession of any tobacco product by a student is also prohibited on school property, regardless of the student's age.

“School property” means all property owned, leased, rented or otherwise used or contracted for by the school; this includes school vehicles used for transporting students, staff, visitors or other persons.

“Tobacco product” means any product that contains nicotine or tobacco or is derived from tobacco and is intended to be ingested or inhaled by or applied to the skin of an individual including, but not limited to: cigarettes, cigars, pipe tobacco, snuff and chewing tobacco and any electronic device that can be used to deliver nicotine to the person inhaling from the device.

“Tobacco product” does not include any product that has been approved by the appropriate federal agency as a tobacco use cessation product.

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

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

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

STUDENT CODE OF CONDUCT #10: BULLYING & CYBER-BULLYING

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. Bullying is defined as any written or verbal expression, physical act or gesture, or a pattern of behavior that is intended to cause distress upon one or more students in the school environment.

A student who engages in any act of bullying is subject to appropriate disciplinary action including 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.

STUDENT CODE OF CONDUCT #10 SEXUAL HARASSMENT

Definition. Sexual harassment in the educational setting is defined as unwelcome sexual advances; requests for sexual favors, or other sex-based verbal or physical conduct where:

- a) Submission to such conduct is explicitly or implicitly made a term or condition of an individual’s education;

- b) Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's educational benefits; or
- c) Such conduct has the purpose or effect of unreasonably interfering with an individual's education by creating an intimidating, hostile, or offensive work environment.

Sexual harassment as defined above may include, but is not limited to:

- a) Sex-oriented verbal "kidding," abuse or harassment.
- b) Pressure for sexual activity.
- c) Repeated remarks to a person with sexual or demeaning implications.
- d) Unwelcome touching, such as patting, pinching or constant brushing against the body of another.
- e) Suggestions or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or similar personal concerns.

Students who believe they have been subject to bullying or sexual harassment are encouraged to report the incident(s) to any teacher, counselor, or principal in their school building or directly to law enforcement. Additionally, in cases when a student feels threatened and wishes to make an anonymous report relating to the school environment, students are encouraged to contact 1-877-542-SAFE or www.safe2tell.org

STUDENT CODE OF CONDUCT #16: ACADEMIC HONOR CODE

Academic integrity is essential in the educational environment. Learning is predicated on a mutual trust and respect between teacher and student. We expect each student to take the responsibility for their learning by demonstrating integrity in their work. We expect students to ask for assistance when necessary and, above all, to do their best in all of their work. Violation of the Honor Code may take several forms, including, but not limited to: plagiarism, cheating and copying. Any of the following forms without full acknowledgement of the original source counts as a violation of the Honor Code:

- Direct duplication by copying (or allowing to be copied) another's work, whether from a book, article, web-site, another student's assignment, etc.
- Inclusion of images, text or other forms of media in whole or in part from the internet or other electronic resource without proper citation.
- Duplication in any manner of another's work during a quiz, test or exam.
- Having and working from any unauthorized documents or resource during class time, including crib-sheets, calculators, the internet or any other resource.
- Paraphrasing another's work closely, with minor changes but with the essential meaning, form and/ or progression of ideas maintained.
- Piecing together sections of the work of others into a new whole.

- Submitting one’s own work that has already been submitted for assessment purposes in another subject or at another school.
- Producing assignments with other people (e.g., another student, a tutor) that should be your own independent work.
- Using often quoted phrases without citation.
- Pressuring others to violate the Honor Code.
- The presentation of group work as individual, independent work, or the presentation of an individual’s work as a group’s.
- Falsifying, creating and fabricating information, data, or sources.

STUDENT CODE OF CONDUCT #21: DRESS CODE

The district has a dress code in order to:

- **Promote self-respect**
- **Maintain a safe and healthy learning environment**
- **Limit distractions caused by revealing clothing**
- **Limit offense from some slogans / images**
- **Reduce opportunities for clothing to hide drugs or weapons**

Students who violate dress code will be required to remedy the situation as quickly as possible. Refusal to comply with dress code will result in disciplinary consequences.

Unacceptable items:

1. Shorts, dresses, skirts, or similar clothing shorter than mid-thigh length.
2. Any clothing primarily intended to be worn as sleepwear.
3. Sunglasses, hats and other headwear worn inside the building.
4. Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body.
5. Tank tops or other similar clothing that fails to cover undergarments.
6. Pants or shorts that “sag”. Sagging is wearing pants or shorts below the hip allowing underwear or bare skin to show when arms are raised over the head.
7. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
 - a. Refer to drugs, tobacco, alcohol or weapons
 - b. Are of a sexual nature
 - c. By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
 - d. Are obscene, profane, vulgar, lewd, or legally libelous
 - e. Threaten the safety or welfare of any person
 - f. Promote any activity prohibited by the student code of conduct
 - g. Otherwise disrupt the teaching-learning process

STUDENT CODE OF CONDUCT #22: 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 an effective learning environment.

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 classroom and other school-related activities, assignments, and projects.

Students shall not turn in, present, publish or distribute expression that is disruptive to the classroom environment or to the maintenance of a safe and orderly school, as follows:

1. Obscene
2. Libelous, slanderous, defamatory, or otherwise unlawful under state law
3. Profane or vulgar
4. False as to any person who is not a public figure or involved in a matter of public concern
5. Creates a clear and present danger of the commission of unlawful acts, the violation of lawful school regulations, or the material and substantial disruption of the orderly operation of the school
6. Violates the rights of others to privacy
7. Threatens violence to property or persons
8. Attacks any person because of race, color, sex, age, religion, national background, disability or handicap, or sexual orientation
9. Tends to create hostility or otherwise disrupt the orderly operation of the educational process
10. Advocates illegal acts of any kind, including the use of illegal drugs, tobacco or alcohol

Violation of this policy will result in disciplinary action against the student.

Student Publications

School-sponsored publications are a public forum for students as well as an educational activity through which students can gain experience in reporting, writing, editing, and understanding responsible journalism. Because the Board recognizes creative student expression as an educational benefit of the school experience, it encourages freedom of comment, both oral and written, in a school setting with a degree of order in which proper learning can take place.

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 is 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 school credits are given.

All school-sponsored publications shall contain a disclaimer that expression made by student in the exercise of freedom of speech or freedom of the press is not an expression of Board policy. The school district and employees are provided immunity from civil or criminal penalties for any expression made or published by students.

CATALOG OF OFFENSES AND CONSEQUENCES

Category I: Minor Offenses

Category I offenses are those actions that interfere with the normal operation of the school day for both students and school personnel. All sanctions for Category I offenses will begin anew at the beginning of second semester.

- Offense 1:** Tardiness (to class or to school)
- Offense 2:** General classroom misconduct
- Offense 3:** Failure to follow general instructions
- Offense 4:** Continually unprepared for class
- Offense 5:** Eating / drinking in class (gum included)
- Offense 6:** Loitering in an unauthorized area
- Offense 7:** No hall pass
- Offense 8:** Running, playing, or horseplay (hall or grounds) that may endanger self or others
- Offense 9:** Improper show of affection
- Offense 10:** Dress code violations which the student refuses to correct
- Offense 11:** Using cell phone or other electronic gadgetry during instructional time, without direction / permission from classroom teacher
- Offense 12:** Abusive, profane, or obscene language, gestures, or material (student to student)
- Offense 13:** Minor disrespect (talking back, rolling eyes, etc.)
- Offense 14:** Other minor offenses

Category I offenses will be handled in the following manner:

- Referral 1:** Teacher assignment of student to 15 minutes detention, with notification to parent/guardian and administration.
- Referral 2:** Teacher assignment of student to 30 minutes detention, with notification to parent/guardian and administration.
- Referral 3 & 4:** Disciplinary removal from classroom (referral to Principal), parent contact, and /or one day ISS or assignment to Friday School.

For Referral 5 and each additional referral, student may be assigned one day OSS.

Category II: Intermediate Offenses

Category II offenses are those actions that are directed against other persons or their property. These actions may also endanger the health and safety of oneself or others.

- Offense 15:** Minor vandalism (\$25 or less) (Restitution required)
- Offense 16:** Minor theft (\$25 or less) (Restitution required)
- Offense 17:** Cheating (violation of the Academic Honor Code) (Zero on work)
- Offense 18:** Forging or falsifying information (written or verbal)
- Offense 19:** Failure to report to an assigned area (cutting class, leaving class without authorization, etc.)
- Offense 20:** Violation of the Technology/Internet Acceptable Use Agreement
- Offense 21:** Major disrespect to authority figures (open hostility, deliberate disobedience, insubordination)
- Offense 22:** Gambling
- Offense 23:** Any activity that endangers self or others while at school

Possible sanctions for Category II offenses may include, but are not limited to, one or more of the following actions:

- Referral 1:** One day ISS; parent / administrator meeting.
- Referral 2:** One day OSS; parent / administrator meeting.
- Referral 3:** Three days OSS and mandatory parent / administrator meeting upon re-admittance.
- Referral 4:** Five days OSS and mandatory parent / administrator / educator meeting upon re-admittance.
- Referral 5:** Five to ten days OSS and possible expulsion.

Category III: Serious Offenses

Category III offenses are those actions that display a lack of regard for school or district policies, as well as the rights of other students and school personnel.

- Offense 24:** Possession or use of tobacco products or related paraphernalia (lighters, matches, rolling papers, etc.)
- Offense 25:** Possessing a weapon or look-a-like weapon that does not violate state or federal law (pocket-knife)
- Offense 26:** Trespassing by a suspended student
- Offense 27:** Theft (\$25 - \$99) (Restitution required)
- Offense 28:** Vandalism (\$25 - \$99) (Restitution required)
- Offense 29:** Threatening, intimidating, taunting, or harassing another student (verbally, physically, or in writing)
- Offense 30:** Use of obscene or profane language, gestures, or material to school personnel
- Offense 31:** Leaving school grounds without administrative permission (also includes failure to sign out)
- Offense 32:** Fighting at school or any school event
- Offense 33:** Invasion of privacy (includes molestations, areas off limits to that sex/gender, etc.)

Possible sanctions for Category III offenses may include, but are not limited to, one or more of the following actions:

- Referral 1:** Three days OSS and mandatory parent / administrator meeting.
- Referral 2:** Five days OSS and mandatory parent / administrator / educator meeting.
- Referral 3:** Student will be assigned five to ten days OSS and recommended for expulsion. Law enforcement may be notified by either school officials or parents, as appropriate.

Category IV: Severe Offenses

Category IV offenses are those actions that violate state or local laws and will result in automatic suspension and a possible recommendation for expulsion. Further, regardless of the school sanction imposed, law enforcement will be notified, as necessary.

- Offense 34:** Possessing, brandishing, pointing or discharging a firearm, pellet gun or any other projectile type weapon
- Offense 35:** Possession or use of any knife, brass knuckles or other object that violates state or federal law
- Offense 36:** Threatening, intimidating, or act of physical or verbal abuse to school personnel
- Offense 37:** Setting off false fire alarm or setting a fire
- Offense 38:** Use, possession, distribution, or sale of drugs, alcohol, or other controlled substances
- Offense 39:** Major vandalism (\$100 or more) (Restitution required)
- Offense 40:** Major theft (\$100 or more) (Restitution required)
- Offense 41:** Unprovoked physical abuse (student(s) attack another student without provocation)
- Offense 42:** Possession, manufacture, or discharge of any type of bomb or facsimile/fireworks; also includes the making of bomb threats and /or making improper 911 calls.

Category V: Bus Offenses

Riding a school bus is a privilege, not a right. Appropriate behavior is expected on the bus at all times. The following policy will be in effect for all students who ride school buses:

- Offense 43:** Fighting while on bus
- Referral 1:** Five days OSS, five additional days off the bus.
- Referral 2:** Five to ten days OSS, permanent removal from the bus, may be recommended for expulsion.
- Offense 44:** Safety offenses and refusal to listen to the driver.
This offense includes any action that may cause the driver to stop the bus in order to correct the situation. It also includes actions that may cause the driver to lose concentration or take his or her eyes off the road.
- Referral 1:** Warning or other appropriate consequences
- Referral 2:** One day off the bus and parent notification
- Referral 3:** Three days off the bus and parent notification
- Referral 4:** Five days off the bus. Parent conference required at school for reinstatement of bus privileges.
- Referral 5:** Loss of bus privileges the remainder of the year. Parent notification by registered letter.

Additional Bus Offense Information

Students involved in damage or destruction of property will share equally in the cost of repairs or replacement of that property. Additionally, refer to the appropriate offenses that address vandalism.

There will be no possession of or use of tobacco products or paraphernalia on the buses. Open food and drinks are not allowed on the route buses; student groups using activity buses are expected to clear the bus of all trash upon return to the school. Additionally, refer to the appropriate offenses that address these violations.

COMPLAINTS AND GRIEVANCES

Parents and /or students have both the right and the responsibility to express school-related concerns and grievances to the administration. For the discussion and consideration of a grievance, any student or group of students should request a meeting time and place with the school principal. One faculty member of the student's choice may be present at such meetings. Such time and place will be designated immediately upon request.

Individual or group grievances of students shall be resolved as follows:

Step 1 The grievance shall first be presented in writing to the teacher or individual involved. This person shall render a written decision within five (5) working days. The student may be assisted by a person of the student's own choosing at any step of the grievance procedure. If the student is not satisfied with the disposition of the matter, the student may appeal to Step 2.

Step 2 The student may then present the grievance to the principal, who shall conduct a hearing within five (5) working days of receipt of the report from Step 1 and shall render a written decision within five (5) working days of the hearing. If the student is still not satisfied with the disposition of the matter, he/she may appeal to Step 3.

Step 3 The student may then present the grievances to the superintendent, who shall conduct a hearing within five (5) working days of receipt of the report from Step 2 and shall render a written decision within five (5) working days of the hearing. If the student is still not satisfied with the disposition of the matter, the student may appeal to step 4.

Step 4 A hearing by the Board of Education will be held at the next regularly scheduled board meeting following receipt of the appeal from Step 3. The decision of the Board of Education shall be final and shall be made in writing within fifteen (15) working days of that hearing.

Notwithstanding the steps of the grievance procedure described above, a student may discuss any problem at any time with any teacher or administrator in the school system.

LA VETA SCHOOL SAFETY – HUERFANO COUNTY EMERGENCY PLANNING

The Standard Response Protocol (SRP)



A critical ingredient in the safe school recipe is the uniform classroom response to an incident at school. Weather events, fires, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by school and district administration and staff.

Historically, schools have taken this scenario-based approach to respond to hazards and threats. It's not uncommon to find a stapled sheaf of papers or even a tabbed binder in a teacher's desk that describes a variety of things that might happen and the specific response to each event.

SRP is Action Based

The Standard Response Protocol is based not on individual scenarios but on the response to any given scenario. Like the Incident Command System (ICS), SRP demands a specific vocabulary but also allows for great flexibility. The premise is simple – there are four specific actions that can be performed during an incident. When communicating these actions, the action is labeled with a “Term of Art” and is then followed by a “Directive”. Execution of the action is performed by active participants, including students, staff, teachers and first responders.

1. **Lockout** is followed by the Directive: “Secure the Perimeter” and is the protocol used to safeguard students and staff within the building.
2. **Lockdown** is followed by “Locks, Lights, Out of Sight” and is the protocol used to secure individual rooms and keep students quiet and in place.
3. **Evacuate** is always followed by a location, and is used to move students and staff from one location to a different location in or out of the building.
4. **Shelter** is always followed by a type and a method and is the protocol for group and self protection.

These specific actions can act as both a verb and a noun. If the action is Lockdown, it would be announced on public address as “Lockdown! Locks, Lights, Out of Sight.” Communication to local Law Enforcement or the Media would then be “We are under Lockdown.”

Each response has specific student and staff action. The Evacuate response is always followed by a location: “Evacuate to the Bus Zone.” Responses can also be chained. “ Evacuate to Hallway. Shelter for Tornado. Drop, Cover and Hold.”

Crisis Response Overview

The National Incident Management System (NIMS) requires the establishment of a basic Incident Command System (ICS) during the initial stages of a school emergency. This crisis response plan assumes district and school administrators are certified in the following independent study programs offered by the National Incident Management System:

1. IS 100 SCA Introduction to Incident Management for Schools;
2. IS 362 School Safety Planning.

These courses are available online at <http://training.fema.gov>.



According to ICS, the person in a leadership position during the early stages of a crisis may be a district official, school principal, teacher or maintenance technician. Regardless of who has taken control, the leader must:

1. Identify what tasks need to be accomplished in order to provide safety for students, staff and visitors,
2. Stabilize the scene, and
3. Limit acceleration/growth of the incident.

Response Actions and Hazard Specific Response Guide:

This guide presents crisis response information in two complementary formats: Response Actions and the Hazard Specific Response (HSR) Guide.

Response Actions are based on a standard response to any given scenario, rather than a particular hazard. There are 4 key Response Actions that can be performed:

1. Lockout
2. Lockdown
3. Evacuation
4. Shelter.

These four Response Actions are intended to provide Huerfano County school administrators with clear and consistent direction for responding to a crisis. Any of the Response Actions may be combined to best meet the fundamental objectives of schools affected by the emergency. For example, a section of the school may initiate evacuation while the rest of the school remains in lockdown. Depending on the emergency encountered, Response Actions may be altered to provide the best response to the emergency.

For more information, ask for a complete copy of the La Veta Schools Crisis Response Plan – available in the school office, from the website at www.laveta.k12.co.us, or from the Huerfano County Office of Emergency Management.