

IDALIA SCHOOL  
DISTRICT RJ-3



STUDENT HANDBOOK

2024-2025

# ***Idalia School District RJ-3***

## **Board of Education**

President – Mrs. Amber Hardwick  
Vice President – Mr. Andy Richards  
Secretary/Treasurer – Mr. Ross Morris  
Assistant Secretary/Treasurer – Mr. Dustin Weyerman  
Director – Mrs. Andrea Louthan

## **Administration**

Superintendent/Principal – Mr. Myles Johnson  
Assistant Principal-Mrs. Kristi Minor  
Business Manager – Mrs. Autumn Helling  
Office Manager- Mrs. Kelly Shaffer

## **Staff**

Preschool Director—Mrs. Dara Weyerman  
Kindergarten—Mrs. Lenae Lengel  
1<sup>st</sup> Grade—Mrs. Sandi Wudtke  
2<sup>nd</sup> Grade—Ms. Danielle Olofson  
3<sup>rd</sup> Grade—Mrs. Kelsey Rhea  
4<sup>th</sup> Grade—Mrs. Kimberly Keller  
5<sup>th</sup> Grade—Mrs. Amy McCaffrey  
6<sup>th</sup> Grade—Mrs. Kelli Kite  
Art—Mrs. Peggy Moberly  
CTE-Agriculture—Mr. Patrick Brown  
  
CTE-Business—Ms. Janet Brophy  
Distance Learning--Mrs. Sherri Ramseier  
ELL—Mrs. Amber Soehner  
English—Miss Hannah Carpenter  
Math/Science/GT—Mrs. Cindy Soehner  
Physical Education/Health—Mrs. Savanna Vlasin  
Science—Mrs. Kristi Minor  
Social Studies—Mr. Kevin Andrews  
Special Education—Mrs. April Stegner

Bus Driver—Mrs. Heather Dull  
Bus Driver—Mrs. Krista Glanz  
Bus Driver—Mrs. Talita Hardwick  
Bus Driver—Mrs. Linda Shivley  
Custodian—Mrs. Madelin Monarrez  
Custodian—Mr. Genaro Duarte  
Custodian—Mr. Duane Hull  
Education Aide—Mrs. Alyssa Crossland  
Education Aide-Mrs. Linda Evans  
Education Aide – Mrs. Talita Hardwick  
Food Service-Ms. Griselda Cano  
Food Service—Ms. Iliana Torres Lazo  
Maintenance/Transportation—Mr. Justin Hardwick  
Student Advocate-Miss Caprise Cominiello  
Secretary—Mrs. Joni Dutton

## **Coaches**

Mr. Toby Kechter- HS Football  
Mr. Patrick Brown- HS Boys Basketball  
Mr. Myles Johnson - HS Girls Basketball

Mrs. Candice Monahan – HS Volleyball  
Mrs. Kelli Kite – HS Track

## **Sponsors**

Class of 2025-Ms. Brophy  
Class of 2027 -Mr. Andrews/Mrs. Ramseier  
7<sup>th</sup> Grade – Mrs. Ramseier  
FBLA—Ms. Brophy  
Knowledge Bowl—Mrs. C. Soehner  
Student Council—Mrs. Ramseier

Class of 2026 – Mrs. A. Soehner/Mrs. Moberly  
Class of 2028-Miss Carpenter/Mr. Brown  
8<sup>th</sup> Grade- Mrs. Minor  
FFA—Mr. Brown  
National Honor Society—Miss Cominiello

## Student Handbook Index

|  |       |
|--|-------|
| Staff Directory  | 1     |
| Mission Statement  | 3     |
| District Goals and Objectives                                | 3     |
| General School Information                                   | 4     |
| <b>Class Information</b>                                     |       |
| Course Descriptions  | 44-55 |
| Grade Classification Grading System                          | 5     |
| Graduation Requirements                                      | 6     |
| Honor Roll   | 7     |
| Online Distance Learning                                     | 56-57 |
| Post-Secondary Enrollment Options                            | 56-57 |
| <b>Attendance/Tardy</b>                                      |       |
|  | 9     |
| <b>Student Information</b>                                   |       |
| Age Requirements   | 5     |
| Change of Status   | 8     |
| Checking out of school                                       | 9     |
| Code of Conduct  | 18-19 |
| Dress Code   | 17    |
| Emancipated Students Withdrawal                              | 8     |
| Exemption of Instruction                                     | 8     |
| Guidance/Counseling  | 9-10  |
| Internet and Electronic Communication                        | 36-39 |
| Personal technology devices                                  | 35    |
| Resource Program   | 8     |
| Right to Learn   | 8     |
| Student Supervision  | 8     |
| Suspension   | 23    |
| <b>Parent Information</b>                                    |       |
| Disclosures  | 12    |
| Grievance  | 16    |
| Student Records  | 10-11 |
| Title I  | 14-15 |
| Waivers  | 14    |
| <b>CHSAA Co-, Extra-curricular &amp; Athletic Activities</b> |       |
|  | 58-61 |
| <b>Discipline</b>  |       |
|  | 31-32 |
| <b>Transportation</b>  |       |
|  | 42-43 |
| <b>Emergency Procedures</b>                                  |       |
|  | 62-63 |
| <b>Medical Information</b>                                   |       |
|  | 41    |

# **MISSION STATEMENT**

Idalia School District RJ-3 will provide each child the knowledge, skills, and qualities to become productive citizens upon graduation.

## **District Goals and Objectives**

- In accordance with state law, the Board of Education adopts high, but achievable goals and objectives for the continued improvement or education in the district. It is the desire of the Board to achieve the following overall goals in the governance and operation of the school system.
- To provide an educational program and instructional arrangement which will permit each student to develop to his/her full potential. An accompanying goal shall be the development of individualized instructional program.
- To achieve what is truly a "community school" in services to the adult community.
- To provide the best possible school staff including both professional and support personnel.
- To ensure the development of meaningful interpersonal relationships among students, staff and community.
- To ensure that staff, students and parents are afforded maximum participation in the development and evaluation of programs and policies.
- To provide safe, attractive and well-maintained school facilities.
- To ensure maximum efficiency in the use of district resources to meet the goals and objectives of the various programs and services.

## **Non-Discrimination**

- School District RJ-3 is an equal opportunity education institution and does not unlawfully discriminate on the basis of race, color, national origin, sex, or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning Title VI, Title IX, Section 504 and ADA may be referred to Idalia School District RJ-3 Administration, 26845 Co. Rd. 9.2, Idalia, CO 80735, (970)354-7298 or to the office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 N. Speer Blvd., Suite 310, Denver, CO 80204, (303) 844-2991.

## **Policies**

- School policies are found in the district's Policy Book. School policies are posted on the school district's website, [www.idaliaco.us](http://www.idaliaco.us). Questions regarding policies should be addressed to school administrators.

## **TRADITIONS**

**Building History** — Education in the Idalia area began in country schools as early as 1888. Initially, the schools provided the most basic of education, usually ending with 8th grade. By 1923, Idalia had over 20 students enrolled in high school. Until 1942, the high school building was located just south of the St. John Church. In 1949, the elementary school was built, with the high school wing being added in 1961. An addition containing the cafeteria and the gymnasium was constructed in 1994. The Heritage Hallway connected the two facilities in 2003. In September 2012, ground was broke on a few facility, with the new gym staying intact, the new PK-12 school opened its doors for the 2013-2014 Academic Year.

**School Yearbook** — The school yearbook, The Idalian, is compiled by the journalism class and is for sale each year. It is delivered after the completion of the current school year.

**School Newsletter** — The school newsletter, Wolf View, is distributed to parents and community members. The newsletter is only distributed during the school year.

**District Website** — [www.idaliaco.us](http://www.idaliaco.us)

**School Colors** — Maroon and White

**School Mascot** — Wolves

**Fight Song** —

When Maroon and White Fall into line,  
We're going to win this game cause that's a sign.  
We're going to fight, fight, fight for victory,  
as our names go down in I-H History

We're going to shout, shout, shout for every game,  
Cause our results will always be the same.  
For the rest will surely hear the name,  
of Idalia's team. Hey.

## **STUDENT ENROLLMENT**

### **ENTRANCE AGE REQUIREMENTS**

A student must be five years of age on or before July 15 of the year of enrollment in kindergarten. A kindergarten readiness assessment is available to students that do not meet the cut-off date, but wish to enroll in Kindergarten. Please contact administration to make arrangements. A student must be six years of age entering first grade on or before July 15.

### **COMPULSORY ATTENDANCE AGES**

Every child who has attained the age of six years on or before August 1 and is under the age of 17 is required to attend public school with such exceptions as provided by law.

### **GRADE CLASSIFICATION (this section needs updated)**

**Students will be classified as to grade level based upon completion of Carnegie Units, not age.**

Freshman.....Completion of 8th grade  
Sophomore.....Completion of 7 units  
Juniors.....Completion of 13 units

Seniors.....Completion 22 units  
For Graduation.....Completion of 30 units

### **GRADING SYSTEM**

Letter grades are used in reporting student progress to parents. The following conversion tables have been established at Idalia School and all teachers are required to follow them. Grade Point Average (GPA) is the numerical average commuted by dividing the total grade points by the totaled number of courses attempted as per board policy IKA. For purposes of maintaining a standard for ranking within a class and for figuring grade placement averages, the following scale has been established:

|        |             |          |
|--------|-------------|----------|
| A..... | 90-100..... | 4 points |
| B..... | 80-89.....  | 3 points |
| C..... | 70-79.....  | 2 points |
| D..... | 60-69.....  | 1 point  |
| F..... | 0- 59.....  | 0 points |

This average is recalculated each semester and includes all semester grades earned to date of calculation.

### **GRADE REPORTING SYSTEM**

Student grades are available for viewing by students and parents/guardians on-line at all times via PowerSchool, which can be accessed on the school's website. PowerSchool passwords will be issued to students and parents.

### **INCOMPLETE GRADES**

Students who are absent and unable to complete their work on time should be given an "incomplete." The student must assume the initiative in making arrangements with teachers to complete the work within two weeks after the end of the grading period or the "incomplete" will automatically become an "F."

## **GRADUATION REQUIREMENTS**

Students shall be required to complete 30 units of credit, 60 semester hours, and attend high school four (4) years to graduate except as provided by the Board of Education Policy. A unit of credit is defined as the amount of credit given for the successful completion of a course which meets five (5) times per week for 36 weeks. One (1) unit of credit is equal to two (2) semester credits. In order to receive credit for a course, the student must maintain at least a "D" average for the semester.

The semester credit and the grade earned are recorded in the official student records. It remains as recorded and is not subject to change at the end of the year.

A full load of six (6) classes must be taken each semester, unless approved by the counselor and principal.

Graduation audits will be done at the end of the student's junior year and at the beginning of their senior year. Periodic reviews will also be done by the counselor. Should a problem become apparent, a certified letter will be sent home to inform the parent of any impending difficulties.

### **Credit requirement are as follows:**

|                                 |                                   |
|---------------------------------|-----------------------------------|
| 1. English*                     | 8 Semesters—4 Years/CU            |
| 2. Social Studies**             | 7 Semesters—3.5 Years/CU          |
| 3. Math                         | 7 Semesters—3.5 Years/CU          |
| 4. Science***                   | 7 Semesters—3.5 Years/CU          |
| 5. Health                       | 1 Semester—1/2 Year/CU            |
| 6. Physical Education****       | 1 Semester—1/2 Year/CU            |
| 7. Fine Arts or CTE classes     | 8 Semesters—4 Years/CU            |
| 8. Electives                    | <u>21 Semesters—10.5 Years/CU</u> |
| <b>Total needed to graduate</b> | <b><u>60 Semesters—30 CUs</u></b> |

\* Four (4) years of English is required for most college admission.

\*\* One semester of government is required for all students.

\*\*\* Two (2) years must be a lab science. Two (2) semesters of any combination of approved science substitute courses will count as one-half (1/2) science credit. A list of science substitute courses will be approved by the principal after conferring with the counselor and the science department. These courses will be listed in the course description book.

\*\*\*\* A student that participates in two (2) different sports in one (1) year or one (1) sport in two (2) years will receive the Physical Education credit.

***Participation in the High School graduation ceremony is contingent upon meeting RJ-3's minimum requirements, not upon current state of eligibility.***

***Participation in the 8<sup>th</sup> grade advancement ceremony is contingent upon the student meeting the RJ-3 eligibility requirements.***

## **INELIGIBILITY**

A grade below 60% is considered failing. Students failing in one (1) course for two consecutive weeks or two (2) courses during the same week will be considered ineligible. Eligibility Reports are pulled every Monday morning and are applicable from that Monday to the following Sunday. The first eligibility report of each semester begins on the third week of the semester. Parent(s)/guardian(s) of ineligible students are notified weekly via email by the counselor or designee for as long as the student remains ineligible.

If a student is ineligible, he/she will be ineligible for all extra-curricular and co-curricular activities (Examples including, but not limited to athletic contests, field trips, and school sponsored dances such as Homecoming and Prom) that are not directly related to their grade and/or classroom instruction. When students are ineligible, they are expected to participate in practice sessions in their particular co-and/or extra-curricular activities.

## **HONOR ROLLS**

Honor rolls shall be published at the end of each semester. A student shall maintain a 3.75 GPA or higher for his/her name to appear on the High Honor Roll. Students on the Honor Roll shall maintain a 3.0-3.74 GPA. Any grade of "C" or below shall disqualify a student for High Honor Roll. One (1) grade of "D" shall disqualify a student for the High Honor Roll and Honor Roll.

**All students from Idalia School District RJ-3 who graduate with a 3.75 cumulative GPA or higher shall graduate "With Honors".**

## **Valedictorian/Salutatorian**

The Valedictorian(s) will be determined by the student(s) who has the highest cumulative final GPA, which must exceed 3.79. In the event of identical GPA's, there may be more than one Valedictorian. The Salutatorian(s) will be determined by the student(s) who has the second highest cumulative final GPA, which must exceed 3.49. In the event of identical GPA's, there may be more than one Salutatorian. *\*Based on these criteria, it is possible for there to be no Valedictorian(s) and/or Salutatorian(s).*

## **FAILURE OF REQUIRED COURSES**

A student who fails a semester or year of a required course must retake the subject until a passing grade is achieved, unless approved by the counselor and an administrator.

## **CLASS CHANGES/DROPPING A COURSE**

Students can only change classes with the approval of the teachers involved, counselor, Principal, and parents. Class changes will not be allowed after the first three days of class. Teachers will require to see the students schedule to make changes or approve changes.

Students with Individual Educational Programs (IEP) will meet the requirements stated in the IEP for graduation.

Students will have the option of dropping a course before the end of the 3<sup>rd</sup> (third) school day of each semester with the permission of the administration. Students will be allowed to drop courses after this deadline, only under the following conditions:

- They are removed for disciplinary reasons or if they decide to drop on their own accord. If this is the case, they will receive a "WF" grade for the semester. "WF" will be recorded as an F grade.



- If the instructor, student, parent/guardian, counselor, and principal determine that there are special circumstances that warrant withdrawal, the student will receive a “W” with no credit given.
- **Under no circumstances other than the two (2) conditions listed above will a student be allowed to drop a course.**

### **RIGHT TO STUDY AND LEARN**

It is the policy and goal of the Idalia RJ-3 Board of Education to provide all students in its schools the intellectual freedom, education resources, guidance, and the physical environment where they may study and learn to the best of their ability. The maintenance of an environment conducive to the achievement of this goal requires that each student's efforts to study and learn be protected from interference by non-students and other students. Consequently, the administration and faculty shall have the right and duty to maintain such an environment by all reasonable means.

### **RESOURCE PROGRAM**

A resource program is available for students with special needs who meet the criteria as set by IDEA. For more information, contact the district office.

### **EXEMPTION FROM INSTRUCTION**

If the beliefs of a student and his/her family are inconsistent with subject content, the student and his/her parent/guardian are to make a written request to the principal requesting exemption. If a student is physically unable to participate in a particular class, he/she is to submit to the principal a physician's statement stating the reason(s) for exemption. Approved exemptions will not excuse a student from total semester hours required for graduation.

### **STUDENT SUPERVISION**

All school personnel have responsibilities in regard to student health, safety and welfare. Each student is expected to respond to and/or respect any request by any school staff member.

### **EMANCIPATED STUDENTS**

Students who have become legally emancipated or who have left the residence of their parent or guardian must report their situation to the principal or counselor immediately upon enrollment or change of status. These students will meet with both the principal and counselor to determine legal guardianship and to discuss the responsibilities of the student.

### **CHANGE OF STATUS**

Students need to inform the office of any change of status. This includes change of address, phone number, parental rights, etc. It is vital that the office maintain current student records in case of emergency. Also, if school information/materials are to be sent to a separate address (EX: non-custodial parent), please let the office know the name and address and materials to be/not to be sent.

### **STUDENT STATUS**

Six (6) classes must be taken each semester to be considered a full-time student. If a student drops below six (6) classes the student will be classified as a part-time student and will NOT be allowed to participate in any extra-curricular activities.

### **STUDENT WITHDRAWAL**

Students must be accompanied by their parent/guardian or have written verification of permission to withdraw prior to the last day of school. Students withdrawing MUST obtain a check-out sheet from

the office. Students are to have the form signed by each teacher and activity sponsor, return all school property, pay any outstanding fees and return the form to the office.

### **CHECKING OUT OF SCHOOL**

It is extremely important that the office know if you are planning to leave campus. In order to keep everyone informed, please arrange to bring a note in or have your parents call the office the morning you will be leaving. Please do not wait until you are walking out the door and then remember that you have not made appropriate arrangements. ***Before you leave the building, you must also sign out with the office.***

### **SCHOOL ATTENDANCE POLICY**

Parents/Guardians are able to excuse 7 absences per semester. When a student accumulates 5 absences in any one period in a semester, the student and his or her parent(s)/guardian(s) will be notified. Once a student has accumulated 7 absences in any one period in a semester, that student will be placed on an "Attendance Contract". A meeting will be set up by an Administrator and include the student and the student's parent(s)/guardian(s) in which the Attendance Contract will be discussed and signed.

When placed on an Attendance Contract, all further absences shall be considered Unexcused with the following exceptions:

1. Absences accompanied by an official Doctor's note within 48 hours of absence
2. Absences due to school sponsored activities (Athletic Contest, Field Trip, etc)

*\*Academic work missed during an Unexcused Absence is eligible for no credit.*

*\*\*For any excused absences, students will be given the number of days missed plus one additional day to make up all work.*

### **SCHOOL TARDY POLICY**

Students are expected to be in class before the 2<sup>nd</sup> bell rings for each class period. If a student is coming from another class, they need to have a note from that teacher excusing their tardiness.

Tardies are NOT per class, but totaled for all classes, per semester. Any student with 3 tardies, 7 tardies, and 11 tardies, will be notified by the administration of their status and their parents contacted. The following policy regarding tardies will then be observed:

1. On the 4<sup>th</sup> tardy, the high school student will lose their off-campus privileges for 1 week. Junior High students will lose recess privileges and after eating, will sit with an administrator until lunch is over.
2. On the 8<sup>th</sup> tardy, a student will serve a 45-minute after school detention, and there will be a meeting with parents.
3. On the 12<sup>th</sup> tardy, a student will serve one hour after school for 5 days.

### **GUIDANCE AND COUNSELING**

Guidance services are available for every student. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study help, help with home, and school or social concerns or any questions the student may feel he/she would like to discuss with the counselor. Students wishing to visit a counselor should arrange for an appointment. Services available include:

- Schedule changes will be conducted by the counselor and/or Principal. Changes in courses will be permitted only during the first three (3) school days of each semester. Any class schedule changes must involve the teacher whose class the student wishes to drop and the teacher

whose class the student wishes to add. All schedule changes initiated by the student should have parent/guardian approval. Parents are encouraged to contact the counselor and/or principal at any time.

- The school counselor will provide information for the ACT and SAT College Entrance Examinations. The District professional staff will administer and interpret other standardized tests throughout the school year.
- The counselor will provide information to assist students in finding jobs and in career exploration, college or vocational selection and financial assistance plans.

## **STUDENT RECORDS/RELEASE OF INFORMATION ON STUDENTS**

### **CONTENT AND CUSTODY OF RECORDS/INFORMATION**

Student education records may contain, but will not necessarily be limited to, the following information: identifying data; academic work completed; level of achievement (grades, standardized achievement test scores); attendance data; scores on standardized intelligence, aptitude and psychological tests; interest inventory results; health and medical information; family background information; teacher or counselor ratings and observations, and reports of serious or recurrent behavior patterns.

Education records do not include records maintained by a law enforcement unit of the school or school district that are created by that unit for the purpose of law enforcement.

Nothing in this policy shall prevent administrators, teachers or staff from disclosing information derived from personal knowledge or observation and not derived from a student's education records.

All requests for inspection and review of student education records and requests for copies of such records, as well as disclosure of personally identifiable information except as provided by law, shall be maintained as a part of each student's record. The principal is the official custodian of student records in his or her building.

### **ACCESS TO RECORDS BY PARENTS**

A parent/guardian ("parent") and any student 18 years old or older, has the right to inspect and review the student's education files. If a student is 18 years old or older ("eligible student"), the parent or guardian may not inspect or review the student records without written permission from the student. However, if an eligible student is a dependent for federal income tax purposes, parents/guardians are entitled along with the student to access to student educational records. During inspection and review of student records by a parent or eligible student and when requested by them, the principal will provide personnel necessary to give explanations and interpretations of the student records.

In all cases where access to student records is requested, except as provided in this policy, a written request to see the files must be made by the parent or eligible student. The principal, upon receipt of the written request, shall provide access to inspect and review the records and set a date and time for such inspection and review. In no case will the date set be more than three (3) working days after the request has been made.

The parent or eligible student shall examine the student's records in the presence of the principal, counselor or designee.

The record itself shall not be taken from the school building. However, upon request, one (1) copy of the record shall be provided within a reasonable time to the parent or eligible student at a cost of \$1.00 per page.

### **REQUESTING RECORDS FROM OTHER SCHOOL DISTRICTS**

When a student transfers to this school district from another district, the receiving school shall request the student's records from the transferring district if the records have not already been forwarded to the receiving school. Students living out of district shall not be considered for enrollment until permanent records are received.

### **TRANSFERRING RECORDS TO OTHER SCHOOL DISTRICTS**

Student records, including disciplinary records, may be transferred without consent to officials of another school, school system, or post-secondary institution that has requested the records and in which the student seeks or intends to enroll. The district will provide a copy of the record to the eligible student or student's parents if so requested.

### **REQUESTING AND RECEIVING INFO AND RECORDS FROM STATE AGENCIES**

Within the bounds of state law, school district personnel shall seek to obtain such information regarding students as is required to perform their legal duties and responsibilities, including protecting public safety and the safety of the student. Such information may be obtained from the judicial department or any state agency that performs duties and functions under the Colorado Children's Code, in accordance with Interagency Agreement.

School district personnel receiving such information shall use it only in the performance of their legal duties and responsibilities and shall otherwise maintain the confidentiality of all information obtained.

If such information is shared with another school or school district to which a student may be transferring, it shall only be shared in compliance with the requirements of federal law, including the Family Education Rights and Privacy Act of 1974 ("FERPA").

### **REQUEST TO AMEND EDUCATION RECORDS**

A parent or eligible student may ask the district to amend a record they believe is inaccurate, misleading or otherwise violates the privacy rights of the student by writing to the school principal clearly identifying the part of the record they want changed and specifying why it is inaccurate, misleading or otherwise violates the privacy rights of the student. The request to the principal to amend a student's records must be made in writing within 10 school days of the date the records were first examined.

If the principal, after consulting with any other person having relevant information, decides not to amend the record as requested by the parent or eligible student, the principal shall notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures shall be provided to the parent or eligible student when notified of the right to a hearing.

A request for a formal hearing must be made in writing and addressed to the superintendent of schools. The response to the request shall be mailed within 10 school days. The hearing shall be held in accordance with the following:

- The hearing will be held within 15 school days after receipt of the request. Notice of the date place and time of the hearing will be forwarded to the parent or eligible student by certified mail.
- The hearing will be conducted by a principal or the superintendent. The official conducting the hearing shall not be the principal who made the initial decision nor shall it be anyone with a direct interest in the outcome of the hearing.

- Parents or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of their choice at their own expense, including an attorney.
- The official designated above shall make a decision in writing within 10 school days following the conclusion of the hearing and shall notify the parent or eligible student of that decision by certified mail.
- The decision of the official shall be based upon the evidence presented at the hearing and shall include a summary of the evidence and the reason for the decision. The decision shall include a statement informing the parents or eligible student of their right to place in the student records a statement commenting upon the information in the records and/or setting forth any reason for disagreement. Any explanation placed in the records shall be maintained by the school district. If the student record is disclosed by the school to any other party, the explanation shall also be disclosed to that party.

### **DISCLOSURE WITH WRITTEN CONSENT**

Whenever the district is required by law or policy to seek written consent prior to disclosing personally identifiable information regarding a student, the notice provided to the parent/guardian or eligible student shall contain the following:

- The specific records to be released
- The specific reasons for such release the specific identity of any person, agency or organization requesting such information and the intended uses of the information
- The method or manner by which the records will be released.
- The right to review or receive a copy of the records to be released.

Parental consent shall only be valid for the specific instance for which it was given. Consent for a student to participate in any course, school activity special education program or in any other school program shall not constitute the specific written consent required. All signed consent forms shall be retained by the school district.

### **DISCLOSURE WITHOUT WRITTEN CONSENT**

The school district will disclose personally identifiable information from student records without written consent of the parent or eligible student only to those persons or entities allowed under federal or state law to receive such information. The school district may disclose group scholastic achievement data from which the individual cannot be identified without written consent of the parent or eligible student.

### **DISCLOSURE OF DISCIPLINARY INFORMATION TO SCHOOL PERSONNEL**

In accordance with state law, the principal or designee is required to communicate disciplinary information concerning any student enrolled in the school to any teacher who has direct contact with the student in the classroom and to any counselor who has direct contact with the student. The purpose of this requirement is to keep school personnel apprised of situations that could pose a risk to the safety and welfare of others.

For purposes of this policy, "disciplinary information" means confidential records maintained by or in possession of the principal or designee on an individual student which indicate the student has committed an overt and willful act which constitutes a violation of the district's code of student conduct and/or there is reasonable cause to believe, through information provided to the principal from another credible source, that the student could pose a threat to the health and safety of other students and school personnel based on prior misbehavior.

"Disciplinary information" is intended to include only that information of a serious nature that is not otherwise available to teachers and counselors as part of the education records maintained on students or other reports of disciplinary actions. It is appropriate for instructional staff members to request disciplinary information from the principal or designee on students in their classrooms if there is concern that the student poses a threat to the safety of other students or school officials.

Any teacher or counselor to whom disciplinary information is reported shall maintain the confidentiality of the information and shall not communicate it to any other person. The principal or designee is required to inform the student and the student's parent/guardian when disciplinary information is communicated and to provide a copy of the disciplinary information. The student and/or the student's parent/ guardian may challenge the accuracy of disciplinary information through the administrative regulations which accompany this policy.

### **DISCLOSURE TO MILITARY RECRUITING OFFICERS**

Names, addresses and home telephone numbers of secondary school 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. Reasonable and customary actual expenses directly incurred by the district in furnishing this information will be paid by the requesting service.

### **DISCLOSURE TO MEDICAID**

In all cases in which a student is enrolled in the Colorado Medicaid program, the district shall release directory information consisting of the student's name, date of birth and gender to Health Care Policy and Financing (Colorado's Medicaid agency) to verify Medicaid eligibility of students. The district shall obtain written consent annually from a parent/guardian before the release of any non-directory information required for billing. To accomplish this, the district shall include a consent form with the "start of school" information each fall.

### **DISCLOSURE TO CRIMINAL JUSTICE AGENCIES**

The superintendent or designee is authorized by law to share disciplinary and attendance information with a criminal justice agency investigating a criminal matter concerning a student enrolled or who will enroll in the school district when necessary to effectively serve the student prior to trial. Such information shall only be shared upon written certification by the criminal justice agency that the information will not be disclosed to any other party, except as specifically authorized or required by law, without the prior written consent of the student's parent/guardian according to the Interagency Agreement.

### **DISCLOSURE TO OTHER PARTIES**

Except as noted in this policy, student records will not be released to other individuals and parties without a written request and authorization of the parent or eligible student. Personal information will only be released to a third (3<sup>rd</sup>) party with the assurance it will be kept confidential.

### **DISCLOSURE OF DIRECTORY INFORMATION**

The school district may disclose directory information without written consent of the parent or eligible student. The parent or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if such refusal is received in writing in the office of the principal of the school where the student is in attendance no later than September 7 or the following Monday if September 7 is a Saturday or Sunday. Directory information which may be released may include the student's name, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous education agency or institution attended by the

student, and other similar information. Student telephone numbers and addresses will not be disclosed pursuant to Colorado law.

## **ANNUAL NOTIFICATION OF RIGHTS**

The district will notify parents and eligible students of their rights pursuant to this policy at the beginning of each academic year. The notice will be in the form provided on exhibit JRA/JRC-E. For notice to parents or eligible students who are disabled or whose primary or home language is other than English, the format or method of notice will be modified so it is reasonably likely to inform them of their rights. A copy of the Family Educational Rights and Privacy Act and this policy on student records shall be on file in the office of each building principal and included in the Student Handbook.

## **WAIVERS**

A parent or eligible student may waive any or all rights protected by this policy. The waiver shall not be valid unless in writing and signed by the parent or eligible student. The district does not require a waiver but may request a waiver. Any waiver under this provision may be revoked at any time in writing.

## **DISTRICT PARENT INVOLVEMENT**

### **INVOLVEMENT WITH TITLE 1 PLANNING**

Pursuant to federal law, the district and the parents of students participating in Title 1 district programs have jointly developed the following parent involvement policy. The policy shall be implemented by the superintendent or designee according to the timeline set forth in the policy and incorporated into the district's Title 1 plan.

The district shall hold an annual meeting for parents of students in Title 1 programs, as well as school Title 1 staff, principals of school receiving Title 1 funds and other interested persons to discuss the Title 1 program plan, review implementation of the Title 1 plan, discuss how Title 1 funds allotted for parent involvement activities shall be used, and invite suggestions for improvement.

### **DISTRICT SUPPORT FOR PARENT INVOLVEMENT**

The district shall provide coordination, technical assistance and other support necessary to assist schools in building the capacity for strong parent involvement to improve student academic achievement and school performance. This coordination, assistance and support might include:

- The district will annually appoint Title 1 staff members or designee as the "Districts Parent Involvement Coordinator."
- The District will appoint annually a District Parent Advisory Council to provide advice on all matters related to parent involvement in programs supported by Title 1 funds.
- The District will allocate resources on an as needed basis for parent involvement activities.
- The District will support the attendance of staff in teacher development training and parents in parental growth and development experiences through various means including but not limited to released time and financial resources.
- Community based organizations and local businesses will be encouraged to become involved with the District Title 1 parent Involvement activities.
- Designating other district support for parent and teacher development and training as needed.
- The District will adopt Epstein Model of Six Types of Involvement of School, Family and Community Partnerships.
  - **TYPE 1--PARENTING:** Assist families with parenting and child-rearing skills, understanding child and adolescent development, and setting home conditions that support children as students at each age and grade level. Assist schools in understanding families.

- **TYPE 2--COMMUNICATING:** Communicate with families about school programs and student progress through effective school-to-home and home-to-school communications.
- **TYPE 3--VOLUNTEERING:** Improve recruitment, training, work, and schedules to involve families as volunteers and audiences at the school or in other locations to support students and school programs.
- **TYPE 4--LEARNING AT HOME:** Involve families with their children in learning activities at home, including homework and other curriculum-linked activities and decisions.
- **TYPE 5--DECISION MAKING:** Include families as participants in school decisions, governance, and advocacy through accountability, school councils, committees, and other parent organizations.
- **TYPE 6--COLLABORATING WITH THE COMMUNITY:** Coordinate resources and services for families, students, and the school with businesses, agencies, and other groups, and provide services to the community.

### **COORDINATION WITH OTHER DISTRICT PROGRAMS**

The district shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with district preschool and other programs.

### **STUDENT LEARNING**

The district shall coordinate and integrate Title 1 parental involvement strategies with those of other educational programs in the district. The purpose of this coordination shall be in improving the academic quality of the school served, including identifying barriers as they exist to provide greater participation by parents, focusing on parents who:

- Are economically disadvantaged
- Have disabilities
- Have limited English proficiency
- Have limited literacy
- Are of any social or ethnic minority background
- Are parents of migratory children

The District shall provide to parents, as appropriate, information to help them understand the state's academic content and achievements standards, state and local academic assessments, the requirements of Title 1, how to monitor student's academic progress and how to work with school staff to improve the achievement of students. The district shall develop written materials and training for staff to help parents work with students to improve student achievement.

The District shall provide, but not be limited to, supporting and training in the following areas; basic literacy skills, technology skills, Colorado State Content Standards, how to monitor state and local academic assessments, on an as needed basis. Needs will be determined via parent surveys or other parental input as conducted by District's Parent Advisory Council.

### **SCHOOL-BASED PARENT INVOLVEMENT ACTIVITIES**

Parent involvement is an important component of an effective school. Being a small rural school and community allows for a great deal of interaction and communication with parents. This occurs because of many varieties of school and community activities that frequently bring teachers, parents, and students in contact with each other.

Our district will encourage parents to collaborate with the district and the school by:

- Promoting and supporting parenting skills for parents in need
- Enabling parents to become volunteers at school at all levels



- Soliciting parents in the decisions that affect children and families of district schools
- Insuring that communication between home and school is regular, two-way and meaningful
- Welcoming parents in the school and seeking and supporting their assistance
- Promoting community collaboration to utilize resources to strengthen schools

## **METHOD OF COMMUNICATING WITH PARENTS**

Communications and information will be shared with parents in the following ways:

- Parent meetings are to be scheduled near the beginning of the year to discuss the Title 1 program as well as other services available to help students improve achievement by encouraging parent/school compacts
- Parent-teacher conferences will be scheduled regularly through the year to meet with parents to discuss the needs and progress of each individual student
- Relevant school information will be Communicated through the District's text message system

## **DEVELOPMENT OF SCHOOL-LEVEL TITLE 1 PARENT INVOLVEMENT POLICY**

This district will distribute to parents of students participating in the Title 1 program (hereafter referred to as "parents") a written Title 1 compact agreed upon by the parents in accordance with the requirements of federal law.

## **PARENT GRIEVANCE PROCEDURE**

**1-Teacher** - Parent makes an appointment with the teacher to discuss articles of grievance - meeting to be held within two (2) working days of request.

**2-Principal** - Parent requests a meeting with the Principal. Meeting is to be held within two (2) working days of the request. The parent(s) must notify the Principal of their specific concerns prior to meeting, and these will be the only topics of discussion at the meeting. The teacher(s) involved may be asked to participate in the meeting.

**3-Superintendent** - Parent requests a meeting with the Superintendent. Meeting is to be held within three (3) working days of the request. The parent(s) must notify Superintendent of their unresolved concerns in writing prior to the meeting. The Principal and involved teacher(s) may be asked to participate in the meeting.

**4-Board of Education** - Parent makes written request for hearing before the Board. Request includes the details of the grievance. The Board has ten (10) working days to conduct a hearing. The Board has ten (10) working days to render a written decision. The Superintendent, Principal, and involved teacher(s) may be asked to participate in the meeting. The decision of the Board is final.

## **IDALIA SCHOOL DISTRICT DRESS CODE**

The Idalia School Dress Code is set up to maintain and preserve the high academic standard of learning in the school. It is intended to maintain decency in the school and provide students with a healthy learning environment. It applies to all grades.

### **DAILY DRESS**

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

1. Shorts, dresses, skirts or other similar clothing whose bottom edge is shorter than the bottom of a student's fingertips while they are standing with their arms relaxed.
2. Sunglasses, hats, hoods, and other head coverings worn inside the building
3. Inappropriately sheer, tight, ripped/torn, or low-cut clothing (e.g. midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back, and breasts.
4. Tank tops, strapless or other similar clothing with straps narrower than 1.5 inches in width.
5. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornment 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
6. No clothing may show any undergarments or areas normally covered by undergarments.

### **DANCE ATTIRE**

Previous items will be modified to accommodate formal attire for school dances. For example: straps may measure less than 1.5 inches. Some hats, which are part of a formal outfit, may be worn at the discretion of the principal/sponsor.

### **SENIOR GRADUATION DRESS CODE**

Graduation robes must be maroon or white for the student to participate in the graduation ceremony. Robes and caps may not be altered or added to in any way, with the following exception: National Honors Society cords and/or Honor Graduate Medals will be allowed for students who qualify for such recognition(s). Appropriate dress, or lack thereof, will be determined by a school administrator or designee. If necessary, students will be allowed the opportunity to change. Any student who does not meet the graduation dress code or does not cooperate with requests made by an administrator, or designee, shall not be allowed to participate in the graduation ceremony.

# **IDALIA SCHOOL DISTRICT CODE OF CONDUCT**

## **STUDENT CONDUCT**

Students are expected to follow the directions of all school personnel. As young adults, it is important that students develop self-discipline; students will be responsible for their actions; students will be aware of the consequences of inappropriate behavior and will accept these consequences if their decision is to behave in an inappropriate manner. A good student will follow these four simple rules:

- Be in class on time and prepared to work
- Do assignments to the best of your ability
- Contribute creatively, productively, and be responsible in class
- Respect your own and other's spaces

## **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. Suspension or expulsion shall be mandatory for serious violations in a school building or on school property.

- Causing or attempting to cause damage to school property or stealing or attempting to steal school property.
- Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
- Commission of any act which, if committed by an adult, would be robbery or assault as defined by state law. Expulsion shall be mandatory in accordance with state law except for commission of third degree assault.
- Violation of criminal law which has an immediate effect on the school or the general safety or welfare of students or staff.
- Violation of district policy or building regulations.
- Violation of the district's policy on dangerous weapons in the schools. Expulsion shall be mandatory for carrying, bringing, using or possessing 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.
- 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.
- Violation of the district's violent and aggressive behavior policy.
- Violation of the district's smoking and use of tobacco policy.
- Violation of the district's policy on sexual harassment.
- Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
- Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
- Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
- Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
- Lying or giving false information, either verbally or in writing, to a school employee.
- Scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
- Continued willful disobedience or open and persistent disruption of educational opportunities to other students.

- Engaging in "hazing" activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.

## **STAFF AND STUDENT SEXUAL HARASSMENT**

The Idalia School District has a legitimate and compelling interest in prohibiting sexual harassment. Further, the District has an obligation to discipline those who do engage in sexually harassing behavior. On the other hand, persons accused of sexual harassment have a considerable interest with regard to their reputation. The District must strive to balance the interests of those making sexual harassment complaints and those accused of sexually harassing behavior. Sexual harassment, as defined herein, cannot and will not be tolerated. If violations occur, disciplinary action will be taken.

Unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational opportunity;
- submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual;
- such conduct has the purpose or effect of substantially interfering with an individual's working or learning environment.

The District currently has in place a staff grievance procedure for discrimination concerns. The District will use this mechanism for resolution of sexual discrimination and harassment concerns. As a personal legal protection, administration, faculty, staff, and students are cautioned against communicating the charges beyond the institution's designated contact person, and/or the person's legal or professional rights representative.

## **PUBLIC DISPLAYS OF AFFECTION**

Students are expected to behave in an appropriate manner. Holding hands is usually considered as an appropriate display of affection for high school students. Other public displays of affection are not considered appropriate. Students who are indiscreet with displays of affection will be counseled and parents notified if necessary, according to the school's behavior code. Such behavior is considered inappropriate for school.

## **BULLYING**

### **What is Bullying?**

- Direct, repeated behaviors, such as teasing, taunting, threatening, hitting, and stealing
- Indirect behaviors, such as spreading rumors, intentional exclusion
- Key component of bullying: physical or psychological intimidation that occurs repeatedly over time to create an ongoing of harassment and abuse

### **How Extensive is Bullying?**

- 15% of students are either bullied or initiate bullying behavior
- Direct bullying increases through elementary; peaks in middle school and declines in high school
- Although direct bullying decreases with age, verbal abuse remains constant
- School size, racial composition, and school setting (rural, suburban, urban) do not seem to be distinguishing factors in predicting the occurrence of bullying

## **What Are Some Characteristics of Bullies?**

- A need to feel powerful and in control
- Derive satisfaction from inflicting injury and suffering on others
- Have little empathy for victims
- Defend action by saying victims provoked them in some way
- Often come from homes in which physical punishment is used; children are taught to strike out physically as a way to handle problems
- Parental involvement and warmth are frequently lacking
- Are generally defiant or oppositional toward adults and are likely to break school rules

## **What Are the Consequences of Bullying?**

- Bullies experience legal or criminal troubles as adults
- Victims of bullies fear school as an unsafe and unhappy place
- 7% of eighth graders stay home from school at least once a month because of bullies
- Victims tend to become more isolated by other students for fear of losing social status by associating with the victim or they do not want to increase the risk of being bullied themselves
- Being bullied often leads to depression and low self esteem

## **What Are Some Perceptions of Bullying?**

- Parents are often unaware of the bullying problem
- Students feel adult intervention is infrequent and ineffective
- Students feel telling adults about bullying will only bring more harassment from bullies
- Students report that teachers seldom or never talk to their classes about bullying
- School personnel may view bullying as a harmless rite of passage that is best ignored until it crosses into physical assault or theft

## **What Are Some Intervention Programs?**

- Effective programs involve the entire school community and parents
- Whole school bullying policy that is uniformly enforced
- Curricular measures: role playing activities and classroom discussions
- Improve school environment; bully prevention program
- Empower students through conflict resolution programs, peer counseling, assertiveness training
- Conduct student, parent, teacher and school administrator survey to include questions designed to assess the extent of the bullying problem; frequency of teacher intervention; knowledge of parents about their children's experience at school
- Results of the survey can serve as a benchmark to measure any changes in school climate
- Parents can participate in a campaign through parent-teacher conferences, parent newsletters, and PTA to increase parental awareness of the bullying problem and to stress the importance of parental involvement in and support of the school's anti-bullying efforts
- Teacher training in anti-bullying programs; classroom rules against bullying
- Cooperative learning activities to reduce social isolation
- Increase in adult supervision at key bullying times such as recess or lunch

Referenced from: Parent Brochure: What Should Parents and Teachers Know About Bullying, based on the 1997 ERIC Digest Bullying In Schools written by Ron Banks of the ERIC Clearinghouse on Elementary and Early Childhood Education. This summary is compiled by Stan Paprocki, CDE, Prevention Initiatives Unit - Fall 2000

**Idalia School District RJ-3**

**Statement of purpose**

The Board of Education supports a secure and positive 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 and other behaviors as defined below are 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.

**Prohibited behavior**

- Bullying
- Retaliation against those reporting bullying and/or other behaviors prohibited by this policy
- Making knowingly false accusations of bullying behavior

**Definitions**

**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 expressions (i.e., cyberbullying) 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 their academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or the need for special education services, whether such characteristic(s) is actual or perceived.

**Retaliation** is an act or communication intended as retribution against an individual who reports an act of bullying. Retaliation can also include knowingly making false accusations of bullying or acting to influence the investigation of, or the response to, a report of bullying.

**False accusations** of bullying are those made knowingly by an individual or group of individuals with the purpose of causing harm to another individual and which are false.

**Prevention and intervention**

The superintendent will develop a comprehensive program to address bullying at all school levels and will ensure that the program is consistently applied across all students and staff. The program will 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 on an annual basis in taking proactive steps to prevent bullying from occurring, which includes but is not limited to, training on the bullying prevention and education policy, how to recognize and intervene in bullying situations, and positive school climate practices.
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 bullying-free environment across settings.
6. To support targets of bullying through a layered continuum of supports that includes, but is not limited to, individual and peer counseling.
7. To help develop peer support networks, social skills, and confidence for all students.
8. To support positive school climate efforts that clearly define, teach, and reinforce prosocial behavior. This includes intentional efforts to promote positive relationships between staff and students as well as students with other students.
9. To designate a team of persons at each school who advise the school administration on the severity and frequency of bullying. The team of persons at the school may include, but need not be limited to, school resource officers, social workers, school psychologists, health professionals, mental health professionals, members of bullying prevention or youth resiliency community organizations, counselors, teachers, administrators, parents, and students.
10. To survey students' impressions of the severity and frequency of bullying behaviors in their school.
11. To include students in the development, creation, and delivery of bullying prevention efforts as developmentally appropriate.
12. To provide character building for students that includes, but is not limited to, age-appropriate, evidence-based social and emotional learning as well as information on the recognition and prevention of bullying behaviors.

## **Reporting**

Any student who believes they have been a victim of bullying and/or other behaviors prohibited by this policy, or who has witnessed such bullying and/or other prohibited behaviors, is strongly encouraged to immediately report it to a school administrator, counselor, or teacher.

## **Investigating and responding**

As part of the superintendent's comprehensive program to address bullying, procedures will be developed with the goal of immediate intervention and investigation in response to reports of students engaged in bullying and/or other behaviors prohibited by this policy. Procedures will include, to the

extent appropriate as determined by the investigator and designated administrator, and in accordance with applicable law and local school board policy and procedures, notification to parents/guardians of the results of bullying investigations and their right to appeal investigatory findings to the district.

### **Supports and referrals**

As part of the superintendent's comprehensive program to address bullying, procedures will be developed with the aim toward accomplishing the following goals:

- Initiate efforts to change the behavior of students engaged in bullying behaviors.
- Support targets of bullying in ways that avoid increasing their likelihood of discipline.
- Support witnesses of bullying.

A student who engages in any act of bullying, retaliation, and/or other behaviors prohibited by this policy 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 will be taken into consideration when disciplinary decisions are made. Bullying behavior that constitutes unlawful discrimination or harassment will 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.

Adopted: June 25, 2001

Revised: April 15, 2019

March 7, 2022

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

[JK](#), Student Discipline

[JKD/JKE](#), Suspension/Expulsion of Students (and Other Disciplinary Interventions)

[ILDAC](#), Screening/Testing of Students (And Treatment of Mental Disorders)

## **DISCIPLINE**

### **STUDENT SUSPENSION/EXPULSION**

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

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



Certain student behaviors may result in Out-of-School Suspensions(OSS). During a student's first OSS of each academic year, all schoolwork missed is eligible to receive 75% credit. On the second (or more) OSS, students are eligible to receive up to 25% credit on academic work missed during the suspension.

### **DELEGATION OF AUTHORITY**

The Board of Education delegates to the principal of the school district or to a person designated in writing by the principal the power to suspend a student in his school for not more than five (5) school days on grounds stated in 1973. C.R.S. 22-33-106.

The Board of Education delegates to the superintendent of schools the authority to suspend, in accordance with 1973 C.R.S. 22-33-105, a student for an additional ten (10) school days, plus up to and including an additional ten (10) days when necessary in order to present the matter to the Board.

The Board of Education delegates to the superintendent of schools the authority, in accordance with 1973 C.R.S. 22-33-105, to deny admission or to expel for any period not extending beyond the end of the school year any student whom the superintendent, in accordance with the limitations imposed by Title 22, Article 33, of the Colorado Revised Statutes, shall determine does not qualify for admission to, or continued attendance at, the public schools of the district. Such denial of admission or expulsion shall be subject to appeal to the Board.

Students are alerted that in addition to the above policies on suspension and/or expulsions, an additional policy exists in the District, required by law passed in the spring of 1993. This policy, somewhat more restrictive and firmer on suspension/expulsion is in a separate "Discipline Handbook" as the law specifies it is not to be included in the usual student handbook. Students may request a copy of this policy early in the school year.

### **HABITUALLY DISRUPTIVE STUDENT**

Declaration of a habitually disruptive student for which expulsion shall be mandatory is defined as: a child who caused a disruption in the classroom, on school grounds, on school vehicles, or at school activities or events more than three (3) times during the school year, because of behavior which was initiated, willful and overt on their part required the attention of school personnel to deal with the disruption; no child shall be declared 'habitually disruptive' prior to the development of a remedial discipline plan for such child in accordance with the discipline code of the school district.

A student will be declared habitually disruptive if suspended three (3) times (out-of-school) for disruption of classroom, on the school grounds or at school activities. Principal will notify parents in writing each time student is suspended, with specific reference to "3 strikes." Parent will be notified at the same time of definition of "habitually disruptive" and policy. Upon second suspension, principal notifies superintendent. Upon third suspension, expulsion proceedings begin.

## **USE OF TOBACCO, ALCOHOL AND OTHER DRUGS**

Idalia School District RJ-3 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 the schools, parents, community and its agencies.

Use of tobacco in any form will not be permitted on school property. This includes all school premises. This policy applies to the regular school day as well as evening and weekend activities and practices sponsored by the school personnel and district and state contests. Athletic students who do not comply with this regulation will be suspended.

It shall be a violation of Board policy and considered to be behavior which is detrimental to the welfare, safety or morals of other students or school personnel for any student to possess, use, sell, distribute or procure or to 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.

For purposes of this policy, controlled substances include but are not limited to narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, any another controlled substances as defined in law, or any prescription or nonprescription drug, medicine, vitamin or other chemical substances not taken in accordance with the Board policy and regulations on administering medicines 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 which 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, 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 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.

The district shall provide all students and parents with a copy of this policy upon request.

## **DISCIPLINARY PROCEDURES**

In accordance with the accompanying policy, the following procedures are established for disciplining students for alcohol or drug-related misconduct:

### **USE**

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

### **POSSESSION**

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

- A staff member who comes in contact with evidence and/or contraband must notify the principal or his designee immediately.
- A staff member who has reasonable cause to believe that a student possesses alcohol, any controlled substance or drug-containing paraphernalia in violation of Board policy will request that the student accompany him to the principal or his designee. If the student refuses, the staff member will notify the principal or his designee immediately.
- The principal or his designee will attempt to obtain evidence by requesting it directly from the student or through search procedures as outlined in Board policy.
- The principal or his designee will place any evidence in an envelope or alternative container as necessary which will be sealed, dated and initialed by the individual who originally obtained the materials and by the principal or his designee. The evidence then will be placed in the school safe.
- The principal or his designee will call appropriate law enforcement officials in each instance of possession or sale of controlled substances by a student. A mutual decision will be made as to retention of the contraband by the school or testing by the authorities.
- When there is evidence of a student possessing illegal drugs, the student will be suspended and his/her parent/guardian notified.

### **FIRST OFFENSE FOR USE AND/OR POSSESSION**

- The student can receive up to three (3) days out-of-school suspension, and a parent/guardian conference will be scheduled prior to admittance.
- Information concerning voluntary drug or alcohol treatment programs will be given to the student and his/her parent/guardian. The principal or his designee will require evidence of the student's enrollment and/or participation in a voluntary program prior to the student's admittance to school.
- Appropriate law enforcement officials will be notified.

- The principal or his designee will attempt to develop with the parent/guardian and the student a procedure that will outline the responsibilities of the parent/guardian, the student and the school in an effort to keep any further offenses from occurring.

### **SECOND OFFENSE FOR USE AND/OR POSSESSION**

- The student will be suspended from school for five (5) days.
- Information concerning voluntary drug or alcohol treatment programs will be given to the student and his/her parent/guardian. The principal or his designee will require evidence of the student's enrollment and/or participation in a voluntary program prior to the student's admittance to school.
- Appropriate law enforcement officials will be notified.

### **THIRD OFFENSE FOR USE AND/OR POSSESSION**

- The student will be suspended for 5 days and a recommendation for expulsion will be made to the superintendent.
- Appropriate law enforcement officials will be notified.

### **DISTRIBUTION**

Students, who sell, give or exchange alcohol, drugs, other controlled substances or drug-containing paraphernalia in violation of Board policy will be handled in the following manner:

- If an employee witnesses an act in which alcohol, drugs, other controlled substances or drug-containing paraphernalia are being transferred from one student to another, the staff member will immediately attempt to detain the student and request that the student accompany him to the principal or his designee. If the student refuses, the staff member will notify the principal or his designee immediately.
- The principal or his designee will attempt to obtain evidence by requesting it directly from the student or through search procedures in accordance with Board policy.
- Any student who distributes, trades, exchanges or sells controlled substances will be expelled.

These procedures will supplement and complement authority conferred elsewhere by Board policy and will not be deemed to limit or suspend such other authority.

### **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. Carrying, bringing, using or possessing a dangerous weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity without the authorization of the school or the school district is prohibited. An exemption to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms.

If a student discovers that he/she has carried, brought or is in possession of a dangerous weapon and the student notifies a teacher, administrator or other authorized person in the school district, and as soon as possible delivers the dangerous weapon to that person, expulsion shall not be mandatory and such action shall be considered when determining appropriate disciplinary action, if any.

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 (measurements to be made from where the blade meets the handle to the tip of the blade).
- 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. In accordance with federal law, expulsion shall be for no less than one (1) 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. The Board of Education determines that extra precautions are important and necessary to provide for student safety. Therefore, the carrying, bringing, using or possessing of any knife, regardless of the length of the blade, in any school building, on school grounds, in any school vehicle or at any school-sponsored activity without express authorization is prohibited. Students who violate this policy shall be referred for appropriate disciplinary proceedings. However, if a student discovers that he or she has carried, brought or is in possession of a knife and the student notifies a teacher, administrator or other authorized person in the school district, and as soon as possible delivers the knife to that person, expulsion shall not be mandatory and such action shall be considered when determining appropriate disciplinary action, if any.

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

School personnel shall refer any student who brings a firearm or weapon to school without authorization of the school or the school district to law enforcement, 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 such case, school personnel shall consult with law enforcement to determine whether referral of the student to law enforcement is necessary and how to properly dispose of the firearm or weapon or return it to its owner.

## **INTERROGATIONS AND SEARCHES**

The Board of Education seeks to maintain a climate in the schools which is conducive to learning and protective of the safety and welfare of staff and students. To achieve this goal, it may be necessary for school personnel to search the person and/or the personal property of the student and to seize any property deemed injurious or detrimental to the safety and welfare of students and staff.

Searches may be conducted by a school official who has reasonable grounds for suspecting that a search will turn up evidence that the student has violated either the law or Board policy. When reasonable grounds for a search exist, school personnel may search a student and/or his property while on school premises or during a school activity under the circumstances outlined in this policy and may seize any illegal, unauthorized or contraband materials.

Any search conducted by a school official shall respect the privacy to the student and not be any more intrusive than necessary, considering the age and sex of the student and nature of the suspected infraction.

Whenever possible, the student shall be informed of the reason(s) for conducting the search and the student's permission to perform the search shall be requested. A student's failure to cooperate with school officials conducting a search shall be considered grounds for disciplinary action.

An administrative report shall be prepared by the school official conducting a search explaining the reasons for the search, the results and the names of any witnesses. If the search produces evidence to be used as the basis for disciplinary action, the report shall be filed in the student's cumulative folder.

## **DEFINITIONS**

- Reasonable suspicion is the standard for a search on school property or at school activities carried out by school authorities. Reasonable suspicion should be based on facts provided by a reliable informant or personal observation which causes the school official to believe, based on his own experience, that search of a particular person, place or thing would lead to the discovery of evidence of a violation of Board policy or state laws.
- Contraband consist of all substances or materials prohibited by Board policy or state law including, but not limited to, drugs, alcoholic beverages, guns, knives, other weapons and incendiary devices.

## **SEARCH OF SCHOOL PROPERTY**

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

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

The principal or his designee may search a desk, locker or any other storage area and its contents when he has reasonable grounds for a search. Whenever possible, another person shall be available to witness the search.

## **SEARCH OF THE STUDENT'S PERSON**

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

Search of the person shall be limited to the student's pockets, any object in the student's possession such as a purse or briefcase, and/or a "pat down" of the exterior of the student's clothing.

Searches of the person shall be conducted out of the presence of other students and as privately as possible. At least one (1) but not more than three (3) additional persons of the same sex as the student being searched shall witness but not participate in the search.

The parent or guardian of any student searched shall be notified of the search as soon as possible.

## **LAW ENFORCEMENT OFFICERS INVOLVEMENT**

The principal or his designee may request a search on school premises be conducted by a law enforcement officer. When law enforcement authorities are involved in the search, the search will be conducted under criminal law standards rather than under the provisions of this policy.

When law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in the search unless under the direct order of the law enforcement officer.

If law enforcement personnel seek permission from school authorities to search a student, his property or school property to obtain evidence related to criminal activities, school officials shall require the police to produce a valid search warrant before the search is conducted unless:

- Consent by the student is not coerced.
- There is probable cause and circumstances such that taking the time to obtain a search warrant would frustrate the purpose of the search.
- The search is incident to an arrest and is limited to the person and his immediate surroundings.

When law enforcement officials request permission to question students when students are in school or participating in school activities, the principal or his/her designee shall be present. If the student is under 18, his/her parent(s) or legal guardian also shall be present unless the juvenile is emancipated as that term is defined in state law.

Every effort shall be made not to draw any attention to the student being questioned by conducting the interrogation in private and with as little disruption to the schedule as possible.

When custody and/or arrest by the police is involved, the principal shall request that all procedural safeguards as prescribed by law be observed by the law enforcement officers. This includes all due process procedures including but not limited to obtaining proper arrest warrants where required.

### **SEIZURE OF ITEMS**

Anything found in the course of a search conducted by school officials which is evidence of a violation of law or Board policy or school rules or which by its presence presents an immediate danger of physical harm may be:

- Seized and offered as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized. Such material shall be kept in a secure place by the principal until it is presented at the hearing.
- Returned to the student or his parent or guardian.
- Turned over to any law enforcement officer in accordance with this policy.

### **APPEALS**

Within 10 days after a search, the student may appeal the search decision to the superintendent who shall investigate the reason(s) and circumstances of the search. The superintendent shall issue written findings within five (5) school days after receiving the appeal. The superintendent's decision shall constitute the final district determination.

### **COMMUNICATION OF DISCIPLINARY INFORMATION**

The principal or designee shall communicate discipline information concerning any student enrolled in the district to all teachers and counselors who have direct contact with that student. Any teacher or counselor who is assigned a student with known serious behavior problems will be informed of the student's behavior record. Any school that is provided this information shall maintain its confidentiality and shall not communicate it to any other person.

# **IDALIA SCHOOL DISCIPLINE REFERENCE SHEET**

## **LEAVING CAMPUS WITHOUT PRIVILEGE/PERMISSION**

1<sup>st</sup> Offense= Warning

2<sup>nd</sup> Offense= Parent Contact + Loss of Off-Campus Privileges for 4 days.

3<sup>rd</sup> Offense= 1 day Suspension + Loss of Off-Campus Privileges for remainder of academic year

## **DRESS CODE**

1<sup>st</sup> Offense= Verbal Warning + Change of Clothes

2<sup>nd</sup> Offense= Parent Contact + Change of Clothes

3<sup>rd</sup> + offense= In School Suspension+ Student/Parent/Administrator Meeting

## **PROFANITY**

1<sup>st</sup> Offense= Verbal Warning

2<sup>nd</sup> + Offense= Parent Contact + Suspension possible

Profanity Directed towards Faculty/Staff= Suspension

## **DRUGS/ALCOHOL (POSSESSION/USE)**

1<sup>st</sup> Offense= 3 day Out of School Suspension

2<sup>nd</sup> Offense= 5 Day Out of School Suspension

3<sup>rd</sup> + Offense= 5 Day Out of School Suspension + Recommendation for Expulsion

*\*Additional Athletic Consequences- Reference Athletic Handbook*

## **ACADEMIC INTEGRITY**

1<sup>st</sup> Offense= Warning + Parent Contact (0 on Assignment possible)

2<sup>nd</sup> Offense= 0 on assignment + Student is placed on “Academic Probation” (meeting with student, parent(s)/guardian(s) and administrator must take place and the terms of Academic Probation explained in writing)

3<sup>rd</sup> Offense: Failure of Course

## **CLASSROOM DISRUPTION (OFFICE REFERRAL)**

1<sup>st</sup> Offense= Detention + Parent Contact

2<sup>nd</sup> Offense= In School Suspension+ Administrator/Student/Parent Meeting

3<sup>rd</sup> + Offense= Administrator discretion. Out of School suspension possible



## **PUBLIC DISPLAYS OF AFFECTION**

1<sup>st</sup> Offense= Verbal Warning

2<sup>nd</sup> Offense= Parent Contact + Detention

3<sup>rd</sup> + Offense= Administrator discretion. Suspension possible.

## **THEFT**

Suspension and possible involvement of law enforcement.

## **VANDALISM/DESTRUCTION OF PROPERTY**

Suspension and possible involvement of law enforcement.

## **PHYSICAL ALTERCATION**

Case by case basis. Administrator discretion with suspension and law enforcement involvement possible.

## **BULLYING/HARASSMENT**

Case by case basis. Suspension possible.

\*The District Administration has the responsibility to establish and maintain an academic climate which will maximize the development of all individuals. The Principal/Superintendent reserves the right to make exceptions to established school policies that involve situations of unusual circumstances.

\*\*Nothing in this handbook will preclude the authority of the administration from taking unilateral action when deemed necessary.

\*\*\* Idalia School District RJ-3 Board of Education shall prevail over any item stated, omitted, or implied in this handbook.

## **GENERAL EXPECTATIONS AND POLICIES**

### **SCHOOL DANCES**

For Idalia students and guests:

- Doors will be open between 8:00 p.m. and 9:00 p.m.
- Admittance is up to the sponsor/ host.
- There will be no re-admittance. If you leave the dance, you cannot return to the dance.
- When sponsors feel enough students are not participating, they may call the dance off.
- Outside guest forms must be turned into the office by noon the day of the dance.
- Alcohol, drugs, and tobacco will not be allowed on premises.
- The sponsoring group must clean up after the dance.

### **LIBRARY USAGE**

To insure availability of library materials, please follow these rules:

- No library materials are to be taken without a proper check-out. Reference materials may not be removed from the library when the librarian is not present.
- Students, K-4, are allowed to have one (1) book at a time, unless prior arrangements have been made with the librarian. Students, 5-12, are allowed more than one at the librarian's judgment.
- Books will be checked out for a period of three (3) weeks and may be renewed. You may make other arrangements with the librarian if material is needed for a longer period. Reference/Reserved material is checked out for ONE (1) DAY ONLY.
- Books and material will be considered overdue if not returned by the due date.
- Parents are responsible for the return of any material checked out to them.
- Students will be responsible for the return of any material checked out to them.
- Students having overdue material WILL NOT BE ALLOWED to check out additional material until material is returned or payments are made.

### **LOCKERS**

Lockers are assigned by the office at the beginning of the school year to junior high and high school students. Lockers are the property of the district and are at all times under the control and supervision of the school administration. The administration or staff may examine lockers and their contents at any time. At the close of school, students will be given advance notice to clean out and vacate lockers. Students should not leave money or other valuables in their lockers regardless of whether the locker is locked or not. The school does not accept responsibility for the theft of articles from lockers. Thefts should be reported to an administrator immediately. It is the student's responsibility to maintain the cleanliness of their locker. Nothing should be left outside the student's locker, including trash, food, backpacks, etc.

### **TEXTBOOKS**

All class textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Students are to write their name, grade, and school on the book label in case the book is misplaced. Students will be required to pay for lost or damaged books. Students are responsible for the textbook that they have been assigned.

### **FEES**

Consumable class supplies are paid for by the student. Fees may also be assessed for use of supplies in some courses. Teachers of those classes will notify students of supplies and approximate cost. Students are also responsible for fees/costs associated with extra-curricular activities.

## **PUBLICATIONS/POSTERS**

Individual students/groups desiring to distribute or post publications must have prior approval of the building principal. School sponsored organizations may post or distribute materials with approval of the sponsor. Notices must be removed following the activity.

## **CAFETERIA**

Each student is expected to practice the general rules of good conduct. Observe good dining room standards at the table, leave the table and the surrounding area clean and orderly, and put trash in the proper containers. Food/drink served in the cafeteria is not to be removed from the cafeteria without staff approval. The cafeteria provides students with breakfast (8:00 to 9:10 am) and a regular hot lunch. Lunch counts will be done by 8:30 a.m. each day. Free and Reduced Lunch applications are available in each school office.

## **OPEN CAMPUS**

Idalia High School has an Open Campus Policy for LUNCH PERIOD ONLY. All high school students will begin open campus at the start of the school year. Open campus is a privilege and can be revoked at any time, for any student, at the discretion of the school principal and/or parent/guardian. Students will not be permitted to leave campus during regular class hours unless parental or principal's consent has been acquired prior to the student leaving. Loitering in the parking lot, or in and around vehicles, anytime throughout the day, including lunch, is not allowed. Reminder: Students MUST sign out at the office prior to leaving campus at ANY time other than lunch period.

## **FLEX AREA/CLASSROOMS**

Students are not allowed to take any food or drink into classrooms or the flex area. Students are allowed to have a clear water bottle with them in classrooms and the flex area. There are certain exceptions, such as students on a 504 plan that will be allowed access to food/drink while in classrooms. Students are not allowed to bring backpacks into the classroom and flex area, instead backpacks should remain in the student's locker.

## **LEAVING THE BUILDING/GROUNDS**

In the event that it becomes necessary for a student to leave the school grounds during school time, PERMISSION MUST BE OBTAINED FROM A PARENT OR GUARDIAN AND/OR THE PRINCIPAL. Staff requesting students to leave campus, for any reason, must send the student and a note to the office for administrator approval prior to the student leaving. Students are required to sign out at the office prior to leaving campus at any time other than lunch period. Any student leaving school before the time of dismissal without properly signing out will be considered truant and subjects himself/herself to disciplinary action.

## **BUILDING HOURS**

Official school hours are 7:45am to 3:45pm. Any student or group of students remaining in the building (including gym and weight room) after 3:45 p.m. must be supervised by an adult who has acquired prior administrator approval. Maintenance or office staff will not assume this responsibility. If students do not have the required and pre-approved supervision, they will be told to leave the school immediately.

## **STUDENT PHONE USAGE**

- A phone for student use is located in the administrative office area. Students are to use this phone and may use the office/classroom phones only in case of an emergency and with staff approval.

## **STUDENT PERSONAL TECHNOLOGY DEVICES (PTD)**

- The Board of Education recognizes that personal technology devices may be useful tools for students in the educational environment and can play a vital communication role during emergency situations. However, use of personal technology devices in school situations must be regulated to assure that the use of such devices does not disrupt or interfere with the educational process or school operations.
- “Personal technology device” (PTD) includes any privately-owned portable technology device, including but not limited to cell phones, tablets, laptops, cameras, audio and/or video recorders and players, and all other hand-held electronic communication and data storage devices.
- Students may carry PTDs but these devices must be turned off or placed in silent mode inside school buildings, on school buses, at school-sponsored activities and on field trips.
- Student’s use of PTDs with cameras and/or video recording capabilities is prohibited in locker rooms, bathrooms or any other location where such use could violate another person’s reasonable expectation of privacy.
- Students shall not use PTDs to engage in, promote or facilitate any other conduct that violates the student code of conduct, other Board policies or regulations, or state or federal law.
- Students who elect to use their own device must conform to this and other district policies while the device is using district network/Internet and on district property.
- Violation of this policy will result in disciplinary measures and confiscation of the personal technology device. Confiscated devices shall be returned to the student after a discussion with the administration or after a conference with the parent/guardian, student and school personnel.
- Administration reserves the right to request the removal of any video/audio recordings, photos, or social media posts taken while on district property, on a district vehicle or at a district sponsored activity or field trip.
- The district shall not be responsible for loss, theft or destruction of PTDs brought onto district property or while the student is attending district sponsored activities or events.

## **STUDENT TRAVEL**

All student trips must have the approval of the administration. The Senior Trip must be pre-approved by administration and the Board of Education and not exceed three school days missed.

## **OVERNIGHT TRIP POLICY**

The following is a **non-inclusive** list of actions that would be reason to send a student home from a trip or to call security. A disciplinary action **would** also be taken at the school level.

1. Breaking curfew
2. Use of, possession of, or purchasing of alcohol/drugs, including but not limited to liquor and marijuana, and any other illegal substance.
3. Theft/shoplifting
4. Fighting
5. Use of, possession of, or purchasing of tobacco or e-cigarettes.

6. Destruction of property—vandalism
7. Having the opposite sex in your room without supervision or permission or being in another room of the opposite sex without advisor’s approval or another sponsoring adult.
8. Leaving a designated area or premises without permission, especially after curfew.

The following instances **would not** warrant that a student be sent home but would involve a disciplinary action of some sort. This is a non-inclusive list. Student would call parents, and the sponsor would notify the superintendent while on the trip. Advisor’s discretion would be used in each situation.

1. Ditching workshops or sessions—not doing what they are there for and supposed to be doing.
2. Causing problems with state officials, other chapters, or advisors. If this were an extreme situation, the above suspension would apply.
3. Disobedience or disrespect of anyone.
4. Inappropriate attire, behavior or language.

If for any reason a sponsor has need to call security, send a student home, or a student violates any of the above items during a school sponsored trip, a school disciplinary action will be taken. The student will miss the next two (2) activities as well as not participate in the next overnight trip for that organization. The student will also pay the expenses incurred in getting home if there are any. All school rules apply.

## **VISITORS**

Visitors to Idalia Schools are welcome if the visit does not interfere with the normal functioning of school and arrangements have been made with the school administrator 24 hours prior to the visit. Visitors are required to sign in at the building office.

## **LOST AND FOUND**

Students who find lost articles are asked to take them to the office where they can be claimed by the owner. Please check with the office when missing items. All unclaimed items will be donated to local charities.

## **STUDENT USE OF INTERNET AND ELECTRONIC COMMUNICATIONS**

The Internet is an electronic highway connecting thousands of computers all over the world and individual subscribers. Students may access much of the information on the Internet through the world-wide-web without a personal Internet account. This agreement and application, however, applies to full Internet access that requires a personal Internet account. This level of Internet access permits the user access to Internet resources. Individual access is offered as a privilege granted to users on the basis of their ability to use the network resources responsibly and in the manner outlined in this document. With this level of access users can:

- Use the world-wide-web to access many current information resources in a range of areas;
- Communicate with people through electronic mail (e-mail);
- Retrieve public domain and shareware software of all types;
- Participate in discussion groups;
- Publish material on the Internet by creating web pages;
- Access the Internet from Idalia Schools

The educational value of appropriate information on the Internet is substantial. However, the Internet is composed of information provided by institutions and people all over the world and includes material that is not of educational value in the context of the school setting. Among other things, there

is information that may be judged as inaccurate, abusive, profane, sexually oriented or illegal. RJ-3 wishes to support students in responsible use of the Internet and does not condone or permit the use of this material. It is a joint responsibility of school personnel and the parent or guardian of each student to educate the student about his or her responsibility when using the Internet. While general supervision is provided, parents and guardians must be aware that while at school, direct supervision by school personnel of each student using computers is not always possible. Thus, students are expected to use the resources in a manner consistent with this contract and will be held responsible for their use. Parents are completely responsible for the student's use of the Internet resources from home.

The smooth operation of the network relies on users who must adhere to strict guidelines. In general this requires efficient, ethical and legal utilization of the network resources. If a user violates any of these provisions, he or she may be suspended and future access could be denied. In addition, violation of any school rules while using the Internet will result in appropriate school disciplinary action. Your signature(s) on the attached contract is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand their significance.

### **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 communications 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/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 of materials and information. All material and information accessed/received through district computers' and computer systems shall remain the property of the school district.

### **RJ-3 - Terms and Conditions for Students and Staff**

- 1. Acceptable Use** - The purpose of Idalia Schools Internet access is to support education in the school district by providing access to unique resources and the opportunity for collaborative work. The use of the Internet must be in support of educational and academic research and consistent with the educational objectives of the district. Use of other organization's networks or computing resources must comply with the rules appropriate for that network. Publication, ownership or transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret. All communications and information accessible via the network should be assumed to be private property. Use of Idalia's Internet for product advertisement or political lobbying is not allowed. Illegal activities are strictly prohibited. All communication must use appropriate language and be polite. Do not swear, use profanity, vulgarities, or harass other users. **Playing games or using interactive chats is not acceptable.**

### **Student electronic mail (e-mail) is not guaranteed to be private.**

People who operate the system do have access to e-mail and although e-mail is not read randomly,

it can be accessed if a user is suspected of violating this contract. Messages relating to or in support of illegal activities may be reported to the proper authorities.

**Internet activities that are permitted by the acceptable use policy:**

- Investigation of and communication about topics being studied in school;
- Investigation of and communication about opportunities outside of school related to community service, employment or further education.

**Internet activities that are not permitted by the acceptable use policy:**

- Searching, viewing or retrieving materials that are not related to school work, community service, employment or further education (thus, searching or viewing sexually explicit, profane, or illegal materials is not permitted);
- Copying, saving or redistributing copyrighted material. (Users should assume that all material is copyrighted unless explicitly noted);
- Subscription to any services or ordering of any goods or services;
- Sharing of the student's home address, phone number or other information;
- Playing games or using other interactive sites such as chats unless specifically assigned by a teacher;
- Using the network in such a way that disruption of the network takes place (e.g. downloading large files during prime time; sending mass e-mail messages; annoying other users using the talk or write functions);
- Using the internet to telnet to other machines for purposes not allowed
- Any activity that violates a school rule or a local, state or federal law.

Users who have any questions or doubts about whether a specific activity is permissible should consult a teacher or administrator.

**2. Privileges** - The use of the district's internet is a privilege, not a right, and inappropriate use can result in a cancellation of those privileges. System administrators will deem what is inappropriate use of the network and take appropriate action. System administrators may suspend or close an account at any time. They must notify the user in writing or in person within two (2) weeks of the reason for suspension or termination. The administration, faculty, and staff of Idalia Schools may request the system administrator to deny, revoke, or suspend specific users. Students/Staff whose accounts are denied, suspended or revoked have the following rights:

- To request in writing a written statement justifying the actions.
- To submit a written appeal to the principal and as a follow up to this letter to have a meeting with administration and any other involved or interested staff. Students who are under 18 must have a parent or guardian present at the meeting.

**3. Security** — Security on district computer systems is a high priority. Students who identify a security problem while using the internet or electronic communications must immediately notify a system administrator. Students should not demonstrate the problem to other users. Logging on to the internet or electronic communications as a system administrator is prohibited.

Students shall not:

- Use another person's password or any other identifier without permission
- Gain or attempt to gain unauthorized access to district computers or computer systems
- Read, alter, delete or copy, or attempt to do so, electronic communications of other system users

- Any user identified as a security risk, or as having a history of problems with other computer systems, may be denied access to the Internet and electronic communications, with or without cause.

4. **Vandalism** - Vandalism may result in cancellation of privileges. Vandalism is defined as any attempt to obtain, harm or destroy data of another user, or any of the above listed agencies or other networks that are connected to the Internet backbone, including, but not limited to, the uploading or creation of computer viruses.

5. **Updating Student User Information**—The district may occasionally require new registration and information from the student to continue the service.

6. **Reliability** – RJ-3 makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages suffered, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by students own negligence or their errors or omissions. Use of any information obtained is at student's own risk. RJ-3 specifically defies any responsibility for the accuracy or quality of information obtained through its services.

7. **Indemnity** - The Internet user, and if a minor, his or her parent or legal guardian, specifically agree(s) to indemnify Idalia School District or any of its employees, for any losses, costs, or damages, including reasonable attorneys' fees incurred by the district and employees relating to, or arising out of any breach of this contract.

**Exception of Terms and Conditions** - All terms and conditions as stated in this document are applicable to the Idalia School District. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Colorado, United States of America.

In review, applicants are advised that internet service is provided for the specific purpose of supporting the educational mission of the Idalia School District. All users are expected to abide by the terms and conditions above. If the prospective user cannot abide by any or all of the terms and conditions set forth in this document, she or he is advised to acquire Internet access through a commercial Internet Access Provider, at home, as an alternative. To complete the application process for Idalia Schools, fill out the attached contract and application. Students should return the completed contract to the building office. Please retain this copy of the Terms and Conditions for your files. Any questions can be addressed to a building administrator.



# **IDALIA SCHOOL GENERAL PLAYGROUND EXPECTATIONS**

## **GENERAL**

- Line up immediately when the bell rings.
- Clean your shoes and clothing before coming into the school.
- Return all equipment to the proper place.
- Stay away from the tree area, stay out of the crow's nest, and stay off of the bleachers on the football field.
- Throwing snowballs, rocks, dirt clods or sand is not permitted.
- Pushing, biting, hitting, kicking or spitting is not acceptable.
- Elementary students are not allowed in the coach's office or locker rooms.
- Hydrant is hands off.
- Get permission from the adult in charge to retrieve a ball outside the boundaries and to go back in the school building or gym.
- No roller skates, roller blades, or skateboards.

## **EQUIPMENT**

- No climbing on or jumping off top platform of playground equipment, monkey bars, or goal posts.
- Do not play tag on the playground equipment.
- Keep rocks off and out of playground equipment.
- Leave track equipment alone and do not play on the mats.
- Jump ropes are to be used only for jumping.
- Do not hang on the basketball rims.

## **SLIDES**

- Never go up a slide the wrong way or walk up a slide.
- Go down the slides one at a time, on your seat only.

## **SWINGS**

- Only one on a swing at a time.
- Sit in the swings. Do not stand up or kneel
- Do not twist in the swings, wrap around the poles, jump out of the swings, or run under the swings.
- Only two students at a time on the tire swing.

## **BALLS**

- Only bring tennis, rubber balls, or softballs. NO hard baseballs allowed.
- Only touch football may be played. NO tackling or wrestling.
- No dodge ball, dynamite, or any potentially harmful games.

## **GYM**

- No outside shoes are allowed on the gym floor.
- Students must have pre-approved supervision at all times while in the gym/weight-room.
- Students may only use indoor balls in the gym.

## **WEATHER POLICY**

- A coat is strongly suggested during the seasons of fall, spring, and winter
- Close-toed shoes are strongly suggested for winter
- Dress appropriately for the weather, but will be left to teacher's discretion if the child needs more clothing or not.
- If inappropriately dressed for the weather, a phone call will be made to parents/guardians.

## **MEDICAL**

### **SCHOOL NURSE**

The district nurse is shared among the schools. Among her responsibilities are to check the health records of each student, to teach state-mandated curriculum, to coordinate vision/hearing screenings, oversee medications, notify parents and teachers if there is a possible problem, and arrange for any additional screenings.

### **ILLNESS OR INJURY**

The building office is available to all students if they should become ill or injured while at school. Only qualified personnel shall give emergency care. Parents or emergency contact(s) will be notified immediately of illness or injury. Medical help will be summoned if determined necessary by a staff member.

### **MEDICATIONS**

Idalia School Board Policy JLCD requires that any student requiring staff administration of medication must have a written and specific request from the parent or guardian and the written authorization of a physician for school personnel to dispense the medication (including over the counter medications). All medication must be clearly marked with name, dosage to be taken and the time(s) to be administered. The medication must be kept in the school office. Each time medication is administered, it will be documented as to student, medication, time of day and date. By law, no medication can or will be dispensed without parent request and consent along with a physician's authorization.

The district has no health professionals or nutritionists on staff. This places all staff members and the Idalia School District in serious jeopardy when a district employee suggests that medication, over-the-counter remedies or supplement products could improve performance, relieve pain or cure a condition. Many commonly used over-the-counter medications could and have caused: rashes, asthma attacks, other reactions and even death.

Under NO circumstances do staff members suggest or even infer that they recommend or endorse any medications, over the counter remedies or supplements. Staff will defer any opinions to medical professionals.

### **CHILD ABUSE**

By law, schools are required to report any suspected child abuse. Social services and law enforcement have the authority to conduct investigations in the schools and with students. The methods in which such investigations are conducted are within the exclusive authority of law enforcement and social services. Notifications to parents in such cases will come from law enforcement agencies or social services.

The law states that when a school reports a case to Social Services, a follow-up, written report must be made as soon as is practicable. The reporting party has the responsibility of sending the report.

### **IMMUNIZATIONS**

According to Colorado state law, all students must have a copy of a completed immunization record on file with the school. Each student will have two (2) weeks to bring a completed record to school or the student will be suspended until the completed record is on file. If the parent has a medical, religious, or personal exemption, a signed statement to that effect must be on file with the school. See following Immunization Notice/Community Alert.

## **TRANSPORTATION**

### **VEHICLE GUIDELINES**

The school will provide parking for student vehicles southwest of the school according to the following guidelines:

- All school rules, local and state traffic laws, must be followed when operating any vehicle on school grounds.
- When students drive to school they are to observe speed limits on and around school property.
- Upon arrival at school, vehicles should be locked. The school will not be responsible for any stolen items.
- Students are not permitted to drive during school hours without prior principal approval. This approval must be on file in the office.
- There will be no student parking in handicapped/visitor parking areas or directly in front of the buildings.
- Students are to park in designated spaces in the student lot. No student parking is allowed behind buildings on school days.
- Students who are leaving vehicles in the school lot for any length of time (EX: overnight, etc.) are asked to park in spaces located on the West side of the parking lot farthest away from the building.
- Vehicles in any school parking area are subject to search at any time.

### **SCHOOL TRANSPORTATION VEHICLES**

School transportation is a privilege, not a right. The Idalia School District does provide bus service for those students who live on or near established bus routes. Students are expected to follow and respect these guidelines, which are for the safety and welfare of everyone. The bus driver will relay to students any rules, regulations and/or guidelines that students are to respect and follow. The bus driver may refer any discipline problems to the student's building principal.

Bus drivers will make every effort to be at the bus stop at or near the same time each school day. However, road conditions and time lost by waiting on individuals not ready may cause the bus to run late. Transportation which has been provided by the school or by a school organization is under the jurisdiction of the school. Conduct shall be in accordance with existing standards. Teachers, coaches, bus driver and chaperons will be in charge. Buses are district property. All school rules apply to students or adults riding them, whether on routes or activities.

### **BUS RULES**

- Obey all rules set by the driver.
- Board the bus immediately after school.
- Talk quietly when conversing so as not to distract the driver.
- Act courteously toward others.
- Permission from the Principal will be necessary for any student, other than participants, to ride a bus to extracurricular activities. \*Note - this will be in accordance with school board policy and requires prior written permission from the parent or legal guardian.
- Students are to help keep the bus clean.
- Students must be at receiving stations on schedule. Drivers will wait only a brief time according to their schedules.
- Students and/or their parents may be held responsible for any destruction to property.
- Riding the school bus is a privilege. Improper conduct on the buses will result in that privilege being denied.
- Remain in seats or spaces assigned at all times while the bus is moving.

## **BUS STORM ROUTES**

If deemed necessary for the safety of students, school officials may decide to run “storm routes”, in which buses will run on paved roads only. Storm route maps, with route stops and approximate times, are posted on the school district website, [www.idaliaco.us](http://www.idaliaco.us). Any student who is absent on a “storm route” day because they were unable to make it to a storm route bus stop will receive a school-exempt absence. If storm routes are called for the morning, they will also run in the afternoon.

## IDALIA CLASS SEQUENCE & COURSE DESCRIPTIONS

If a course is offered in our school, it is listed below. To use this section, please refer to the specific subject area and then look at the specific course offerings listed under that subject area. Mid-year transfer student(s) subject to enrollment of courses and extracurricular activities based on prior school's transcript and administration approval.

**AGRICULTURAL EDUCATION**—All courses are tied to the Career-Technical Educational Program Approval with the State of Colorado. All courses are year-long (semester 1 required for semester 2) and require enrollment in the FFA program. See FFA extracurricular description.

### SEQUENCE OF PROGRAM



**Intro to Agriculture (Ag 1):** An introductory course for first year agriculture education students. This course introduces students to the foundational principles of agriculture, food and natural resources. Students will gain knowledge in career development, leadership, personal development, communications, animal science, plant science, natural resources, food science, power/structure and agribusiness. Fine Arts/Vocational Credit.

**Fundamentals of Agriculture (Ag 2):** Students will learn about leadership skills, advanced record book keeping, and advancement of SAEP, public speaking skills, life knowledge, plant and animal science, soil science, range management, agriculture mechanics, etc. Fine Arts/Vocational Credit. Prerequisites: Ag 1

**Animal Science/Crop Production Mgt:** Students will learn animal nutrition, animal reproduction, animal anatomy, range management, livestock management practices, etc. Students will explore career options in this area of study. Students will also learn advanced knowledge in the areas of crop and soil science. This includes but is not limited to range management, crop, seed, and weed identification, weed management, conservation, and advanced soils. Students will explore career options in these areas as well. This is an alternating class. NJC college credit is available for 3 credits. Fine Arts/Vocational Credit. Prerequisites: Ag 1 & Ag 2

**Agricultural Business/AgriEconomics:** Students will learn agriculture economics, recordkeeping, budgeting, futures marketing, etc. Students will explore careers in these areas. This is an alternating class. Fine Arts/Vocational Credit. Prerequisites: Ag 1 & Ag 2

**Agricultural Mechanics:** Students will learn advanced skills in metal fabrication, small engines, and wood working. Students will complete skill cards and have individual projects that will include bill of materials, construction procedures, and drawing plans. Careers in these areas will be explored. Fine Arts/Vocational Credit. Prerequisites: Ag 1 & Ag 2

**Agricultural Leadership/Communications:** This course provides for the application of leadership and communication skills developed in previous courses in the ag Program of Study. Students will apply identified skills and competencies through planning, conducting and evaluation of activities, events and programs through the FFA organization as well as other ag related associations. Students will develop leadership skills in public speaking, agriculture communications, current events, agriculture issues, and basic professionalism. Fine Arts/Vocational Credit. Prerequisites: Ag 1 & Ag 2

**Food Processing/Horticulture:** Introduction to Horticulture is an advanced course that offers instruction in greenhouse production. Units of study include plant identification, greenhouse management, integrated pest management, propagation, growing media, growing greenhouse crops, horticulture mechanics, Agribusiness units will cover operating a horticultural business, pricing work, advertising, and sales. Food Products and Processing focuses on the food processing industry with special emphasis on the handling, processing and marketing of food products. In addition, understand procedures that ensure safety, sanitation and quality of food products. Students will develop knowledge and skills regarding career opportunities, entry requirements and industry expectations. Fine Arts/Vocational Credit. Prerequisites: Ag 1 & Ag 2 \*May be taken simultaneously with Ag 2 as a sophomore.

**Ag capstone:** Ag Capstone is an advanced, project-based class that focuses on students' interest areas. This class will focus on animal science, plant science and ag business pathways along with college and career readiness. Students will use both research and hands-on projects. Fine Arts/Vocational Credit. Prerequisites: Ag 1 & Ag 2

**Work Based Learning:** Work Based Learning may be taken for up to two (2) consecutive class periods per semester at the beginning or end of the day. Only senior students are eligible for the program. Students must ensure work study will not prevent them from taking required courses. Students enrolled in the Work Based Learning will be required to complete several career/vocational-related assignments in addition to their on-site work. Prior approval by the Employer, Instructor, Counselor, and Parents must be obtained before the beginning of the semester. Guidelines will be set and will be given to the employer. *Cannot be enrolled as Time Release.* Fine Arts/Vocational Credit.

**BUSINESS**—All courses are tied to the Career-Technical Educational (CTE) Program Approval with the State of Colorado. All courses are year-long (semester 1 required for semester 2) and in partnership with enrollment option in the FBLA program. Enrollment in FBLA dependent upon initial enrollment of one course. Officers must maintain a business class enrollment while serving as an officer. After that, it is adviser approval.

### SEQUENCE OF PROGRAM

| Level   | Design Pathway                            | Accounting Pathway                        | High School of Business Pathway                   |
|---------|---|---|---|
| Level 1 | Principles of Business/Business Economics | Principles of Business/Business Economics | Principles of Business/Business Economics         |
| Level 2 | Adobe InDesign                            | Fundamentals of Accounting                | Principles of Marketing/<br>Principles of Finance |
| Level 3 | Adobe Photoshop                           | Accounting 2                              | Principles of Management/<br>Business Strategies  |
| Level 4 | Project Mgmt. in Organizations            | Project Mgmt. in Organizations            | Project Mgmt. in Organizations                    |

**Principles of Business/Business Economics:** A: This project-based business course develops student understanding and skills in such areas as business law, economics, financial analysis, human resources management, information management, marketing, operations, and strategic management. Through the use of projects, students acquire an understanding and appreciation of the business world. They develop a business analysis report, conduct an environmental scan of the local business community, and investigate business activities. Current technology will be used to acquire information and to complete the projects. Throughout the course, students are presented problem-solving situations for which they must apply academic and critical-thinking skills. Formal reflection is an on-going component of the course. B: This project-based business course develops student understanding and skills in such areas as economics, entrepreneurship, operations, and professional development. Through the use of seven projects, students acquire an understanding and appreciation of economic decision-making in the business world as well as augmenting their knowledge of entrepreneurial contributions. Current technology will be used to acquire information and to complete the projects. Throughout the course, students are presented problem-solving situations for which they must apply academic and critical-thinking skills. Available to 9th-12th Grade Students. Fine Arts/CTE Credit.

**Principles of Marketing/Principles of Finance:** A: This project-based business course develops student understanding and skills in such areas as channel management, marketing-information management, market planning, pricing, product/service management, promotion, and selling. Through the use of seven projects, students acquire an understanding and appreciation of marketing activities. Current technology will be used to acquire information and to complete the projects. Throughout the course, students are presented with problem-solving situations for which they must apply academic and critical-thinking skills. B: Principles of Finance furthers student understanding of two specific business activities—accounting and finance—that were

introduced in an earlier High School of Business course, Principles of Business. Through team activities and a semester-long corporate investment project, students make connections between accounting and finance. Students acquire an understanding of financial statements, calculate financial ratios, and make corporate financial management decisions based on their analysis of that financial data. In addition, students apply the concepts of operating and overhead costs, internal accounting controls, and budgets to their class business. Lastly, cost/benefit analysis is introduced as an element of financial planning and decision-making. Available to 10th-12th Grade Students. Fine Arts/CTE Credit.

**Principles of Management/Business Strategies:** A: Principles of Management furthers student understanding of management that was introduced in an earlier High School of Business™ course, Principles of Business. Through individual and team activities and a semester-long project, students make connections between management and business success. Students acquire an understanding of legal and ethical issues associated with management; initiate, plan, implement and control, and close a project; motivate team members; delegate work; develop a chain of command; coordinate work efforts; and interpret statistical findings. B: This project-based business course develops student understanding and skills in such areas as business law, entrepreneurship, financial analysis, human resources management, and strategic management. By planning, organizing, staffing, directing, leading, and controlling business activities, students acquire a realistic understanding of what is required to open and successfully run a business. They conduct situational, market, and competitive analyses; select a target market; develop a business plan; recruit, interview, select, and hire staff; supervise staff; control use of resources; and evaluate the results of the business effort. Throughout the course, students make decisions and use problem-solving skills. Formal reflection is an on-going component of the course. Available to 11th-12th Grade Students. Fine Arts/CTE Credit.

**Fundamentals of Accounting:** This class will prepare the student to keep records for a proprietorship, partnership or corporation. Topics covered include: accounting theory, the accounting cycle, handling cash, accounts receivable/payable, payroll, etc. Students will perform simulation work both manually and automated. Available to 10th-12th Grade Students. Fine Arts/CTE Credit.

**Accounting 2:** This course will give students the opportunity to become proficient in departmentalized accounting, accounting control systems, general accounting adjustments, corporation accounting, management accounting, and cost accounting. The course will also cover organizational structure/financial reporting for a partnership and budgeting/accounting/financial reporting for a not-for-profit organization. Students will perform simulation work both manually and automated and use QuickBooks. Must have completed Fundamentals in Accounting with at least a “C” average. Available to 11th-12th Grade Students. Fine Arts/CTE Credit.

**Adobe Photoshop:** This class teaches an understanding of the key terminology related to digital images and encourages students in demonstrating knowledge of basic design principles and best practices employed in the visual design industry. Students will develop a knowledge of typography and its use in visual design and color as well as in digital images, image resolution, image size, and image file format for web, video, and print. Students will identify and define the functions of commonly used Panels, including the Properties, Layers, Brushes, Adjustments, and Type panels. Students will also be able to define the functions of commonly used tools, including selection, drawing, and painting, type, and vector shape tools. Available to 10th-12th Grade Students. Fine Arts/CTE Credit.

**Adobe InDesign:** This class will incorporate design layout and plans for basic projects. Basic project management concepts will be addressed as well as the purpose, audience and audience needs for preparing



images that are required to use specific content. Legal and ethical considerations for using third party content such as copyright, permissions, and licensing and when and how to obtain permission to use images of people and locations. Students will demonstrate knowledge of techniques for communicating about design plans with peers as well as demonstrate knowledge of basic project management concepts. Copyrights, permissions, and licensing required to use specific content will be identified as well as legal and ethical considerations for using third-party content. An understanding of key terminology related to publications and desktop publishing is essential as well as visually appealing designs. Students will identify and use common typographic adjustments to create contrast, hierarchy, and enhanced readability and define common photographic/cinematic composition terms and principles. Student will manage text flow across multiple text areas and use tools to add special characters or content and transform individual frames or content. Available to 10th-12th Grade Students. Fine Arts/CTE Credit.

**Leadership Independent Study:** The students will develop skills in organization, communication, management, decision making, and basic professional skills. This course must be pre-approved by the instructor. Available to students holding an FBLA president position or State officer position and will provide additional time for these students to develop advanced leadership skills as related to business education and FBLA. Available to FBLA State Officers and the FBLA President. Fine Arts/CTE Credit.

**Project Management in Organizations:** Students will be able to use Desktop Publishing software and Photoshop software in designing layouts for projects. The school yearbook will be created as a capstone for this class. Students will be able to use the wizard and office assistant and will be able to create personal information sets, use design templates, how to save, and how to print as well as be able to customize design templates, proofreading and the use of spell checker and auto correct, changing font and size, changing colors, background colors, changing bullets, proper use of hyphenation, style feature, arrangement of text in a newsletter, creating headlines and tables of content, importing graphics from clip art from the web, editing and formatting graphics and editing captions. Monthly newsletters will be created using skills from InDesign. Other skills will include but not be limited to creating business forms, business cards, and letterhead, creating business forms with tables, and filling in forms. Students will be able to complete the yearbook by writing headlines, copy, captions, and adding pictures, clip art, designing page layouts, and using color. They will know how to proofread, save, and print all material. In addition, Digital cameras and scanner are essential elements to this course. Available to students who have completed InDesign, Photoshop, Accounting Fundamentals, Accounting 2, Advanced PC Apps, and Leadership. Adviser approval. Fine Arts/CTE Credit.

## **ELECTIVE**

**Introduction to College & Career Planning:** College prep is an elective course that will provide students with the basic skills needed to explore career options, plan a career path and find colleges or career schools that will help student reach their individual goals. The course covers information for all academic paths.

**Introduction to Speech:** Introduction to Speech is an elective course that will provide students with the basic skills needed in a variety of public and daily society interactions. Students will learn the essential parts of speech. Students will develop an understanding of proper skills in evaluating and delivering effective speeches for a variety of purposes.

**Language Essentials:** Gives students an opportunity to read an individually-chosen book for sustained reading 30-45 minutes every day. Three requirements are that students must have their books approved by a parent or guardian (who may opt for student choice); students must sustain in reading; and students must chart their progress and write about or discuss the books they have read with the teacher or a small group. Students will explore the different types of literary genre essential to developing life-long readers. Enrichment videos, vocabulary, and computerized skill builders are also options. Short responsive writings will be required once or twice a week. Students will need to write using conventional grammar and proper usage of sentence structure. Students will write and speak for a variety of purposes and audiences. Individual learning styles are recognized with classroom curriculum developed around expanding creativity and essential thinking skills important to developing reader reflection and comprehension. Elective Credit. Prerequisites: Administration and/or teacher approval based on achievement levels.

**Technical Writing:** A specific style of writing that seeks to inform/instruct/persuade an audience by conveying information as precisely as possible. Everyday examples of this style of writing include instruction & operator manuals, cooking recipes, and diagrams. Upon completion of this class, students will have a greater knowledge of technical writing and will be able to use this knowledge to create documents that require the transfer of concise information. These documents include cover letters, resumes, job proposals or bids, and reports or communication with employers, employees, and peers. Elective Credit.

## **FOREIGN LANGUAGE**

**Spanish I:** Spanish I helps students gain a novice-mid to novice-high proficiency in the Spanish Language. The course will focus on high frequency words, describing yourself and others, calendar, weather, common phrase and Spanish-speaking people and their countries/cultures. Students will build a solid foundation in listening, speaking, reading and writing in Spanish. A variety of activities, including but not limited to, TPR, storytelling, Movietalk, games, activities and novels will be utilized to expose the student to a high frequency of comprehensible input daily. Prerequisites: Semester 1 for Semester 2

**Spanish II:** This course is designed to help students obtain an intermediate-low proficiency in the Spanish Language. This course builds on vocabulary and knowledge gained in Spanish I and will focus on increasing fluency with high frequency words, describing yourself and your world, past times and common phrases. In addition, students will be able to recognize and utilize both the present and past tense in conversation and written materials. Students will improve their ability to listen, speak, read and write in Spanish in a wide range of situations. A variety of activities, including but not limited to TPR, storytelling, Movietalk, games, activities, novels will be utilized to expose the student to a high frequency of comprehensible input daily. Prerequisite: Spanish I and Semester 1 for Semester 2.

**Spanish III:** This course is designed to help students obtain an intermediate-mid or higher proficiency in the Spanish Language. The course is a continuation and review of knowledge acquired in Spanish 1 and Spanish 2, as well as an introduction to new vocabulary, structures and expressions. The course will expose students to the use of the future, conditional and subjunctive mood and focus on increasing language fluency, as well as, knowledge of Spanish Speaking cultures. Novels, videos,

podcasts and projects will be utilized to expose the student to a high frequency of comprehensible input daily. Prerequisite: Spanish I, Spanish 2 and Semester 1 for Semester 2.

## **LANGUAGE ARTS**

**9<sup>th</sup> English:** This course builds on the foundations for communication, reading, writing, and speaking established in Middle School. We will work to establish solid skills to use throughout your high school and college careers. Basic grammar will be reviewed including sentence and paragraph structure, and we will build vocabulary and improve spelling. There will be an emphasis on writing essays and analyzing literature, as well as listening and formal speaking. Required of all Freshmen. English Credit.

**10<sup>th</sup> English:** This course emphasizes collaborative discussions (one-on-one, groups, and teacher-led); reading and comprehending literature including stories, dramas, and poems; and analyzing groundbreaking U.S. documents of historical and literary significance. Writing and editing to conform to MLA style is introduced with research projects. We continue to build vocabulary and improve spelling. Required of all Sophomores. English Credit. Prerequisite: 9<sup>th</sup> English.

**11<sup>th</sup> English:** This course is designed to act as an in-depth study of high school grammar, composition, and literary analysis. This course includes an introduction to business and technical writing, formal and informal oral presentations, reading literary and nonfiction texts to hone note-taking skills, and strategies to produce extended research papers. We continue to build vocabulary and improve spelling. Recommended for juniors who are not enrolled in MCC English. English credit. Prerequisite: 9<sup>th</sup> and 10<sup>th</sup> English.

**12<sup>th</sup> English:** This course is designed to act as an in-depth study of high school grammar, composition, and literary analysis. This course includes an introduction to business and technical writing, formal and informal oral presentations, reading literary and nonfiction texts to hone note-taking skills, and strategies to produce extended research papers. We continue to build vocabulary and improve spelling. Recommended for seniors who are not enrolled in MCC English. English credit. Prerequisite: 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> English.

## **MATHEMATICS**

**Algebra I:** An introduction to the basic concepts of Algebra including simple equations and problems, real number operations, polynomials, exponents, ratios, percentage, rational and irrational roots and linear and quadratic functions. The use of a scientific calculator, computer programs, and graphing software will be included. Mathematics Credit. Prerequisite: A “C” or higher in 8<sup>th</sup> grade math or recommendation of 8<sup>th</sup> grade math instructor or instructor approval or Pre-Algebra. Semester 1 required for Semester 2.

**Algebra II:** A continuation of the algebra program with emphasis on functions as well as work with polynomials and rational functions, basic trigonometry, logarithms, and sequences and series. Calculator use is an important part of this course, as is various mathematics software. Mathematics Credit. Prerequisite: Algebra I or instructor approval. Semester 1 required for Semester 2.

**Geometry & Pre-Calculus:** Introduction to the basic concepts of geometry, including geometric proofs, both formal and informal. Constructions, coordinate geometry, and transformations will also be introduced. Surface areas and Volumes of solids. Prerequisite: Algebra II with a “C” or higher or instructor approval. Mathematics Credit. Semester 1 required for Semester 2.

**Statistics:** Students will be introduced to the major concepts of data collection, descriptive and inferential statistics, and probability. Students will work with statistical measures of centrality and spread, methods of data collection, methods of determining probability, and confidence intervals. Mathematics Credit. Prerequisite: Algebra II and Semester 1 required for Semester 2

**Every-day Math:** This course includes a comprehensive coverage of personal and business-related mathematics. In addition to reviewing the basic operations of arithmetic, students are prepared to understand and manage their personal finances as well as grasp the fundamentals of business finance. Basic math skills are covered in a step-by-step manner. Spreadsheet applications will also be explored. Content covered includes but is not limited to Gross/Net Income, Checking/Savings Accounts, Cash/Charge Purchases, Automobile Expense/Housing Costs, Insurance and Investments, Recordkeeping, Wages/Salaries, Discounts, Markup and Markdown, and Financial Management. Mathematics Credit. Prerequisite: Counselor approval. Semester 1 required for Semester 2.

**Math Explorations:** This course is designed for students who find math challenging. Basic skills and problem solving will be the focus of the class. Mathematics Credit. Prerequisite: Counselor approval. Semester 1 required for Semester 2.

**Pre-Algebra:** This course is designed prepare for Algebra I. A unit of fraction and a unit of decimals are taught, reviewing skills already introduced. Then the students move into basic algebra until they reach a level that is sufficient to have the opportunity to enter into Algebra I the following year. Mathematics Credit. Prerequisite: Semester 1 required for Semester 2.

## **ART**

**High School Art:** The scope of experience in art varies within the projects as well as within grade levels. The required performances and the difficulty of the experiences become more advanced as the student advances. Art projects required by the instructor will be selected from various areas. Students will be expected to keep a notebook and meet specific requirements on each project assigned. For assessment students will also be expected to develop more advanced skills and greater independence with each year or art. Fine Arts/Vocational Credit.

## **MUSIC**

**High School Music:** Music class consists of vocal and/or instrumental study, depending on the interest of the students who enroll in the class. There is opportunity for individual instruction as well as group work. Some elements of improvisation, music theory, and music history are also incorporated into the class. Students hone their skills as musicians and prepare performances for the holiday program, spring program, and league contests. They are also given the option to audition for Honor Choir and Honor Band, as well as perform in solo and ensemble competition along with other musical opportunities throughout the year. Fine Arts/Vocational Credit.

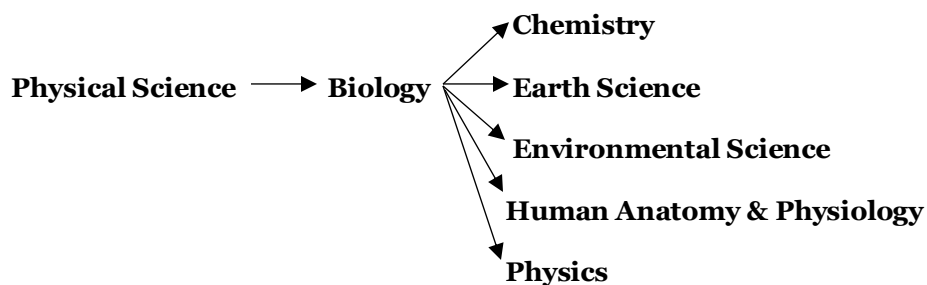
## **PHYSICAL EDUCATION/HEALTH**

**Weights:** Provide activities which will allow students to participate in healthy, vigorous activities. These activities will allow students to maintain an adequate physical fitness level, as well as provide an opportunity to improve the skills necessary for each activity. Emphasis is placed on positive cooperation and interaction among the students. The objective of physical education is to improve skills necessary for each activity, to promote good sportsmanship, and to apply the rules in game situations. Can be taken multiple semesters. PE Credit.

**9<sup>th</sup> Health/Fitness:** The student will be introduced to physical, mental, and social health. Areas covered: parts and functions of the major body systems. Care of their own bodies. Emotional wellness, maintaining wellness. Responsibilities and consequences of human sexuality. Risk management, coping skills and community involvement. One-year class. Required for freshmen. 1/2 Health & 1/2 PE Credits.

## **SCIENCE**

### **SEQUENCE OF PROGRAM**



**Physical Science:** Introduction to the fundamentals of chemistry and physics. The basics of the periodic table, atomic structure and compound formation are covered in the chemistry portion while force and motion, energy and electricity are covered in the physics portion of this course. Basic math skills (addition through division) are required. Calculators are allowed. Science credit. Prerequisite: Semester 1 for Semester 2.

**Biology:** A basic introductory, laboratory-based course in biological sciences, lab investigations, computer activities, and outdoor expeditions are all part of the scientific process and are included this course. Subjects covered include ecology, cell structures and function, basic genetics, plants, invertebrates, vertebrates, and human anatomy. Science credit. Prerequisite: Semester 1 for Semester 2.

**Chemistry:** This laboratory-based course covers the basics of chemistry and is intended for the college bound student. Math skills needed include percentage composition problems, logarithms, and other algebra 2 skills. Use of the periodic table as the basic instrument to understand chemistry is

stressed. Experimentation is used to enhance understanding. Overall, the approach to this course is problematic in nature. This is an alternating class and will only be offered during the beginning even-numbered school years. Science credit. Prerequisite: Algebra II (with a “C” or better), Physical Science, and/or instructor approval. Semester 1 for Semester 2. Limited to Juniors and Seniors.

**Physics:** While designed for the college student, this laboratory-based course stresses a non-problematic, conceptual approach to physics that is well within the reach of the average student. Reading and logical thought are stressed in this course rather than mathematics. The course does require some mathematics skill, but at lower levels than the traditional high school physics course. The material covered is often abstract and does require advanced levels of reasoning and logic to understand. Mechanics, waveforms, and energy are the main focus of this course. This is an alternating class and will only be offered during the beginning odd-numbered school years. Science credit. Prerequisites: Physical Science, Algebra I, and/or instructor approval. Semester 1 for Semester 2. Limited to Juniors and Seniors.

**Earth Science:** Identify processes and systems in Earth’s interior, on the surface, and in the atmosphere, that make it possible for life to exist. Explore topics such as plate tectonics, the rock cycle, volcanoes and earthquakes, weathering, erosion, and deposition, weather and climate, and how these systems all interact to create, shape, and change landforms on earth. This is an alternating class and will only be offered during the beginning even-numbered school years. Science credit. Grades 11-12.

**Environmental Science:** Learn how organisms (including humans) are adapted to and interact with the environment in which they live. Topics for discussion include ecosystems, endangered species, conservation, global warming, pollution, recycling, and land use. We’ll learn how humans are impacting the environment and the organisms that are part of it, at each level – locally, nationally, and globally, and what we can do to support conservation efforts. This is an alternating class and will only be offered during the beginning odd-numbered school years. Science credit. Grades 11-12.

**Human Anatomy and Physiology:** A laboratory-based course that investigates the structure and function of the human body. Topics covered will include the basic organization of the body; biochemical composition; and major body systems along with the impact of diseases on certain systems. Students will engage in many topics and competencies related to truly understanding the structure and function of the human body. Working from the topics of basic anatomical terminology to the biochemical composition of the human body, all the way into great detail of each of the major systems of the body, students will learn through reading materials, study guides, unit worksheets, group work, projects, and labs. Students will be responsible for proper use of lab equipment, lab reports, and projects assigned throughout each unit. One of the goals of this course is to prepare students with the skills necessary to be successful in future science classes in college particularly those that will lead to a career in the medical field. Science Credit. Pre-requisites: Physical Science and Biology. Open to juniors and seniors.

## ***SOCIAL STUDIES***

**World History (9th Grade):** This high school level course will explore the geographic, political, economical, cultural, and social factors that have defined world history. Students will engage in the sometimes complicated and fragile relationships that have existed between different cultures and nations throughout history. Major conflicts, including both World Wars, will be looked at -as well as the world that emerged post World War II.

**American History: Foundations to 1877 (10th Grade):** This course will look at the pivotal individuals and events that led to the creation of America. From the first European explorers, to the establishment of the 13 Original Colonies, the American Revolution, the establishment of the U.S. Constitution, the Civil War, and finally Reconstruction, this course will offer a comprehensive examination of America's foundation and early years.

**American History: Reconstruction to Present (11th Grade):** This course examines U.S. History from Reconstruction to Present. Topics covered include industrialism, international trade, American involvement in wars with Spain, WWI, WWII, and modern post imperial wars of liberation. The development of the Cold War and the impact of western civilization on Africa and Asia are also covered. America's most recent history, including Current Events, will also be covered during this course.

**American Government (12 Grade):** This semester course is intended to provide students with a broad understanding of American government. Throughout the semester we will examine the origins, development, and functions of the executive, judicial, and legislative branches of government. In addition to this students will study in depth the bill of rights, due process, and the history of the civil rights movement.

**Civics (12th Grade):** This semester-long course will look at Citizenship, along with the civil rights, duties, and obligations that come with it, through a political and economical lens. Primarily through a lecture/discussion learning environment, students will actively engage in topics ranging from Democracy, Rights and Responsibilities, Federalism, Citizenship in Government and Society, Capitalism, and Personal Finance among others.

## **UPPERCLASSMEN OPTIONS**

**Student Aids:** Teacher Aides at Idalia School will be either senior students or those with specific education plans who have arranged to work with a teacher or program for a semester or a year. No grade/credit is received for this course. *Cannot be enrolled in Time Release.*

**Work Study:** The Work Study Program may be taken for up to two (2) consecutive class periods per semester at the beginning or end of the day. All senior students are eligible for the program. Students must ensure work study will not prevent them from taking required courses and be enrolled in six (6) additional classes. Students enrolled in the Work Study Program will be required to complete several career/vocational-related assignments in addition to their on-site work: a weekly journal documenting their work experience, periodic meetings with the school counselor to review their progress, and a learning contract between student, employer, school and parents/guardian. Prior approval by the Employer, Principal, counselor, and parents must be obtained before the beginning of the semester. Work Study students will be supervised by the Counselor. Guidelines will be set and will be given to the employer. This class will be pass/fail. *Cannot be enrolled as Time Release.* Elective Credit.

**Independent Study:** Students can only take one Independent Study class per year and they should have acceptable GPA and have classroom teacher, Principal, Counselor, and parents' approval. Student needs to be enrolled in 4 additional classes/per semester. A journal and a contract will be required of each student. *Cannot be enrolled in Work Study or Time Release.* Elective Credit.

**Time Release:** Any senior student who can complete 30 Carnegie units of credit by the end of the academic year by attending a minimum of six periods may apply for released time at the beginning or end of the day. Requests for released time shall be subject to the same provisions as those for the policy on early graduation except that, in addition, those students with approved released time shall attend a consecutive block of classes. The request for released time must be accompanied by written parental or guardian approval. A contract will be signed between the student, parent, and administration prior to the start of the semester. When time release is approved, the Board or District shall not be responsible for the student except during those periods of time when he/she is a bonafide enrollee attending classes in school. *Cannot be enrolled in Work Study.*

**Study Hall:** Any junior or senior student who is currently enrolled in a minimum of two (3 credit) collegiate level courses and has a cumulative GPA of 3.5 or higher. *Cannot be enrolled in Work Study, Time Release, or a Teacher Aid.*



## **ONLINE/DISTANCE LEARNING HIGH SCHOOL AND COLLEGE COURSES**

In cooperation with area schools, classes and college-credit courses will be offered to eligible students. Classes will be taken at the students' home school. If a class/course is offered in Idalia's course rotation, Idalia School District RJ-3 will not accept credit from other online/distance courses or schools unless prior approval is received from administration for credit recovery.

**High School Online:** Classes are self-directed without face-to-face instruction of a teacher. Classes are offered through Colorado Digital Learning Solutions. A list of class options will be provided to students by the school student advocate.

**Distance Learning/VNET:** Classes are taught with a teacher present (in person or via computer). A list of class options will be provided to students by the school student advocate.

**Concurrent Enrollment:** Act CRS 22-35 passed by the 1988 General Assembly allows public school high school students, at their option, to enroll full or part-time in Colorado public post-secondary schools and colleges, with tuition being paid by the school district when the courses count toward high school graduation (amount subject to change and determined each school year). These courses provide credit to high school and college.

**Morgan Community College (MCC):** These courses are dual credit (high school and college). Acceptance into these courses includes ACCUPLACER Sentence Skills (70 or above) and Reading (62 or above) test scores Math (85 or above) OR SAT Reading and Writing (470 or above) or Math (500 or above), OR instructor approval. These classes meet at the same time, but not daily nor do they follow the Idalia School District RJ-3 school calendar. These classes may meet in the Idalia classroom, VNET, or online. See school advocate for list of available courses.

**Northwest Kansas Technical College:** These courses will follow similar acceptance policies as MCC, but enrollment and acceptance is the student's responsibility. Administration approval is needed prior to enrollment.

### **Completion/Failure in Online/Distance & Collegiate/Concurrent Courses**

Students must maintain an A, B, or C in an Online/Distance or Collegiate/Concurrent course. One failed course will result in a (1) semester break (probation) from all Online/Distance or Collegiate/Concurrent courses. Two failed courses will result in a (2) semester break (probation) from all Online/Distance or Collegiate/Concurrent courses. After the probation period, students will only be allowed enrollment in one (1) Online/Distance or Collegiate/Concurrent course. After successful completion of the course with an A or B, the student will be allowed other courses following the Online/Distance Learning and Concurrent enrollment terms and conditions.

**Credit Recovery:** Credit may be earned through the satisfactory completion of courses offered by Colorado Distance Learning Solutions (CDLS). A list of approved courses is available in the counselor's office. The following requirements must be completed by the students taking a correspondence course:

- The course must have prior approval of the administration with a signed contract.
- Course work completed and final grades on file to administration by the same time as other seniors if they are to be considered for graduation.

**Online/Distance Learning & Concurrent Enrollment Terms and Conditions**

- Applicants may not be more than twenty years old and must be enrolled in Idalia High School.
- Applicants must meet the following guidelines.
  - A freshman must have an Advanced Learning Plan (ALP).
  - A sophomore must have an Advanced Learning Plan (ALP).
  - A junior or senior must have an Advanced Learning Plan or a cumulative GPA of 3.5 or higher. *\*Students in the Class of 2023 & 2024 are grandfathered in with a cumulative GPA of 3.3 or higher.*
  - Teacher recommendation and administrative approval is required for all courses.
- Applicants are only eligible to enroll in undergraduate degree or certificate course(s) at an approved institution of higher education that are not in the school district curriculum.
- All courses will be paid by the school district (amount subject to change and determined at the beginning of each school year).
- Applicants must obtain approval of classes with the Idalia High School administration team at least two (2) months prior to their desired date of enrollment in the higher education course(s).
- The school student advocate will review the applicant's academic record and information provided to determine in which higher education course(s), if any, the applicant is eligible to enroll.
- The school student advocate will indicate whether high school credits are appropriate for the higher education course(s) for which the applicant is eligible.
  - MCC credits will be accepted as Idalia High School elective credits EXCEPT:
    - MCC credits that require an Advanced Algebra and Functions Accuplacer score will be accepted as an Idalia High School math credit including:
      - College Algebra
      - Finite Mathematics
      - Trigonometry
      - Survey of Calculus
      - Pre-Calculus
    - MCC credits that require a Next Generation English Accuplacer score will be accepted as an Idalia High School English credit including:
      - English Composition I & II
  - MCC credits that require an **in-person** lab will be accepted as an Idalia High School science credit including:
    - Introduction to Chemistry
    - Environmental Science

| MCC Credit  | Idalia Credit |
|-------------|---------------|
| ≤ 2 credits | .25 credit    |
| ≥ 3 credits | .50 credit    |

- If the school student advocate determines the applicant is eligible to enroll in any higher education course(s), the applicant will then be considered for admission by university/college.
- The admission or denial of the applicant's enrollment shall be based on the entrance requirements and space available.
- Applicants accepted for enrollment in any higher education course(s) are solely responsible for their transportation to and from the college.
- Applicants accepted for enrollment in any higher education course(s) are solely responsible for payment of any student fees and the cost of books, supplies and other required course materials.
- Applicants accepted for enrollment in any higher education course(s) during summer vacation for which high school credit will not be awarded are solely responsible for payment of tuition for such course(s).
- Applicants taking a college course for high school credit will have the college course grade added to the high school transcript. The grade will be included in the student's high school GPA and class rank.

## **CHSAA POLICIES AND PROCEDURES—ATHLETIC, CO- & EXTRA-CURRICULAR ACTIVITIES**

### **CO-CURRICULAR AND EXTRACURRICULAR PROGRAMS**

The following are the requirements to be eligible for participation in co-curricular activities in accordance with the regulation of the Colorado High School Activities Association.

1. A student must be a bona fide undergraduate of his/her high school or an approved home study student.
2. A student must be representative of the school's ideals in matters of conduct and sportsmanship in the judgment of the principal or coach of his/her high school.
3. A student must be enrolled in a minimum of five courses (or the equivalent), which meet daily and offer a total of two and a half Carnegie Units of credit per semester. At the time of participation, students must not be failing more than the equivalent of 1/2 Carnegie Unit of credit. Quarter credit courses must be combined at the end of the semester to determine eligibility for the succeeding semester.
4. A student must have been eligible in accordance with above requirements at the close of his/her last prior semester of attendance. Scholastic eligibility depends upon the average of grades from the beginning of the semester to the close of certification day.
5. A student who drops out of school after having enrolled and attended school for fifteen days shall not be eligible for the following semester of his/her attendance. If he/she attends fifteen days or more during the semester, he/she must complete the required number of credits for the whole semester to be eligible for the next semester.
6. A student shall not be a member of any organization prohibited by law.
7. A student must attend school for at least half of the day (by the end of 3<sup>rd</sup> hour) of the scheduled event.
8. Students shall abide by the complete regulations set forth by the Colorado High School Activities Association.
9. Students must accompany sponsors on transportation provided by the district and return the same way. Release will be made to PARENTS ONLY after they sign release statement.
10. Students will ride school provided transportation unless there are extenuating circumstances and approval of the principal is obtained ahead of time.

### **EXTRACURRICULAR ACTIVITY ELIGIBILITY INFORMATION**

The following rules shall govern participation on all school approved extracurricular activities:

1. Participants must be enrolled in the district as full-time middle school students or high school students in five (5) courses (2-1/2 Carnegie Units of Credit) or more per semester or enrolled in a non-public home based program or an independent or parochial school taking an equivalent number of classes.
2. Students enrolled in the district must be in attendance at school for a half of a school day or be in an approved work release program in order to participate in any school sponsored activity that is conducted on that day. In cases of emergency or extenuating circumstances, the principal or designee may grant an exception to this limitation. The attendance requirement will not apply to other students since the district cannot effectively monitor their daily attendance.
3. An eligibility list will be distributed to all teachers on Monday for district students. Students who receive one (1) failing grade for two (2) consecutive weeks in the same class or who are failing two (2) different classes during the same week will not be eligible to participate during the following week, beginning Tuesday and extending to Monday. A grade below 60% is considered failing. All ineligible students participating in sports will be required to make arrangements with a teacher to do classroom studying after school until 4:00 p.m. until the students earns a passing grade. No

eligibility lists will be published the first two (2) weeks of the semester. The activities director will certify individual student eligibility in cooperation with the guidance office. Students participating in activities who are not enrolled in the district must provide appropriate certification stating that the academic eligibility requirements have been met.

4. We cannot say that those students that are ineligible will not attend events. For those activities, the student not eligible for that particular week shall be able to be a spectator but not involved in any way for that particular activity. The ineligible student shall not travel on the bus to or from the event and shall not participate with the team on the sidelines or on the bench in any capacity.
5. Students must submit a physical examination statement to the school before participating in any sport.
6. Students must have emergency treatment, district parent permission and athletic insurance waiver forms, if applicable, filled out, signed and on file with the school before being allowed to practice in a sport or participate in any activity.
7. Students violating the district code of conduct will be ineligible until they have complied with all disciplinary sanctions.
8. Students who fail to return uniforms or who have outstanding bills relating to each sport will not be allowed to participate in the following sporting season until they have returned all parts of uniform and have paid all bills relating to their sport.

### **INELIGIBILITY**

A grade below 60% is considered failing. Students failing in one (1) course for two consecutive weeks or two (2) courses during the same week will be considered ineligible. Eligibility Reports are pulled every Monday morning and are applicable from that Monday to the following Sunday. The first eligibility report of each semester begins on the third week of the semester. Parent(s)/guardian(s) of ineligible students are notified weekly by the counselor or designee for as long as the student remains ineligible.

If a student is ineligible, he/she will be ineligible for all extra-curricular and co-curricular activities (Examples including, but not limited to athletic contests, field trips, and school sponsored dances such as Homecoming and Prom) that are not directly related to their grade and/or classroom instruction. When students are ineligible, they are expected to participate in practice sessions in their particular co-and/or extra-curricular activities.

### **ATHLETIC TRAINING RULES**

**If an athlete is in possession of alcohol or illegal drugs, or demonstrates abusive/irresponsible actions with prescription/over-the-counter drugs, he/she will be suspended from his/her sport and lose lettering privileges.**

Violation of these training rules, school behavior standards, or coach specific rules can result in suspension from the team. A student aware of inappropriate behavior by a team member must report it immediately to the coach. Violation of the alcohol and drug rule as previously stated will result in the following minimums:

1. **FIRST VIOLATION**—The first violation will result in immediate suspension from interscholastic competition continuing for approximately twenty percent of the allowable contests as established by the Colorado High School Activities Association.
  - Football.....Two Games
  - Volleyball.....Four Matches
  - Basketball.....Four Games
  - Baseball.....Four Games
  - Track.....Two Meets

- *The athlete involved may also be asked to meet with the coaches and the school administration*
  - ***Carry-Over:*** *The suspension will be carried over and enforced on a percentage basis into the athlete's next sport season (The next sport season being the next sport the athlete participates in as a bona fide member.)*
2. **SECOND VIOLATION**—The second violation will result in immediate suspension from all interscholastic athletic competition for one full calendar year.

COACHES MAY IMPOSE STRICTER PENALTIES AND OTHER RULES FOR THEIR SPORTS PRIOR TO THAT SPORTS START DATE. ADMINISTRATIVE DISCIPLINARY ACTION WILL ALWAYS TAKE PRECEDENCE OVER THIS POLICY. ATHLETES MUST UNDERSTAND THAT THEY ARE TO EXEMPLIFY BEHAVIOR THAT IS ABOVE REPROACH.

### **CHAIN OF COMMAND**

If during the course of a season concerns arise, the following is the Chain of Command that will be followed:

- Step 1:** Athlete meets with Coach of their Level.
- Step 2:** Athlete meets with Varsity Coach.
- Step 3:** Athlete and Parents/Guardians meet with Varsity Coach.
- Step 4:** Athlete, Parents/Guardians, Varsity Coach and Athletic Director meet.
- Step 5:** Athlete, Parents/Guardians, Varsity Coach, Athletic Director and Principal meet.
- Step 6:** Athlete, Parents/Guardians, Varsity Coach, Athletic Director, Principal, and Superintendent meet.

### **NOTICE TO STUDENTS AND PARENTS—SERIOUS, CATASTROPHIC AND PERHAPS FATAL INJURY MAY RESULT FROM ATHLETIC PARTICIPATION**

By its very nature, competitive athletics may put students in situations in which serious, catastrophic, and perhaps fatal accidents may occur.

Many forms of athletic competitive athletics result in violent physical contact among players, the use of equipment which may result in accidents, strenuous physical exertion, and numerous other exposures to risk of injury.

Students and parents must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution, or supervision will totally eliminate all risks of injury. Just as driving an automobile involves choice or risk, athletic participation by high school students also may be inherently dangerous. The obligation of parents and students in making this choice to participate cannot be over-stated. There have been accidents resulting in death, paraplegia, quadriplegia, and other very serious permanent physical impairment as a result of athletic competition.

By granting permission for your student to participate in athletic competition, you, the parent of guardian, acknowledge that such risks exist. By choosing to participate, you, the student, acknowledge that such risks exist.

Students will be instructed in proper technique to be used in athletic competition and in the proper utilization of all equipment worn or to be used in practice and competition. Students **must** adhere to that instruction and utilization and **must** refrain from improper uses and techniques.

As previously stated, no amount of instruction, precaution, and supervision will totally eliminate all risk of serious, catastrophic, or even fatal injury.

If any of the foregoing is not completely understood, please contact your school Athletic Director or Principal for further information.

## **REQUIREMENTS FOR LETTERING IN A VARSITY SPORT**

### **Volleyball:**

- Athlete must participate in at least half of the scheduled varsity games throughout the duration of the season.
- Preseason and postseason matches/scrimmages do not qualify an athlete to letter.

### **Football:**

- Athlete must participate in at least half of the scheduled varsity quarters throughout the duration of the season.
- Preseason and postseason games/scrimmages do not qualify an athlete to letter.

### **Basketball:**

- Athlete must participate in at least half of the scheduled varsity quarters throughout the duration of the season.
- Preseason and postseason games/scrimmages do not qualify an athlete to letter.

### **Track:**

- Athlete must earn 1 more point than there are scheduled track meets.
- To earn a point an athlete must place in their designated event, thus earning them that amount of points.
- Approximate points earned for placing are as follows:
  - 1<sup>st</sup> place-10 points
  - 2<sup>nd</sup> place-8 points
  - 3<sup>rd</sup> place-6 points
  - 4<sup>th</sup> place-4 points
  - 5<sup>th</sup> place-2 points
  - 6<sup>th</sup> place-1 point
- Members of relay teams are given  $\frac{1}{4}$  of the points earned. (Ex. 2<sup>nd</sup> place= 8 points, each team member would receive 2 points)

### **Cheerleading:**

- Must follow team rules and policies.
- Must have participated in all cheerleading activities throughout the year (both seasons) except for excused absences, documented by the coaches.
- Exhibit good sportsmanship and manners at all events.
- In case of injury, the coaches reserve the right to letter an individual if he/she has made significant contributions to the team.
- The student must finish the season in good standing and be academically eligible to be a candidate for a letter winner. Letters will be awarded at the athletic and activities awards banquet at the end of the school year.
- The student will forfeit his/her varsity letter if inappropriate behavior results in disciplinary action that causes dismissal from the team.
- To be eligible for a letter, the student must have participated in two sports' seasons.
- Athletes must participate in both seasons (Fall and Winter) and follow all team rules and expectations as outlined in the Cheer Handbook/Contract.

*\*Please note that all coaches are the final determinant in lettering an athlete.*

# **EMERGENCY PROCEDURES**

## **BAD WEATHER**

Please do not tie up phone lines by calling to ask if we are having school. School announcements will be made as soon as a decision can be made and will usually be announced by 7:00 a.m. Sometimes the announcement will be made the evening before. Announcements will be made over the school text/voice system.

## **TORNADO WATCH**

At the "watch" announcement:

- close windows and blinds
- remind students of tornado drill procedures
- designated shelter areas
- "drop and tuck" procedure
- in case of immediate action, "drop & tuck" under desks
- do not use telephone system and do not allow students to use cell phones except in extreme emergencies.

**TORNADO WARNING** – Intercom announcement. At this time, staff members are to direct students to shelter areas and begin "drop and tuck" procedure. At the "warning":

- students will move to shelter areas
- close doors if you are the last to leave
- there will be designated caretakers for students with disabilities
- sit quietly.
- Students will be instructed when to "drop and tuck"
- do not use telephone system and do not use cell phones except in extreme emergencies (the office will call rooms or send runners to each shelter area)
- do not leave at any time

**The following shelter areas may be adjusted by administration in case of overcrowding.**

| <b>Preschool, Elementary and Junior High School Designated Tornado Shelter Areas</b> |   |
|--|---|
| <b><i>Classroom</i></b>  | <b><i>Report to .....</i></b>                     |
| Preschool/Kindergarten   | The bathrooms on the ramp, south of the cafeteria |
| Grades 1 - 12  | Music Room - sit down with hands protecting head  |
| Greenhouse   | The Cub's Den                                     |

## FIRE DRILLS

Fire drills will be held periodically. When the alarm sounds, (announcement over the intercom) follow these directions:

- Treat all alarms as the **Real Thing!**
- Leave the building in single file.
- Do not talk.
- Do not run, but do move quickly.
- The first person to reach the door will hold it open for students to follow.
- The teacher will be the last person to leave the room.
- If you are not in a classroom at the time the alarm sounds, use the nearest exit and find your teacher immediately.
- Clear the building a minimum of 100 feet.
- Leave the parking area clear for emergency vehicles.
- Do not re-enter the building until the all clear signal sounds (stay with your class).
- If exits are blocked for any reason, use the nearest unobstructed one.

Students leave the building via the nearest exit door and continue to a safe distance from the building. Leave the building in an orderly manner without rushing or crowding.

**High School** — West exits proceed to West end of the football field  
South exits proceed to West end of the football field

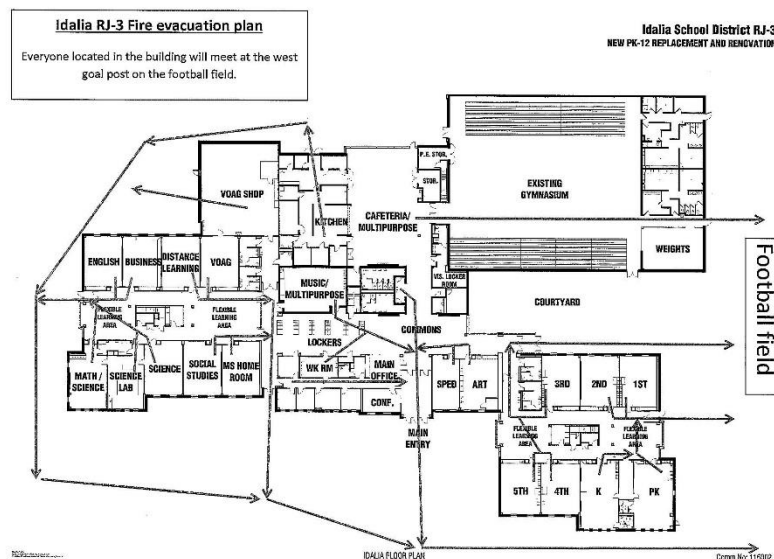
**Elementary/Junior High School** —

Grades PK, K, 1, and 2 proceed out East door to the West end of the football field

Grades 3, 4, and 5 proceed out the Courtyard door to the West end of the football field

**It is critical to remain out of the area required by the Fire and Police Departments and any emergency personnel. Return to building only when directed by administration or emergency personnel.**

## Fire Drill Map





## **SUPERINTENDENT/PRINCIPAL RESPONSIBILITY**

The superintendent/principal has the responsibility to establish and maintain an academic climate which will maximize the development of all individual potentialities. The principal reserves the right to make exceptions to established school policies that involve situations of unusual circumstances.

NOTHING IN THIS HANDBOOK WILL PRECLUDE THE AUTHORITY OF THE ADMINISTRATION FROM TAKING UNILATERAL ACTION WHEN NECESSARY.

**IDALIA RJ-3 SCHOOL BOARD POLICY SHALL PREVAIL OVER ANY ITEM STATED, OMITTED OR IMPLIED IN THIS HANDBOOK.**