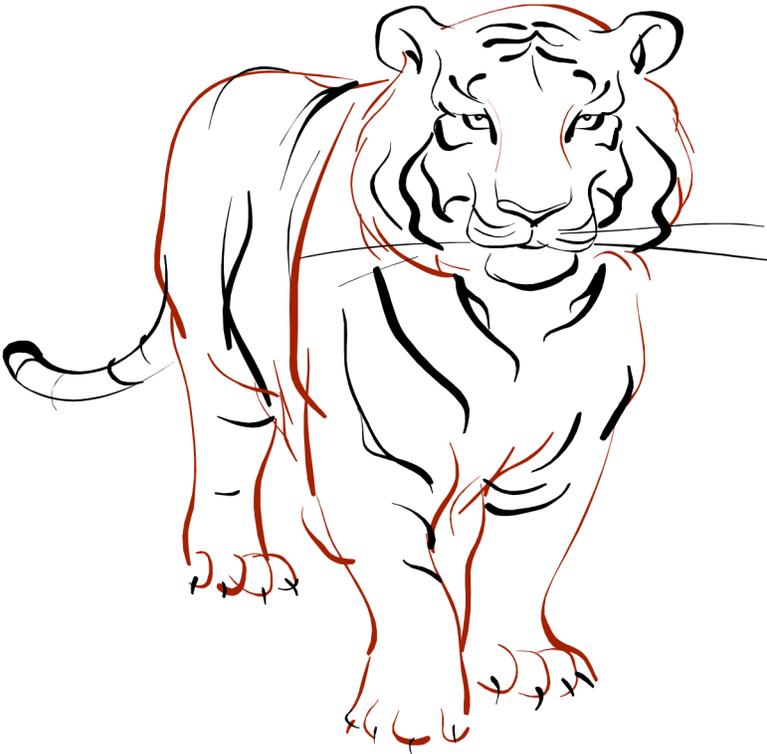


**Cheyenne County School District
RE-5
Student/Parent Handbook
2020-2021**



*Welcome to Tiger
Country...*

District's Welcome Message

Welcome to Cheyenne County School District RE-5; K-12 schools and Home of the Tigers!! As always with the beginning of any school year, there is a sense of excitement in the air. We want to thank you so much for sharing the gift of your children with us. All staff members of the Cheyenne County School District RE-5 are pleased to have you working with us and will do our best to help make your experience productive and successful.

This student/parent handbook was developed to answer many of the commonly asked questions that parents may have during the course of a school year. Because the handbook also contains information about student rights and responsibilities, please take time to become familiar with the following information and keep the handbook available for use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions not addressed in this handbook, please contact the respective office of your child's school building to clarify any concerns. This handbook supersedes all prior handbooks and other written or oral statements.

It is the policy of this district to provide an equal education opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, sexual orientation, marital status, national origin, or other protected characteristics as well as place of residence within district boundaries, or social or economic background, has the right to file a complaint. A formal, written complaint can be made in writing to the Cheyenne County School District Superintendent, Mr. Randy Holmen.

According to Colorado State Law, school districts are required to distribute the current school discipline policies to the parents of each student enrolled in the district. All of these policies are based on state legislation and have been approved by the Cheyenne County School Board of Education. Additionally, the primary purpose of the Cheyenne County School District RE-5 is to provide a safe and effective learning environment for all our students. **To ensure the critical components of your child's education needs are met, we ask that you read, sign, and verify on the signature page that you have received, reviewed, and understand the following information.** We look forward to an exciting, productive, and collaborative year.

Yours in education,

Cheyenne County School District RE-5 Administration Team
Mr. Randy Holmen, Superintendent, K – 5 Principal
Mr. Mike Miller, 6 - 12 Principal

Section 1 - General Information

ENROLLING IN THE SCHOOL

Students who are new to Cheyenne County School District RE-5 are required to enroll with their parents or legal guardian. When enrolling, the parents will need to set up an appointment with the principal. At the scheduled meeting, parents will need to bring:

- A birth certificate or similar document
- Custody papers from a court (if appropriate)
- Proof of residency
- Proof of immunizations
- Previous school information

PRE-REGISTRATION

All elementary students who will be enrolling for the first time in the Cheyenne County School District RE-5 are asked to pre-register at the elementary school. Please contact the elementary office for pre-registration schedule at 719.767.5656.

KINDERGARTEN

All elementary students who will be enrolling for the first time in the Cheyenne County School District RE-5 are asked to attend a pre-registration session. Please contact the elementary office for a pre-registration schedule at 719.767.5656. To be eligible for kindergarten, students must be five years of age on or before July 1st of the year they plan to enroll. Any student who has not attended Kindergarten and enrolls in first grade must be six years of age on or before July 1st of the year they plan to enroll.

TRANSFER OUT OF THE DISTRICT

To affect a smooth transition of records from the Cheyenne County School District RE-5, the school office should be notified. All school-owned property and materials must be returned and financial obligations attended to before transfer materials will be sent.

PHILOSOPHY OF DISCIPLINE

Everyone at Cheyenne County School District RE-5 is expected to do his or her very best at all times. Staff and students will all work together to help every person in the school grow and express their capabilities to the fullest extent possible. Any behavior or action that helps someone grow, mature and assume responsibility will be

encouraged. Our policies and practices will at all times dignify the student and be geared toward helping the student make more responsible choices in the future.

SELF-DISCIPLINE IS OUR GOAL

The most effective discipline is self-discipline by all members of the school community. The development of self-discipline requires some freedom, the opportunity to make mistakes, and receive support and guidance. The opportunity to initiate action, take responsibility and feel the weight of the consequence of the action is vital. As a staff, and parent community, we are responsible for developing an atmosphere, which facilitates cooperation, learning, and self-discipline.

DAILY SCHEDULE

School begins at **7:45 AM** for all students. Junior High/High school students are dismissed at **4:00 PM** Monday through Thursday. Dismissal for the elementary, Monday through Thursday is **3:57 PM**. Students will be permitted to enter the building at **7:35 AM** and are required to leave school premises upon dismissal. There will be no supervision before **7:35 AM** or after 4:00 PM unless meeting with a particular staff member. **DO NOT drop off your students before 7:35 AM. We would also like to remind parents that the bus lane is for buses only. Please do not drive through or park in this area.**

EARLY DISMISSAL

Cheyenne Wells has a **Closed Campus**. No student will be allowed to leave school prior to dismissal time without a written request signed by the parent/guardian. The parent/guardian of elementary students must come into the school office to sign the child out. No student will be released to another person without written permission by the custodial parent/guardian.

CLASSROOM ASSIGNMENT

The principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal.

IMMUNIZATIONS

Each student should have the immunizations required by law. A medical exemption needs to be signed by a Doctor, PA or Nurse Practitioner one time only. A religious or personal exemption must be renewed by parent(s) each school year. If a student does not have the necessary immunizations or exemptions, he or she may be removed from school or required to comply with a set deadline. This is for the safety of all students and in accordance with State law. Please see Board Policy JLCB-R for more information.

ASTHMA INHALERS

Sixth grade, junior high and high school students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms according to Board Policy JLCD-R.

NON-PRESCRIBED MEDICATION

If a student is found using or possessing a non-prescribed medication without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until authorization is received; this includes ChapStick and cough drops.

USE OF MEDICATIONS

Cheyenne County School District RE-5 has contracted a part-time school nurse to provide health assistance to students. In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- a. Parents should with their physician's counsel, determine whether the medication schedule could be adjusted to avoid administering medication during school hours.
- b. The Medication Request and Authorization Form must be filed with the building principal before the student will be allowed to begin taking any medication during school hours.
- c. All medications must be registered with the school office.
- d. Medication that is brought to the office will be properly secured.
- e. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- f. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- g. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of Board Policy JICH-R and will be disciplined in accordance with the drug use provision of the policy. Before any prescribed medication or treatment may be administered to any student during school hours, the school shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student. Before any over the counter medication or treatment may be administered, the school shall require the prior written consent of the parent, **a physician signature**, along with a waiver of any liability of the District for the administration of the medication.

SPECIAL EDUCATION

Cheyenne County School District RE-5 provides a variety of special education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA). A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant.

AMERICANS WITH DISABILITIES ACT - SECTION 504

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but also to all individuals who have access to the district's programs and facilities. Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents, who believe their child may have a disability that substantially limits the child's ability to function properly in school, should contact the principal.

STUDENT RECORDS

The school district maintains many student records including both directory information and confidential information. For further information please see Board Policy JRA/JRC.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines.

1. Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
2. House-to-house canvassing is not recommended for any fund-raising activity.
3. Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as "Runs for a Cure", will be monitored by a staff member.
4. The Student Council and building principal must approve all fund-raising activities. Applications are available in the office.

STUDENT VALUABLES

Students are encouraged **not** to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, large amounts of money and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables. Students should not bring any personal item to school that would cause them to be upset if it should be lost or broken.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

MEAL SERVICE

The district participates in the National School Lunch Program and makes meals available to students for a fee. It is against federal guidelines to permit food delivery by outside food entities; however, students may bring their own meals to school to be eaten in the school's cafeteria. (milk and water only) Should a state or federal audit occur while such delivery is in progress, this practice would cost the district commodity dollars.

FREE AND REDUCED FOOD APPLICATIONS

Parents of all students attending Cheyenne County School District RE-5 are **strongly encouraged** to complete the Free and Reduced Food applications regardless of program requirements. Parents may help the district meet the percentage range of qualified applicants and become eligible for additional federal and state assistance and/or grant programs. Acceptance of benefits to this program is at the discretion of the parent/guardian. Applications for the school's Free and Reduced Priced Meal program are available in the registration packets and at the district office.

SCHOOL BREAKFAST PROGRAM

Students in grades P-6 are able to eat breakfast on a daily basis at the cost of \$1.25/day. Costs for students in grades 7-12 are \$1.50/day. Staff and/or Adult Community costs are \$1.75/day. All prices listed are subject to change at the discretion of the Cheyenne County RE-5 School Board.

PRESCHOOL BREAKFAST/LUNCH

Preschool students will be provided breakfast at school from **8:00 - 8:15**. Preschool classes will begin on August 12, 2020 for the 2020/2021 school year.

SCHOOL LUNCH PROGRAM

Students in grades P-6 are able to eat lunch on a daily basis at the cost of \$2.25/day. Students in grades 7-12 are able to eat lunch on a daily basis at the cost of \$2.50/day. School staff costs are \$3.00/day. **COMMUNITY MEMBERS**

are welcome to eat lunch at the school at a cost of \$3.25 per day. All lunch tickets must be purchased in advance. All prices listed are subject to change at the discretion of the Cheyenne County RE-5 School Board.

OTHER FOOD AND DRINK

Only water, in a closed, **CLEAR PLASTIC** container will be allowed during school hours. Other food(s) will only be permitted if the principal's permission is granted. The district will provide an approved water bottle to each student, K-12, one time only. A student may purchase a replacement bottle, one time only, for \$5.00. A student may provide their own water bottle with Principal approval.

FIRE, TORNADO, AND LOCKDOWN DRILLS

The district complies with all fire safety laws and will conduct fire drills in accordance with Colorado state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. Tornado and Lockdown drills will be conducted using the procedures provided by the state of Colorado.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, such information can be obtained from the following:

1. Radio Stations: KNAB, KLOE, or KLMR
2. Or call our main number at 719.767.5866 for a recording of school closings in our district.
3. Or access the school website (www.cheyennesd.net)
4. Facebook
5. Mass text (Parents and students are encouraged to leave an email address and/or cell phone number with the office to receive notifications.)

VISITORS

In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a visitor's pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, they should call for an appointment prior to coming to the school. Relatives and friends are not permitted to accompany students to school without the approval of the building principal.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive permission of the teacher before using any equipment or materials in the classroom and the permission of an administrator to use any other school equipment or facility. Facility Use Forms are available in each building office. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

LOST AND FOUND

Cheyenne County School District RE-5 has a designated lost and found area. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity on a periodic basis.

STUDENT SALES

No student is permitted to sell any item or service in school. Violation of this will lead to disciplinary action.

USE OF TELEPHONES

School telephones are to be used for school business only. Except in an emergency, students will not be allowed to receive a telephone call. Telephones in the classrooms and offices are not for student use unless it is an emergency. Students may not use telephones without the permission from a school staff member.

CELL PHONES

Cell phones, I-pods, or any similar disruptive electronic devices should not be seen or heard on school grounds during the regular school day. Earbuds, headphones, or similar devices are not allowed unless approved by individual teachers. If any of these devices are discovered by a faculty member, they shall be confiscated and turned into the principal's office and returned to the student's parents only where the following penalties shall apply:

First offense: 1 day In School Suspension

Second offense: 1 day Out of School Suspension

Note: Continued violations of this policy may lead to the student being declared "habitually disruptive" and could lead to expulsion from school.

VAPOR PENS (See Use of Tobacco Policy)

Vapor pens and/or other devices that can be used to deliver nicotine to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo, or pipe, are prohibited and will be confiscated. Discipline will be administered accordingly to the District tobacco policy.

VOLUNTEERS

Volunteers are always welcome to assist in our schools. A variety of opportunities are available for volunteers to share their time, knowledge, and expertise. Please contact the building principal if you are interested in volunteering.

REPORTING TO PARENTS

Reports cards are issued at the end of every semester for students in first through twelfth grades. Parent/Teacher Conferences are held two times a year with invitations to midterm conferences at the discretion of the teacher.

TESTING DATES

Cheyenne County School District RE-5 has designated Monday, August 10th and Tuesday, August 11th for elementary students and parents to test, visit classrooms, organize desks, and to learn about the instructional program. Other classroom visits or conferences may be scheduled by making an appointment with individual teachers.

COMMUNICATION PROCEDURES

Every Tuesday, parents of preschool – 6th grade students can look forward to the Tuesday Express. This form of communication is a newsletter addressing parent/student information from a classroom, school and/or district perspective. Parent/guardian needs to look over the material, sign, date, and return appropriate correspondence. Any written communications from the parent/guardian are to be sent back to school the following morning (Wednesday). On short weeks, such as Thanksgiving week, the Tuesday Express may run on Monday or be postponed until the next week. Some teachers may use the REMIND phone application for communications also.

Website information is available by visiting www.cheyennesd.net, where school calendars, menus, upcoming events, and board minutes can be found.

Parent Portal access can be obtained through an application process. Access will allow you to see attendance, behavior, grades (4th and up), and lunch records for your child. Please contact the office at 767-5612 for more information.

Email communication can be sent to a specific staff member by following the basic email address of:

firstname.lastname@cheyennesd.net

The Preschool-6th grade office contact is 719.767.5656. The 7th – 12th grade office contact number is 719.767.5612. Appointments to see administrative or instructional personnel can be made by contacting the office..

BOARD OF EDUCATION

The Cheyenne County RE-5 Board of Education meets on a regular basis. Meetings are open to the public. Contact the district office at 719.767.5866 for meeting schedules.

Section 2 - Academics

COURSE OFFERINGS

Curriculum information is available for parents or community members to review at the principal's office.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent. Behavior expectations and all other school policies and attendance rules are in effect on all school-sponsored events. Any deviation from the scheduled field trip plan must be approved by the building administration.

GRADES

The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

Grading Periods

Students shall receive a report card at the end of each semester indicating their grades for each course of study for that portion of the academic term. In the middle of each marking period interim progress reports may be sent home with the student. The parent/guardian may contact the teacher any time during the school year for an update on their child's progress.

PROMOTION AND PLACEMENT

Promotion to the next grade (or level) is based on the following criteria:

1. Current level of achievement in reading and math
2. Potential for success at the next level
3. Emotional, physical, and/or social maturity

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, performing arts, citizenship, and volunteerism. The Cheyenne County School District is committed to recognizing the unique talents, gifts and abilities of its student population; i.e. Gifted and Talented, ICAP. We are committed to providing an environment which maximizes intellectual development of each student. To learn more about specific programs and opportunities at each of our schools, please contact the counselor or the building principal at each school.

HOMEWORK

The assignment of homework should be expected. The purpose of homework is to reinforce skills and knowledge, which are taught in class. The teacher decides the amount and type of assignments.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may enhance his/her school career through participation in the school's computer network, s/he and his/her parents must sign an agreement, which defines the conditions under which the student may participate. Failure to abide by all of the terms of the Cheyenne County School District Acceptable Use Policy may lead to termination of the student's computer account and possible disciplinary action up to and including suspension from school and/or referral to law enforcement authorities.

The use of the Network is a privilege, which may be revoked by the school at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software or the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The District reserves the right to remove files, limit or deny access, and refer the student for other disciplinary actions.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with Colorado Academic standards and district policy. Additional tests may be given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs. A list of all scheduled district & State assessments are posted on our website. The parent/guardian of a student enrolled in Cheyenne County School District may request that his or her child be exempt from participating in one or more of the state assessments. You may obtain an exemption form on the school website under tab State Testing tab. The exemption form would be good for only one year and would need to be resubmitted annually.

Classroom tests will be used to assess student progress and assign grades. These are selected by teachers to assess how well the students have achieved specific objectives. Depending on the type of testing, specific information, and/or parent consent may need to be obtained. Cheyenne County School District RE-5 will not violate the rights of consent and privacy of a student participating in any form of evaluation.

Section 3- Student Activities

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Cheyenne County School District RE-5 provides students the opportunity to broaden their learning through extracurricular-related activities. The school has many student groups that are authorized by the school. It is the district's policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member.

Extracurricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as sports, cheer, dance and the like. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

All students participating in school extracurricular activities must provide the school with proof of insurance. The school offers insurance at the student's expense. All students participating in school athletics must have a current physical on file in the office signed by a physician and the parent/guardian before they will be allowed to practice. There must also be a signed parent/guardian permission form on file. Students must ride school provided transportation both to and from school activities. Students needing to be released from this obligation must make prior arrangements with the head coach, sponsor and/or school administrator. Students are to be released only to parents and/or legal guardians.

Participation in extracurricular activities is a privilege – not a right.

It is the expectation of Cheyenne County School District Re-5 that Tiger students conduct themselves as ladies and gentlemen, displaying the best sportsmanship, and giving maximum effort in all events in which they participate. Above all they must demonstrate pride in themselves and in their school.

Extracurricular rules:

These rules are for the benefit of individual participants, their teams, and the Cheyenne County Re-5 school community. **INDIVIDUALS WHO MAKE THE DECISION TO PARTICIPATE MUST ALSO DECIDE TO MAKE A PERSONAL COMMITMENT TO ABIDE BY THESE RULES.** The most effective results of these rules come about when the students make a commitment to impose them on themselves. This allows the student to realize that their achievements are the result of personal effort and desire.

The following rules apply to all students who are members of any team or club which represents Cheyenne County School District Re-5. These rules are in force starting on the first day of fall practice/activities and carry through to the last day of spring activity participation. Summer infractions are exempt unless they occur during a school function or on school grounds. If the penalty for a violation carries over to the next school year the violator may participate in most summer activities unless it is a competition where they are representing the school.

The sanctioned extra-curricular activities at Cheyenne County School District Re-5 include: **Football, Golf, Volleyball, Basketball, Wrestling, Baseball, Track, Cheerleading, National Honor Society, Science Club, FFA, FBLA, Honor Band, Honor Choir, and Student Council.** Any clubs that may be added to this list in the future will also be expected to follow this policy.

Most activities at Cheyenne Wells High School are sanctioned by the Colorado High School Activities Association. All participants are subject to the specific requirements of the constitution of this association. The student must meet all state activity association eligibility rules on a weekly and semester basis. **Students who are ineligible for competition either due to academics, or a violation of the extracurricular participation guidelines, are expected to attend all scheduled practices and remain a member in good standing with the coach/sponsor of the activity they are participating in.** All participants are expected to represent the school's ideals in matters of conduct, sportsmanship, and citizenship, as set forth by the coach and/or the school principal.

The Use and/or possession of Alcohol/Illegal Drugs shall be prohibited!

A violation of the extracurricular policy will be determined by:

- A signed statement by school personnel.
- A signed confession by the student, after parent contact.
- The issue of an MIP/MIC/DUI.

Each student who is found to be in violation of this policy will be subject to the following actions:

First Violation: (during the time a student attends CCSD Re-5)

12 week suspension from competition in all athletic activities and participation in other extracurricular activities where a grade is not given for that participation.

This suspension may be reduced to 3 weeks with a full confession and the agreement to successfully complete a drug or alcohol education class within 3 months of the violation.

Second Violation: (during the time a student attends CCSD Re-5)

1 full calendar year suspension from competition in all athletic activities and participation in other extracurricular activities where a grade is not given for that participation.

This suspension may be reduced to 12 weeks with a full confession and the agreement to successfully complete an intensive drug or alcohol education class within 3 months of the violation.

Subsequent Violations: (during the time a student attends CCSD Re-5)

Complete suspension from competition in all athletic activities and participation in other extracurricular activities where a grade is not given for that participation.

A student who chooses to complete an alcohol education class must supply the principal with written proof that they have successfully completed this class within the 3 month time period or their penalty will revert back to the original term. The principal can extend this time if he/she deems it necessary due to extenuating circumstances. All costs incurred for the class will be the student's responsibility.

The use and/or possession of Tobacco shall be prohibited! (See Tobacco Policy)

“Tobacco product” is defined in the Colorado Revised Statute (C.R.S. 18-13-121 (5)) as “Any product that contains nicotine or tobacco or is derived from tobacco and is intended to be ingested or inhaled by or applied to the skin of an individual.

The following is the policy of Cheyenne Wells High School regarding Tobacco.

Each student who is found to be in violation of this policy will be subject to the following actions:

First Violation: (during the time a student attends Cheyenne Wells High School)

2 week suspension from competition in all athletic activities and participation in other extra-curricular activities where a grade is not given for that participation or their penalty will revert back to the original 12 weeks.

Subsequent Violations: (during the time a student attends Cheyenne Wells High School)

4 week suspension from competition in all athletic activities and participation in other extra-curricular activities where a grade is not given for that participation or their penalty will revert back to the original full year suspension.

In the event that any suspension under this policy cannot be served in full during the remainder of the participation period for the program during the current school year, the remainder of the suspension will carry over the summer and shall be served during the following school year.

DUE PROCESS:

All participants have the right to due process. If suspended from an extracurricular activity, the student will have the right to appeal this decision.

Step 1. The student must inform the principal in writing that they wish to appeal this action within 5 days of the implementation of any discipline pursuant to this policy. The principal will inform the student in writing that they have received this request and that a hearing has been scheduled to hear the appeal. The hearing committee shall consist of the following representatives:

- High School Principal
- High School Athletic Director
- Counselor
- Non-associated Coach

The hearing committee will establish such proceedings as they determine are necessary to give the student a fair opportunity to present his/her appeal. There is no guarantee to any particular process, including the right to representation and to present and/or cross examine witnesses.

Once the appeal has been heard the principal will notify the student in writing the decision of the committee. This notification must be done within 3 days from the date of the hearing.

Step 2. If the student disagrees with the decision made by the hearing committee they can appeal that decision to the superintendent of schools. If the student disagrees with the decision of the superintendent, they may request a meeting with the Board of Education to present their case within 2 days of receipt of the superintendent's decision.

A student may quit a sports team and join another one providing that the student does so prior to the first official contest of the season for both teams. If the student quits after this time they must wait until the season is over before joining another team. This rule may be waived by the principal if a medical reason exists.

Any student who is absent from school is prohibited from participating in activities that day unless the absence has been previously approved by the high school office. If extenuating circumstances exist the principal may waive this rule.

Students are under the direction and control of the coach/sponsor on all trips, and shall make the trip in the school transportation that is provided. Upon a written request from their parents a student will be allowed to ride with them home from the activity. If there are extenuating circumstances the student or their parents must contact the principal for a decision.

Violation of district rules or policies, team rules, the terms of this policy, applicable laws, or standards promulgated by the CHSAA or other organizations which sponsor or regulate extra-curricular activities may result in suspension from participation or other consequences as determined by the school administration.

HIGH SCHOOL LETTERING POLICY:

All lettering criteria are subject to the discretion of the individual coaches. **Any student who is found to have violated the alcohol/drugs/tobacco policy stated in this document shall not be awarded a letter in the sport they were participating in at the time of the violation.**

SENIOR ATHLETE AWARD:

A senior athlete award will be given out to one senior boy and one senior girl each year. A point system developed by the coaching staff will be used to determine the winners. In addition to that system the following criteria must be met.

- The athlete must have competed in at least two sports for all four years of his/her high school career.
- The athlete was never dismissed from or quit any sports team during the four years of his/her high school career.

CHECK OUT AND RETURN OF ATHLETIC EQUIPMENT:

Every student who participates in a school activity and is checking out equipment from the school acknowledges that they are responsible for the safekeeping of that equipment. If any equipment is not returned in the expected condition at the end of the activity they may be required to pay for the value of that item. No student may start another activity until all of the equipment from the previous activity has been returned or compensated for the loss or damage.

ELIGIBILITY REQUIREMENTS

Participating in extracurricular activities is a privilege and not a right. Students wishing to participate are required to meet standards of personal behavior and academic performance. Cheyenne Wells School District will continue to check eligibility weekly based upon cumulative GPA throughout each semester. We are on a week-to-week eligibility period. Any student who has been ineligible to participate in an extracurricular activity may regain their eligibility at the next eligibility period. CHSAA rules will be in effect for students who fail two or more classes at the end of each semester. A student shall be eligible to participate in extracurricular activities provided they meet the following requirements:

- Is a bona-fide undergraduate member of his/her school;
- In the judgment of the principal, he/she is representative of the school's ideals in matters of conduct and sportsmanship;
- He/she is academically eligible.

The following criteria determine academic eligibility:

- Any student who is failing *one or more* classes at the beginning of each eligibility week will not be eligible to participate in extracurricular activities for the one week period.
- Any student who has *three or more classes* where they are receiving a grade of "D" at the beginning of each eligibility week will not be eligible to participate in extracurricular activities for the one week period.

Eligibility will not be mailed home to parents. Please check your student's grades on the Parent Portal after 8:00 a.m. every Monday. If you have any questions, please call the athletic office.

SEASON PASS

Students may purchase a season pass from the high school office that will get you into any home sporting event (with the exception of post season play). If you choose not to pay the fee, you will be required to pay at the gate of any sporting event you attend. The cost of the season passes for elementary (K-6th) is \$25.00, for a JH student (7th – 8th) is \$30.00 and for a HS student (9-12) is \$40.00. Junior high and high school students who are participating in a seasonal sport will be given free admission to All home games (jr. high and high school) during that specific season..

STUDENT COUNCIL

The purpose of the Student Council is to promote better morale and spirit, and to encourage better cooperation between students, faculty and the community. The Student Council is composed of the president, vice president,

secretary, and treasurer; elections take place each year. Each class and school club/organization will elect a student to serve a one-year term as a representative.

Section 4 - Student Conduct

ATTENDANCE

It is **imperative** that students be in attendance each school day in order not to miss a significant portion of their education. Many important learning opportunities result from active participation in classroom and other school activities, which cannot be replaced by individual study. The school is also concerned about helping students develop a high quality work ethic, which will be a significant factor in their success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school careers.

The Colorado Compulsory Attendance Law also recognizes the value of regular attendance at school. Students are expected to be in school except in cases of emergency or for the following reasons:

- Personal Illness – the school may require verification by a doctor;
- Illness in the Family – work with your child's teacher to keep school work current;
- Death of a Relative – absence arising from a family death. Please notify your child's counselor should you feel your child may need support when they return to school;
- Religious Holiday – children will be excused from class if the absence is for the purpose of observing a religious holiday which is part of the child's creed or belief;
- Medical Appointments – parents should schedule their child's regular medical and dental appointments for times after school.
- Vacations – whenever possible, families should plan vacations when school is not in session. Valuable instructional time and experiences are lost when your child is out of school; time and experience, which cannot be made up. If it is absolutely necessary for you to take your child out of school, make-up work should be requested no later than the day he returns from vacation.

***Make-up work should be completed within the same number of school days as the student was absent unless special arrangements have been made with each teacher. If the assignment had been previously scheduled, and was due on the day of the students' absence, the assignment will be due on the day of the students' return.**

It is the parent's responsibility to make sure your child is in school. Attendance has a bearing on academic achievement and will be reflected in a child's grade. It is the student's responsibility to request make-up work from teachers and to make sure it is turned in. After a child has been sick for two days, parents can request homework. All parents will be notified every mid-term about their child's attendance, if absences become excessive (3 at mid-term).

TARDINESS

Tardiness will be counted for the student if they arrive at the classroom after the scheduled start time of that class up to ten minutes. **After ten minutes, it will be counted as an absence.** Students detained by school personnel or involved in unavoidable instances will not be considered tardy. Because of the disruptive nature of tardiness and detrimental effect upon the rights of the non-tardy students, penalties shall be imposed for tardiness. Once four tardies are accumulated, whether excused or unexcused, all future tardies will be referred to the building principal. The parent/guardian will be notified of penalties regarding tardiness.

NOTIFICATION OF ABSENCE

If a student is going to be absent, the parent/guardian must contact the school and provide an explanation. If prior contact is not possible, the parent/guardian should provide a written excuse as soon as possible. When an excuse is not provided the absence will be considered unexcused.

EXCUSED VS UNEXCUSED

An excused absence allows the student to make up all possible work. It is the responsibility of the student and parent/guardian to collect missed assignments. One day to make up missed work per each day missed will be allowed for absences. It is possible that certain kinds of schoolwork such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade. The skipping of classes or any part of the school day is considered an unexcused absence and no make-up work will be permitted. Disciplinary action will follow.

When a child has more than 6 absences (excused or unexcused) in a semester, it is considered excessive and may be investigated by school officials. The administration will assign penalties regarding individual circumstances. The parent/guardian will be notified of all penalties regarding excessive absences. Retention or summer school or loss of credits will be considered and or school on Fridays.

ABSENCE FROM SCHOOL DUE TO SUSPENSION

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused. A suspended student will be responsible for making up schoolwork lost due to suspension. It is recommended that the student complete missed assignments during the suspension and turn them into the teacher upon his/her return from school. Assignments may be obtained from the office. Make up of missed tests may be scheduled when the student returns to school. The student will be given 80% credit for properly completed assignments and a grade on any make-up tests. It is at the discretion of the principal to decide if the suspension is an in-school or out-of-school suspension.

EXPECTED BEHAVIORS

A major component of the educational program at Cheyenne County School District RE-5 is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. Students at Cheyenne County School District RE-5 share in making the school one in which each person is safe, each person is treated with respect and each person has the opportunity to learn. Students are taught behavioral expectations in the following areas of the school: bus conduct, before and after school procedures, crosswalk areas, hallway, office, restroom, playground, cafeteria, classroom, assembly, concert, and library expectations. District personnel as well as students are involved in teaching the expected behaviors.

DRESS AND GROOMING

While fashions change, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines. If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

Dress and grooming are the responsibility of the student and parent/guardian. The student must be clean and well groomed. Shoes must be worn at all times and must be appropriate for school activities such as physical education classes. Dress and grooming must not be hazardous to any educational activity, nor may it be damaging to property, sexually offensive or violate reasonable standards of safety, health, hygiene or decency. **School authorities reserve the right to prohibit and regulate any items of clothing or personal possessions that are, or could be, unsafe, unhealthy, or disruptive to the regular routine of the school.**

The following are prohibited from school and school related activities: tank tops with less than 2 inch strap, halter/tube tops, short tops exposing waistline, shirts excessively unbuttoned, exposed undergarments, sunglasses, hats, head scarves, sweat bands, bandanas, mesh shirts, see-through materials, low cut styles, short shorts/skirts, cut offs, excessively ripped garments that expose thighs and above, pajama pants and pants worn below the waistline, yoga pants where the body is not properly covered. Yoga pants must be worn with a shirt or jacket that covers the buttocks area. All clothing must extend beyond the student's fingertips while standing with arms at their side, and all shirts must extend to the shoulder. **Generally, if it looks too short, it probably is! Students leaving P.E. class will be required to change back into their regular attire before attending their next class.**

The previous provisions apply to all regular school, school related activities, home or away, in the building and on the grounds, and summer school. Disciplinary action may be taken for any violation of these guidelines. Students who are representing Cheyenne County School District RE-5 at an official function or public event may be required to follow specific dress requirements.

PUBLIC DISPLAY OF AFFECTION (PDA)

Public display of affection is prohibited and subject to disciplinary action. A PDA violation will be at the discretion of the school staff. The following actions are included under the PDA rule: hugging, kissing, inappropriate comments or space between students.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents. Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code. **Students will sit in the furniture in a proper manner with their feet on the floor, and will not abuse or vandalize it in any way. If the furniture is vandalized or damaged, it will be removed and the student will have to sit on the floor.**

STUDENT DISCIPLINE CODE

The Cheyenne County School Board of Education recognizes that behavior harmful to persons or property can lead to removal from school by suspension and/or expulsion. A student who has been established through a due process hearing to have been engaged in misconduct resulting in expulsion or long term suspension in another school system or who is alleged by school authorities to have engaged in misconduct in another school system, public or private, but who has withdrawn from such school system prior to same being established in a due process hearing, which misconduct, if true, is of sufficient gravity to represent a threat to the safety or welfare of the students in the

Cheyenne County School District RE-5, may be subject to suspension and/or expulsion from the Cheyenne County School District where such misconduct has been established in a hearing before the Superintendent or his/her designee. While suspended a student may not participate in after-school social, athletic, or extracurricular activities.

Level Three* - “Zero Tolerance”

The following behaviors will not be tolerated on school property, school buses or at school functions and will result in suspension and/or recommendation for expulsion as well as removing the student from all extracurricular activities. The parent/guardian will receive written and verbal communication of level three infractions.

- Fighting and/or violent behavior
- Verbal or physical harassment, intimidation, or hazing
- Unwelcome touching or sexual harassment
- Flagrant disrespect for or defiance of staff
- Defacing or destruction of school property
- Possession, use, and/or being under the influence of alcohol or illicit drugs
- Possession or use of a weapon
- Unlawful or unsafe acts
- Any behavior that seriously disrupts the educational environment
- Chronic violations of Level Two or One behaviors

Level Two*

The following behaviors will result in referral to an administrator and will result in appropriate disciplinary action. Referrals for these behaviors will be cumulative with the consequences becoming more severe with each referral. Consequences could range from a detention of up to 6 hours or a 3-5 day suspension if the behavior becomes chronic. Parent/guardians will receive written and verbal communication of level two infractions.

- Truancy
- Use or possession of tobacco on school grounds or at school functions
- Leaving school without permission
- Failure to serve a teacher assigned detention
- Any chronic level one behavior

Level One*

The following behaviors may result in referral to an administrator and will result in appropriate disciplinary action. Referrals for these behaviors will be cumulative with the consequences becoming more severe with each referral. Consequences could range from a formal warning, a detention of up to three hours, or a suspension if the behavior becomes chronic. Parent/guardians will receive written and/or verbal communication of level one infraction.

- Failure to adhere to classroom, school, and/or district expected behaviors
- Excessive tardies
- Vulgar language
- Violation of PDA rule

*The list of behaviors and/or consequences is in no way complete. The building principal reserves the right to add behaviors and/or consequences to this list in order to address each individual situation appropriately.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

DUE PROCESS RIGHTS

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

SUSPENSION FROM SCHOOL

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the administrator will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within three (3) days after receipt of the suspension notice, to the building principal. The request for an appeal must be in writing. Suspension from co-curricular and extra-curricular activities may not be appealed. During the appeal process the student shall not be allowed to remain in school. The appeal shall be conducted in a private meeting and the student may be represented.

When a student is suspended out of school, s/he may make-up work missed and may receive up to 80% credit. Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned. A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

LONG-TERM SUSPENSION OR EXPULSION FROM SCHOOL

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents, which will contain:

- The charge and related evidence;
- The time and place of the Board meeting;
- The length of the recommended suspension or expulsion;
- A brief description of the hearing procedure;
- A statement that the student may bring parents, guardians, and counsel;
- A statement that the student may give testimony, present evidence, and provide a defense;
- A statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction

Students being considered for long-term suspension may or may not be immediately removed from school. A formal hearing will be scheduled during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice. Students being considered for expulsion will be immediately removed from school. The hearing will also be formal in nature with testimony before the Board of Education. The hearing will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

Cheyenne County School District RE-5 makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not able to be appealed. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the building principal.

STUDENT DISCIPLINARY RECORDS

In compliance with federal regulations, Cheyenne County School District RE-5 will transfer disciplinary records of students with respect to suspensions and expulsions to any private or public school to which a student is transferring and in which they are enrolling.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the district and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. Some students will receive self-locking lockers, other students will be provided with a school lock **upon request**, with a \$5.00 deposit to be returned when the lock is returned. If students would like to provide their own lock, **each student must provide the lock's combination or key to the principal**, or the lock will be cut off in the event of a search.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The district reserves the right not to return items, which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

STUDENT ISSUED LAPTOP COMPUTERS

All high school students will be issued a laptop for educational use. Students will be required to have a signed parent permission form on file with the school before they will be given their computer. Any student who abuses or damages their computer could lose this privilege and be charged the cost of replacement or repairs.

TECHNOLOGY SEARCHES

All computers located in classrooms, labs, libraries, and offices are the Cheyenne County School District's property and are to be used by students and staff, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

The district, with or without the user's knowledge or permission, may review such information. The use of passwords does not guarantee confidentiality, and the district retains the right to access information in spite of a password. All passwords or security codes must be registered with the Technology Director and/or instructor. A student's refusal to permit such access may be grounds for disciplinary action and/or revocation of technology privilege.

STUDENT RIGHTS OF EXPRESSION

The District recognizes the right of students to express themselves within the guidelines of the Student Code of Conduct. With the right of expression comes the responsibility to do it appropriately.

TITLE VI, TITLE IX, SECTION 504, ADA, AND DISCRIMINATION

Cheyenne County School District RE-5 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, ADA or vocational discrimination may be referred to:

- Mr. Randy Holmen, PO Box 577, Cheyenne Wells, Colorado 80810; 719.767.5866 x 1035
- The Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Blvd., Suite 310, Denver, Colorado 80204.

Section 5 - Transportation

BUS TRANSPORTATION TO SCHOOL

Children who live in the country or across the railroad tracks may be bused to school. The Cheyenne County School District RE5 will also bus children who live in the town of Cheyenne Wells, but **ONLY** at two designated areas. Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the building principal and/or transportation director.

Parents are expected to make provisions for their child's safety to and from the bus stop and while they are at the stop. Students may be assigned seats on the bus. Any damage to the bus becomes the responsibility of the child assigned to that seat. Children may, on occasion, ride another bus if they are visiting a friend after school if space permits. In order to take advantage of this opportunity, however, the child must have a note from both his own parent and the parent where he will be visiting. It is the responsibility of parents to contact the school to confirm the status of this practice by 3:00 PM. The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials. Children who ride the bus must not jeopardize their own safety or the safety of others. Busing is a privilege, not a right, which will be denied if students do not follow bus safety rules.

PENALTIES FOR INFRACTIONS

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be assigned a permanent seat, deprived of the privilege of riding on the bus, suspended, and/or expelled from school. The bus driver's attention must not be distracted by unnecessary student activity. Appropriate student behavior and cooperation is essential for the safety of everyone. The driver has complete authority and responsibility to control the conduct of bus passengers. Students must follow the instructions given by the driver. Should a student fail to follow instructions or be involved in unsafe behavior, the driver will issue an oral warning and/or a written violation. Chronic violations will result in loss of bus privileges for the year.

BICYCLES

Students who ride their bicycles to school are to leave them in the bike rack until school is dismissed. For safety reasons, students need to walk their bikes in areas where students are present. Students are encouraged to wear helmets when riding their bikes.

CLOSED CAMPUS

Students may walk home **ONLY**, to eat during the noon hour with a note on file in the office from their parents. The note on file does not allow students to drive home for lunch.

Parents may release their child to eat downtown with permission from the building Principal. Students who return from lunch after the 5th hour has started, will be given an unexcused tardy.

Students shall not be off campus without parent/guardian supervision/permission any time during school hours from 7:45 AM to 4:00 PM.

Students will not be allowed to use, or be in, or around their vehicles during the duration of the school day from 7:45 AM to 4:00 PM. Students may use their vehicle to leave the campus if cleared for early dismissal by the office, parent or guardian.

District Staff Directory

To contact any staff member, please call 719.767.5612 or 719.767.5656