

South Conejos School District RE-10

Student Handbook

2023-2024



South Conejos School District will provide students a strong educational foundation to become lifelong learners and responsible citizens. Students and staff will feel welcome, safe, and supported.

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***For more contact info visit
our school website at:
www.southconejos.com**

Welcome back to school!

This handbook is designed to inform families and students about our district's requirements and expectations, as well as some helpful guidelines about some of the common procedures we use in our schools. The most up to date versions of SCSD Handbooks will be posted online at southconejos.com. We hope that this handbook can be used to create an understanding of how we can work together for our students. Thank you for all of your continued support!

School Day and Dismissals

Bell Schedule and Class Schedules

Bell Schedules and Class Schedules for all schools will be posted on the district website. If you need printed copies, please request one from the front office. (See southconejos.com)

School Hours

School hours for students are from 7:55 am – 4:10 pm for secondary students and 7:55 am - 4:00 pm for elementary students Monday through Thursday. Students may arrive at 7:30 to participate in our free breakfast program. Adult supervision begins at 7:30 am. Any student arriving after 7:55 will be marked tardy.

Regular Dismissal

Please enter the designated parent drop-off and pick-up areas through the south entrance and head north. Drive slowly through parking areas and watch for students crossing at all times. Students will be dismissed from their classrooms to designated areas and will be dismissed as their respective buses arrive. Buses depart at 4:15 pm. Please do NOT park or drive in the BUS LOADING ZONES. If you are meeting your student(s) at school, you must park in the parking lot, please do not come into the school to pick up your child. Students will be escorted to the main entrance for parent pick up. **Early releases are indicated on the district calendar. Reminders are sent by automated call, note home, and social media.**

Early/Emergency Dismissal

In the event of early dismissal due to school closure or emergency, families will be notified via automated call immediately after the decision to close school is made. Contact information provided by families upon enrollment will be used to contact parents and release students to other designated adults. In the event of a school emergency, the school office requires a picture identification of anyone signing a student out. Under no circumstances will a student be released without following the proper procedure.

Communicating School Closings

Whenever it is necessary to have a late start or a school cancellation because of adverse weather or other emergencies, the community will be notified by automated call, social media, and our district app.

Enrollment

Documents Needed Upon Enrollment

Upon enrollment, the parent/guardian must provide the school proof of the student's identity and age (birth certificate), and immunization records.

Legal Guardianship

A legal document is required to support any questions of custody between divorced, separated, or foster parents. Accurate completion of the SCSD Enrollment Form will ensure that your child and his/her information is released only to individuals approved by you. [See SCSD Policy KBBA]

Current Contact Information

To ensure effective communication between school and home, it is important that the school has accurate contact information, including current phone numbers for primary family contacts, and the name of another adult with a phone that can be reached in case of emergency. If at any time during the school year your phone number or address changes, please notify the school in writing and necessary changes will be updated. If you are not receiving automated calls from the school, please update your contact information with the front office in writing.

Lunch/Breakfast Program

Applications for families qualifying for free or reduced lunches MUST be completed upon enrollment.

Safety

Campus Supervision

Our campus is supervised for the safety of everyone. Adults (non-staff) without visitor passes will be stopped and directed to the office to sign in. Cafeteria supervision begins at 7:30 AM. To ensure your child(ren)'s safety, please do not drop your student(s) off before 7:30. Entrances are locked during the day and unlocked for dismissal at the end of the school day.

Closed Campus

The campus is closed for all students. All students shall remain on school premises during the school day except for those occasions when a parent/guardian makes arrangements for a child to leave during the school day. It is recommended that all appointments (medical, dental, etc.) be made on Fridays, so as to not interfere with student learning. [See SCSD Policy JHCA]

Harassment

South Conejos School District is committed to a learning environment that is free from harassment of any kind. [See SCSD Policies JB, JBB, JICDA, JICD, JICDE, JICDF, JICDF-R]

Violence

Violent and aggressive behaviors will not be tolerated and shall result in immediate action being taken by the district. An act of violence and aggression is an expression, direct or indirect, verbal or behavioral, of intent to inflict harm, injury or damage to persons or property. A threat of violence and aggression carries with it implied notions of risk of violence and a probability of harm or injury. [See JICDD and JICDE]

Bully Prevention in Education

Statement of Purpose

The Board of Education supports a positive school climate, conducive to teaching and learning that is free from threats, harassment, and any type of bullying behavior. The purpose of this policy is to promote a safe school climate where all types of bullying are regarded as unacceptable.

Bullying and other behaviors as defined below are prohibited on district property, at the 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 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 his or her academic performance or any basis protected by federal and state law, including, but not limited to disability, race, creed, color, sex, sexual orientation (which includes transgender), gender identity, gender expression, 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 may also include knowingly making false accusations of bullying or acting to influence the investigations 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 which is false.

Prevention and Intervention

The superintendent is encouraged to create a tiered system of supports to engage students in bully prevention best practices. The best practices include, but are not limited to, the following:

- Partnering with families and the community to increase their awareness of the warning signs that students are being targeted or perpetrating bullying, as well as basic bullying prevention and intervention strategies.
- Designating a team of persons at each school who advise the school administration of 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, counselors, teachers, administrators, parents, and students.
- Surveying students' impressions of the severity and frequency of bullying behaviors in their school.
- Investing in positive school climate efforts that clearly define, teach, and reinforce prosocial skills. This includes intentional efforts to promote positive relationships between staff and students as well as students with other students.
- Include students in the development, creation, and delivery of bully prevention efforts as developmentally appropriate.
- 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.
- Measuring the implementation fidelity of bullying prevention best practices, including adherence to policy and intervention strategies.

- Training school staff on an annual basis regarding the school's bullying prevention practices and this policy such that staff knows their responsibilities in supporting students and reporting bullying incidents.

Reporting

Any student who believes he or she has been a victim of bullying and/or other behaviors prohibited by this policy, or who has witnessed bullying/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 shall 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.

Supports and Referrals

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

- Initiate efforts to change the behavior of students engaged in bullying behaviors.
- Support targets 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 shall be taken into consideration when disciplinary decisions are made. Bullying behavior that constitutes unlawful discrimination or harassment shall be subject to investigation and discipline under related Board policies and procedures. Students targeted by bullying when such bullying behavior may constitute unlawful discrimination or harassment also have additional rights and protections under Board policies and procedures regarding unlawful discrimination and harassment.

Dangerous Weapons

South Conejos Schools are bound by State and Federal laws to enforce mandatory expulsions for students who knowingly bring dangerous weapons on school property. Dangerous weapons include, but are not limited to, firearms, knives, and brass knuckles. Any other item, such as cigarette lighters, that is considered dangerous and endangers the safety of all will fall under this section of the handbook. In addition, toy weapons are not permissible on school premises at any time, including parts of costumes during Halloween. [See SCSD Policy JICI and JICI-E]

Claire Davis School Safety Act

SB15-213 Concerning the Limited Waiver of Governmental Immunity for Claims involving Public Schools for Injuries Resulting from Incidents of School Violence known as the Claire Davis School Safety Act. (C.R.S. 24-10-106.3) This Act imposes a limited waiver of sovereign immunity for schools if a school fails to exercise "reasonable care" to protect all students,

faculty, and staff from “reasonably foreseeable” acts of violence that occur at school or a school-sponsored activity.

Evacuation/ Lockdown Procedures

Fire Drill - All students will exit the building through the closest exit. Students will stay with their class. Attendance will be taken by teachers. If there are any students unaccounted for, the teacher will notify the personnel as per the district’s emergency operation plan. If this is not a drill parents/guardians will be notified by an automated call.

Lockdown - Initial notification will be announced. All students and staff will stay out of sight and quiet in a designated area in the classroom. Attendance will be taken. The district will then follow the emergency operations plan. Parents/guardians will be notified by an automated call.

Lockout - A lockout will occur if/when the school feels threatened and there is no need for a lockdown. During a lockout business and classes will continue as normal. A lockout announcement will be sent to parents/guardians. At this time, there will be no one in or out of the building until safety is reassured. [See also [Emergency Protocol](#)]

Communication

Family Concern Procedure

Families with concerns about their student's progress or well-being, at school or in sports, should first discuss issues with the most appropriate school official at level **1**. Most issues are resolved at this level.

Should there be continuing concerns; the next step will be to contact the most appropriate school official at level **2**.

If the concern remains, families should call the front office to set up an appointment with the school **Principal (3)**. In most cases, the principal will instruct the child's teacher, coach, or sponsor to be present at this conference.

If the concern remains, families may call the front office to set up an appointment with the **Superintendent (4)**.

The **Board of Education (5)** should always be the final link in the chain of communication for ongoing concerns that have not been resolved by levels 1-4. Families can ask to be added to the agenda or can sign-up at a regular board meeting and speak to the Board of Education during citizen's comments. [See SCSD Policy KE]

Chain of Communication for families and students		
Academic, Social, and Family Concerns to the following	Medical/ Mental Health Concerns to the following	Activities and Athletic Concerns to the following
1. Teacher 2. Counselor Dean of Culture & Climate Behavior Interventionist	1. School Nurse 2. Teacher(s) Counselor	1. Coach** 2. Athletic Director
3. Principal		
4. Superintendent		
5. SCSD Board of Education		

As concerns are resolved, there is no need to continue to address them at upper levels of the chain of communication.

*At any time in this process, students may speak to the school counselor for additional guidance.

** Do not address concerns with a coach immediately following a sporting event ([CHSAA Expectations/Athletic Handbook](#))

*** Address medical concerns to the Attendance Clerk if the condition impacts attendance.

Communication Procedures

What parents & students can EXPECT:

- Parent communications responded to within 24 hours or by the following Monday
- Requests for appointments responded to or scheduled within 24 hours
- Parent to be notified about a single serious issue or ongoing problem
- Two student-led conferences per year, other meetings and calls within reason

What parents & students should NOT EXPECT:

- Teachers returning a call after work hours
- Answering email, phone calls, or parent meetings on the evening/weekends
- Access to teacher's private phone number or email
- Contact on social media

When you should contact your child's teacher and school:

- Changes in family situation
- Illness lasting longer than 3 days
- Safety issues, change in behavior at home
- Family emergencies, sleepless nights, or appointments
- Ongoing and pervasive problems/concerns at school or home
- When you can't keep a scheduled appointment
- When homework takes way more time than expected or your child is unable to do most of it independently

When you have last-minute information for the teacher:

- Send a note or email
- Call the office and leave a message for the teacher (phone calls will not be transferred to the classroom)

Communication that interferes with teaching and learning:

- Showing up at the classroom during the teacher's prep time, before school, or during the school day without an appointment
- Discussing an issue with the teacher when they come out to pick up their class in the morning and it's time for instruction to begin
- Speaking to the teacher disrespectfully or angrily, especially in front of your child or other students

Ways to help your child be more responsible and independent:

- Encourage your child to talk to the teacher about problems with homework or other issues at school. Send an email or note to the teacher so they're aware. Let the teacher take it from there.
- Have your child write a note to the teacher explaining why homework wasn't completed, then sign the note.

- Make your child responsible for carrying their own backpack and belongings to and from school.
- If your child forgets his/her lunch or homework, don't bring it to them. Let them be accountable for it rather than delivering it to school.

To increase mutual respect, remember:

- Teachers may make mistakes. Speak to them directly.
- Please respect teacher privacy.
- Teachers are committed to working with families to attain common goals.
- Use age-appropriate language around children at all times while on campus.
- Recognize that we won't always agree, but we promise to listen.
- Speak positively in front of your child.

How parents can address student issues

Step 1: Schedule an appointment with your child's teacher. Fill out the "Request for Teacher Communication" form in the front office and ask the secretary to put it in his/her mailbox.

Step 2: The teacher will call to schedule an appointment within 24 hours or by the following Monday.

Step 3: If you feel the issue needs further attention, schedule an appointment with the principal and your teacher. Fill out the "Principal Conference Request" form located in the front office and give it to the secretary to deliver to the principal.

Classroom Interruptions

To keep classroom interruptions to a minimum, please follow these guidelines.

- To protect learning time, teachers and students will not be called to the phone or called out of class for any reason, during school hours, except in the case of an emergency.
- Make after-school arrangements with student(s) before leaving home.
- Keep a lunch calendar at home and send your child with lunch before leaving home.
- Notify the teacher (by call/note/email) regarding planned absence or early dismissal.
- Leave items labeled with the student's name in the front office. Students may check in the office at break/lunchtime to retrieve items left by their families. Staff will not call the classroom and interrupt instruction to deliver belongings to your child. If a student forgets their lunch, they will be provided with a cafeteria lunch.
- Please note, bringing your child's lunch or belongings after the start of the school day discourages independence and sets a poor example. Belongings left in the classroom after the end of the school day can be retrieved the following morning.

Student-Led Conferences

Individual led student conferences are scheduled during the first and third quarter of each school year. The purpose of the conference is to set individual student learning goals. Dates of these conferences can be found on the district calendar at southconejos.com. We encourage you to maintain contact through email or regular communication with the teacher(s). You may request additional conferences at any time. These conferences must be scheduled at a time when they don't interfere with classroom instruction.

Visitors and Volunteers

Visitors

All visitors to the school must first check-in with the front office immediately upon arrival and before visiting with staff or students. All visitors will be required to wear a name badge. Visitors may leave items or messages for students at the reception area. Students not enrolled in the district are NOT allowed to visit the school. Access to classrooms/school facilities and teachers/coaches/staff will be made by appointment with a teacher or principal by calling the school. [See also SCSD Policy KI and C.R.S. §22-32-109.1(7)]

Volunteers

Volunteers must register with the front office to complete a volunteer application, which includes consent to a background check and fingerprints. Once the application is approved, volunteers may begin assisting at the school. Volunteers will work according to the schedule and tasks identified by the principal and staff. All volunteers will be required to wear a name badge. A name badge will enable staff to recognize you as a registered volunteer and an important part of the school's educational team.

Institutional Statements

Non-Discrimination

South Conejos School District does not unlawfully discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, gender identity, genetic information, disability, or need for special education services in admissions, access to treatment or employment in educational programs or activities which it operates. Complaint procedures have been established for students, families, employees, and community members. Please see SCSD Policy AC and JB for grievance procedures on southconejos.com. [See also SCSD Policy AC, AC-R, AC-E, and JB]

Anti-Discrimination Law

Colorado follows state anti-discrimination and civil rights laws and guidance. In 2008, Colorado passed a law (S.B. 08-200) expanding prohibitions against discrimination. The law calls out the need to protect all regardless of “disability, race, creed, color, sex, sexual orientation, marital status, national origin, or ancestry” in all places of public accommodation. This law defines sexual orientation as “a person’s orientation toward heterosexuality, homosexuality, bisexuality or transgender status or another person’s perception thereof.”

In addition, the Colorado Civil Rights Commission issued rules (3 CCR 708-1) that state “All [public] covered entities shall allow individuals the proper use of gender-segregated facilities that are consistent with their gender identity. Gender-segregated facilities include but are not limited to, restrooms, locker rooms, dressing rooms, and dormitories.” The term “gender identity” is in turn defined by the rules as follows: “Gender identity” means an innate sense of one’s own gender.” [See [Senate Bill 08-200](#), 3 CCR 708-1, SCSD Policy AC, AC-R, AC-E, and JB]

LGBTQ Student Rights

- Students have a right to express their gender as they wish—regardless of their sex assigned at birth.
- Students have a right to be free from discrimination or harassment based on religious views. Students have a right to express LGBTQ pride.
- SCSD students have formed a Gay-Straight Alliance (GSA), Allies in Diversity, and have the opportunity to attend regularly.
- LGBTQ students have a right to attend proms, field trips, and dances.
- Students have a right to access facilities and opportunities that match their gender identity.
- Students have a right to be free of harassment and to have harassment treated seriously.
- LGBTQ students have a right to be “out.” LGBTQ students have a right not to be “outed.” [See [Senate Bill 08-200](#), 3 CCR 708-1, [House Bill 11-1254](#)]

[Family Educational Rights and Privacy Act \(FERPA\)](#)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Attendance, Absences, and Making Up Missed Assignments

Attendance

Regular attendance is important and [required by law](#). Effective learning requires a planned sequence of instruction and frequent or daily reinforcement. Please avoid scheduling vacations and appointments during regular school days. Families are encouraged to use Fridays or student vacation days for opportunities to schedule appointments, take trips, or plan special events. It is important that our students are in attendance at school every day, outside of absences for illness or emergencies. [See SCSD Policy JEA, JH and JH-R]

Steps to Follow When Absent

Step 1. Families should contact the school and inform the front office of the student's absence before 10:00 AM on the day of absence. All absences must be verified by a health professional on the date of return with the student's name, date, days of absence, and the reason for the absence. The note must include a physician's signature.

Step 2. Students should present an excuse to the school secretary.

Step 3. The student should ask the teacher for make-up assignments. Assignments not made up may be reflected in the student's grades. [See SCSD Policy JH]

Absence Reporting

An **excused absence** status will be marked for illness, medical, dental, vision, mental health appointment, educational experiences, school-sponsored activity, suspension, expulsion, or the funeral of immediate family members. If there is no phone call or note returned, the absence will be marked unexcused. Special circumstances will be excused, by the superintendent or principal on a case by case basis. **A student may be excused by his/her parent up to 3 times each year without documentation.**

An **unexcused absence** status will be marked for any absence that is not of a serious nature. Some examples of unexcused absences include, but are not limited to a student leaving class or school without permission, helping at home, shopping, haircuts, missing the bus, babysitting, hunting, etc. An unexcused absence will be marked for any student that arrives 10 or more minutes late to class. Faculty members detaining a student may also excuse a student from being marked tardy/absent. [See SCSD Policy JH and JH-R]

Planned Absences

SCSD urges parents to consider the loss of academic learning time as a crucial factor in deciding whether or not to take a child out of school. However, If your child is to leave school during the day or if you expect that your child will be absent, please send a signed note to the front office indicating when your child must leave class. Before leaving, you will be asked to sign your child out at the school office. If someone other than a parent is to pick up a child, please include that information in your note (please note: this person must be a contact on your child's

enrollment form). For their safety, children are to be picked up by a parent/designated guardian and are not to walk home or to appointments during the school day. Please complete the [Extended or Discretionary Absence Request](#) if you would like to request an administration excused absence at least 2 weeks in advance.

Support for Students with Attendance Barriers

The school will monitor both the excused and unexcused absences of all students at SCSD. The family of any student who falls below 90% in school attendance will be contacted by the school for an in-person meeting to discuss how we can help eliminate barriers to attendance. At this time, a Truancy Elimination Plan and regular check-ins with the family will be initiated. If efforts to increase attendance are ineffective and the student's attendance continues to decline, the school will contact Child Protective Services and petition the court to initiate truancy proceedings.

Habitually Truant

In addition to school policy JHB, [Colorado Law](#) does not permit more than four days of unexcused absences in one month or more than ten days of unexcused absences in one calendar year. Any child between the ages of six years (as of August 1 in the current year and under 17 years) who violates these limits will be considered "habitually truant." In accordance with this statute, the school district may begin court proceedings when these limits are reached. Any student that is habitually truant may be recommended for retention. [See SCSD Policies JEA, JH, JH-R, and JHB]

Tardies

Students who are tardy by ten minutes or more to school in any class are considered to be absent. Three total late arrivals/tardies will equal one unexcused absence. Students with excessive tardies may qualify for additional support from the school. [See also Support for students with Attendance Barriers and Habitually Truant]

Illness

Unfortunately, children will be affected by illness from time-to-time. There are common illnesses such as colds and the flu. Also, there are communicable diseases that may affect children at school. First and foremost, use common sense and good judgment when making a decision about your child's attendance at school relative to illness.

When to Keep Your Child Home

- Keep your child home if he/she has a fever. Students may return to school when they are 24 hours fever free without the use of fever-reducing medicine.
- Keep your child home if he/she is vomiting, has diarrhea, or has a communicable disease (consult with your doctor on exclusion from and return to school) Families must also notify the school their student is diagnosed with a contagious disease. [See Also [How Sick is Too Sick?](#)]

- Keep your child home if they have been in direct contact with someone who has tested positive for COVID-19 or if you suspect your child or someone in your immediate family may have COVID-19.

Participating in Events or Activities After an Absence Due to Illness

If a student is too ill to come to school, the student is too ill to attend any scheduled practices or school events. If a student is not present the day of or the day before the weekend activity, without prior consent or a medical excuse, that student may not be in attendance at the school's activity. If a student leaves school, due to illness, the student may not return for practice or the scheduled event or activity. Sponsors of the activity will be notified of the student's absence.

Make-Up Policy

One (1) day will be given for make-up for each day absent with the following exceptions: Students who are absent the day pre-assigned work is due will hand it in the day they return. Pre-assigned exams will be taken the day the student returns. Due dates on long-term assignments, i.e. term papers; class projects, etc. must be met in spite of absences. Assignments for school activity absences or anticipated absences must be turned in prior to leaving. Variations in the above make-up policy may be made at the teacher's discretion.

Student Responsibility to Make-up Work

It is the responsibility of the student to contact the teacher after an absence to make arrangements for make-up work. Only in unusual circumstances will the office staff gather homework for a student. Having someone go around and collect homework from the teachers disrupts the learning and teaching processes. If a student is too ill to attend school, it is assumed that the student is too ill to do homework. Make-up work shall be allowed following an unexcused absence with the goal of providing the student an opportunity to keep up with the class and incentive to attend school. However, this work will receive only seventy percent credit, which is the consequence of an unexcused absence.

Student, Student-Athlete, and Spectator Expectations

School Environment

The district's priority is to ensure that all students are free to develop their intellectual, moral, social, creative, vocational, and physical potentials to the highest possible degree in an environment that is conducive to a positive self-image, citizenship, attitudes, and behavior. The health, welfare, and safety of our students must be protected. With this in mind, uniform standards of conduct and appropriate discipline procedures will be followed for ALL SCHOOL activities.

Student Responsibility

The word "responsibility" refers to a student's obligation to others within the school. Rights and responsibilities are closely related. In other words, individual rights do not allow one to infringe upon the rights of others. Each student has the responsibility to:

- Respect the human dignity and worth of every student and staff member.
- Adhere to the rules and regulations that have been established by the school for the welfare and safety of all students.
- Strive for and maintain the best possible level of academic achievement.
- Be punctual and present in the regular school program classes.
- Refrain from obscenity in speech and written expression.
- Dress and appear in a manner that meets reasonable standards of health, cleanliness, safety, and decency.
- Help maintain and improve the school environment and preserve school property.

Sportsmanship

Antonito students, families, faculty, and staff are encouraged to attend extracurricular events to show their school spirit and pride. Extracurricular activities are intended to provide social, academic, and athletic experiences for both participants, and spectators. Enthusiasm and vocal support is always encouraged. Spectators are expected to exercise good judgment in clothing and behavior, and spectators and participants are expected to conduct themselves in a positive and respectful manner towards all participants and officials. Students and spectators should remember they represent South Conejos Schools and their actions will reflect on our school and community. Show pride in yourself and be a positive role model for those around you by cheering for your team and not against the opponent or the officials. Inappropriate behavior including but not limited to booing, taunting, throwing objects or generally exhibiting aggressive behavior is prohibited and may result in disciplinary action and or removal from the event. Removal from any event will constitute a meeting with the building administration before any admittance to future activities. [See also [CHSAA Sportsmanship Expectation Guide/ Athletic Handbook](#)]

Athletic Clothing Exceptions

Appropriate athletic clothing may be worn in physical education classes. All students must change out of athletic clothing prior to being dismissed from physical education classes. Clothing normally worn when participating in school-sponsored extracurricular or sports activities (including, but not limited to cheerleading, volleyball, cross-country, and track uniforms) may be worn during regular school hours when approved by the administration.

Athletic and Activities Expectations

Each and every student is encouraged to participate in extracurricular activities offered by our school. Once a student starts an activity, he/she is encouraged to stay with that activity until it is completed. Participation in extracurricular activities is a privilege, not a right. Participating students are expected to display consistently high standards of sportsmanship, commitment and school pride (on and off-campus) and must maintain eligibility. A student receiving one (F) or two (D's) within a two week period at 3:00 pm may not participate in any interscholastic activity for the following week. [See also [Antonito Trojan Athletic Handbook](#)]

Code of Conduct Overview

South Conejos School District is committed to providing students with the opportunities and protections that best serve the nature of the educational process. While attending school during regular hours or during school-sponsored activities, students' behavior is governed by the Code of Conduct.

Understand that your first priority at school is to learn. Avoid behaviors and distractions that interfere with your learning.

- Be academically and socially honest.
- Abstain from using, abusing, and possessing drugs, alcohol, tobacco, and marijuana.
- Be punctual, present, prepared, and ready to learn.
- Follow individual teacher instructions, class rules, building regulations, and expectations at all times.
- Represent yourself in a manner that you will be proud of long after you have graduated.

Never intentionally harm any member of our school community.

- Be polite and respectful to everyone, including students, teachers, administrators, support staff, and visitors.
- Use school appropriate language, gestures, and behavior at all times.
- Do not engage in the obstruction or disruption of classes, activities, or projects. Give your fellow students the opportunity to maximize their potential. Be encouraging. Do not put others down.
- Do not be a bully. If you see someone being bullied, intervene by telling them to stop and immediately report it to school personnel.
- Do not use extortion, textortion, sextortion, coercion, or blackmail in an effort to silence or exploit an unwilling person or force an individual to act through the use of force or intimidation.
- Do not engage in disorderly, disruptive, lewd conduct, or hazing activities.
- Do not commit an action against anyone within our community, that if committed by an adult would be considered harassment, assault, sexual assault, battery, or robbery.
- Never steal or damage the property belonging to any member of our school community.
- Never steal or damage school property.
- Have the courage to apologize and be willing to make things right when you have done something wrong. [See SCSD Policy ADD, ADC, JICDA, JK, JKBA, JKBA-R, JKD/JKE, ECAC, JBB*, JIC, JICC, JICDD*, KICDE*, JICF, JICH, and JICI]

Clothing

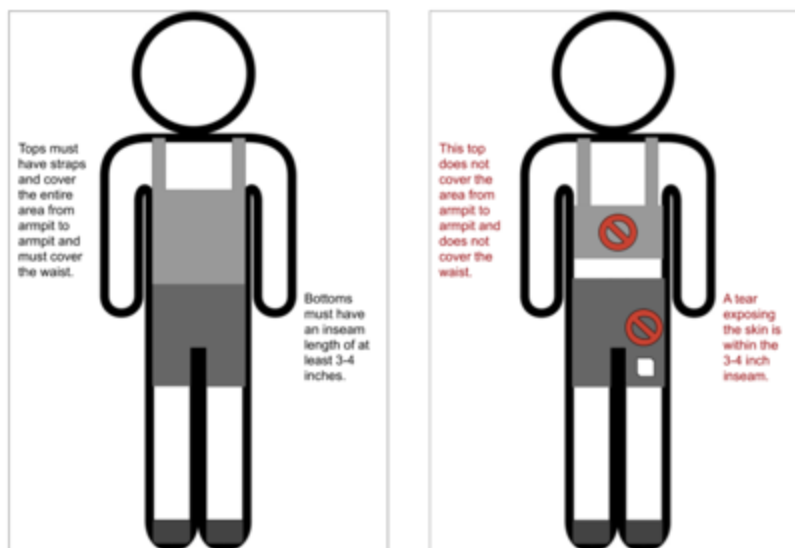
South Conejos School District respects students' rights to express themselves in the way they dress. All students who attend South Conejos Schools are also expected to respect the school community by dressing appropriately for a K-12 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy is intended to provide guidance for students, staff, and parents.

Minimum Requirements:

1. Tops must have straps and cover the entire area of the torso from armpit to armpit and must cover the waist. Bottoms must have an inseam length of at least 3-4 inches. A tear cannot expose the skin within the described areas as shown in the diagram.
2. Shoes must be worn at all times and should be safe for the school environment (bedroom shoes or slippers shall not be worn, except for during school activities approved by the principal).
3. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
4. Hoods are not allowed inside of the building. Headgear including hats and caps are allowed indoors, however, any student asked to remove such headgear will be required to do so.
5. Specialized courses may require specialized attire, such as sports uniforms or safety gear.
6. Any other recommendations that fall under public health guidelines. Must be in compliance with additional requirements. (See below)

Additional Requirements:

1. Clothing, accessories, and tattoos may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
2. Clothing, accessories, and tattoos may not depict or imply pornography, nudity, or sexual acts.
3. Clothing, accessories, and tattoos may not display or imply vulgar, discriminatory, or obscene language or images.
4. Clothing, accessories, and tattoos may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
5. Sunglasses must not be worn inside the building.
6. Clothing and accessories that endanger student or staff safety may not be worn.
7. Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.



Harassment, Sexual Harassment, and Stalking

As part of our commitment to providing a campus community in which all individuals are treated with respect and dignity and that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive. Gender discrimination and sexual harassment within the community are unlawful, as is harassment based upon race, color, religion, national origin, disability, age, or membership in any protected group. It is also unlawful to retaliate against a member of the campus community for filing a complaint of harassment or other inappropriate conduct, or for cooperating in an investigation of harassment under policies JBB, JBB-R, and JICDE. Examples of retaliation include but are not limited to, the accused or others making physical threats, engaging in verbal harassment, and sending intimidating messages. Any person who feels that they have been harassed or retaliated against as a result of a report under policies JBB, JBB-R, and JICDE should contact the principal or superintendent of schools. Policies JBB, JBB-R, and JICDE apply to all members of the school community.

Sexual harassment falls under the category of sexual violence. It is a form of sexual discrimination and is illegal. Sexual harassment can occur between people of the same gender or different genders and is prohibited regardless of sexual orientation and the gender identity of the people involved. Sexual harassment is defined as unwelcome or unwanted sexual advances and other verbal, physical, or visual conduct of a sexual nature. Sexual harassment creates an intimidating, hostile, or offensive working and academic environment.

While it is not possible to list all of the circumstances that may constitute sexual harassment, the following are examples of conduct that, if unwelcome, may constitute sexual harassment:

- Unwelcome sexual advances or propositions (with or without unwelcome physical touching)

- Inquiries into another's sexual experience, discussions of one's sexual activities, comments on an individual's body, or comments about an individual's sexual activity, deficiencies, or prowess.
- Sexual innuendo, sexually suggestive comments, or use of sexually explicit or vulgar language.
- Sexually oriented teasing or humor.
- Suggestive body language or gestures.
- Display or transmission of sexually suggestive objects, pictures, posters, cartoons, or other printed or visual material.
- Leering, whistling, or physical contact such as unwelcome touching, patting, pinching, or brushing against another's body.
- Continued requests to socialize, on or off campus, when a community member has indicated he or she is not interested.
- Continued writing of sexually suggestive physical or electronic messages, making phone calls, or leaving phone messages when it is known or should be known that the recipient does not welcome them.
- Derogatory or provocative remarks relating to an individual's gender, sexual orientation, gender identity, or gender expression.

Stalking is an action or series of actions directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer emotional distress. Stalking or cyberstalking may include repeatedly following, harassing, threatening, or intimidating someone, either in-person or by telephone, mail, or on social media platforms. Report of stalking may be reported to law enforcement. [See also SCSD Policies JB, JBB, JICDA, JICDD, JICDE, JICDF, JICDF-R]

Public Displays of Affection

Obvious displays of affection including kissing, hugging, and other inappropriate touching are not acceptable behaviors at school.

Student Use of Tobacco, Drugs, and Alcohol

South Conejos School District shall promote a healthy environment for students by providing education, social-emotional support, and decision-making strategies with 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 school, family, community, and its agencies. It shall be a violation of Board of Education policy and considered to be behavior which is detrimental to the welfare or safety of students themselves, 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 creates an environment that hinders learning and is harmful to all students. Students violating this policy shall be subject to disciplinary action or may be referred to a substance abuse program at the student/student's families expense. [See policies JICH and JICH-R]

Conduct on Buses

Riding the school bus is a privilege. Students in our school system who ride a bus are subject to regulations. Any misbehavior which distracts the driver is a very serious violation and jeopardizes the safety of everyone. Any student engaging in conduct that infringes on the safety of themselves and/or the safety of others will have his/her riding privileges suspended. A meeting with the student and their parent(s)/guardian(s) must take place prior to bus riding privileges being restored. [See SCSD JICDB & JICDB-R]

Bus Norms

1. Be at bus stops on time
2. Sit in the seat and keep feet out of the aisle
2. Keep hands and personal belongings to yourself
3. Use appropriate voice with no profanity
4. Place belongings under the seat, in the rack, or on your lap
5. Students will have ridership agreements and a code of conduct that they must abide by.

Cafeteria Conduct

1. Maintain appropriate behavior in the lunch line
2. No cutting in the lunch line
3. Please place paper products in the large trash cans and food in the small trash cans.
4. No gum left on the trays

South Conejos School District Behavior Matrix

Classroom Managed Behaviors, Interventions, and Responses		
L E V E L O N E	Level One Behavior Definition <ol style="list-style-type: none"> 1. Behavior that is disruptive to the school environment of students or others. 2. Refusal to comply with reasonable requests. 3. Behavior is generally managed with a brief intervention by an adult in that setting. 	
	Level One Student Behavior Examples	
	<ul style="list-style-type: none"> • Cell phone use/misuse • Disrespect • Disruptive behaviors • Dress code/Mask wearing • Non-compliance 	<ul style="list-style-type: none"> • Out of area • Profanity • Public displays of affection • Violation of technology agreement
	Level One Behavior Interventions and Responses	
	Reteach <ul style="list-style-type: none"> • Remind student of expectation/rule/code • Redirect toward more positive behavior 	Restorative Practice <ul style="list-style-type: none"> • Quick individual skill coaching <ul style="list-style-type: none"> ◦ Who/what was harmed/ ◦ How can we repair the harm? • Problem-solving circle
	Create Action Plan or Provide Consequence <ul style="list-style-type: none"> • Change seating • Loss of privileges • Confiscate distracting item or electronic device 	<i>Level One: Not Office Managed</i>

South Conejos School District Behavior Matrix

Office Referred Behaviors, Interventions, and Responses		
L E V E L T W O	Level Two Behavior Definition <ol style="list-style-type: none"> 1. Repeated or significant incident(s) of level one infractions 2. Disorderly behavior towards another member of our school community. 3. Behavior requiring additional support staff 	
	Level Two Student Behavior Examples	
	<ul style="list-style-type: none"> • Accessing/sharing inappropriate content online • Bullying/Harassment/Intimidation (suspected) • Cell phone use/misuse (habitual/defiant) • Cheating (see handbook) 	<ul style="list-style-type: none"> • Disruption of the educational process • Destruction of property under \$20 • Electronic-based aggression • Instigation of a fight • Insubordination • Refusal to wear a mask • Repeated <u>Level One</u> infractions
	Level Two Behavior Interventions and Responses	
	Reteach <ul style="list-style-type: none"> • Remind student of expectation/rule/code • Redirect toward more positive behavior • Targeted skill coaching/practice 	Restorative Practice <ul style="list-style-type: none"> • Guided conversation using restorative questioning • Peacekeeping circle • Problem-solving circle • Restitution/community service • Peer mediation • Reflective essay • Restorative back to class plan
	Create Action Plan or Provide Consequence <ul style="list-style-type: none"> • Alternative instruction room • Athletic consequences • Behavior contract • Behavior Intervention Plan • Check-In Check-Out • Loss of privileges • Referral to Rtl team • Behavioral health referral 	Create Action Plan or Provide Consequence <p>Office referrals typically follows this sequence:</p> <ol style="list-style-type: none"> A. The referral writer will call home to family and discuss behavior B. Referral to RP <ol style="list-style-type: none"> 1. Explore restorative solutions. 2. Detention (1st offense) 3. Structured day (2nd...) 4. In-school suspension (*3rd...) 5. Out-of-school suspension (4th)

South Conejos School District Behavior Matrix

Office Referred Behaviors, Interventions, and Responses		
L E V E L T H R E E	Level Three Behavior Definition <ol style="list-style-type: none"> 1. Repeated or significant incident(s) of level two infractions 2. Behaviors that involve safety issues. 3. Behaviors targeted at or targeting others. 4. Behaviors interfering with safety equipment or destruction of property. 	
	Level Three Behavior Examples	
	<ul style="list-style-type: none"> • Alcohol, drugs, tobacco, marijuana, etc. • Bullying/Harassment/Intimidation • Discrimination • Dress code violation (hate, gang, or drug affiliations) • Fighting 	<ul style="list-style-type: none"> • Ongoing refusal to wear a mask • Possession of drug paraphernalia • Possession of stolen property • Repeated <u>Level Two</u> infractions • Sexting, sextortion, coercion • Theft or vandalism • Threats
	Level Three Behavior Interventions and Responses	
	Reteach <ul style="list-style-type: none"> • Individual coaching by licensed support staff • Small group skills instruction (Aggression Replacement Training) • In-school tobacco cessation training 	Restorative Practice <ul style="list-style-type: none"> • Guided conversation using restorative questioning • Family group conference • Problem-solving circle • Restitution/community service • Restorative back to class plan • Recommendation to student/family for third party drug/alcohol cessation program
	Create Action Plan or Provide Consequence <ul style="list-style-type: none"> • Athletic consequences • Behavior Intervention Plan • Referral to Rtl team • Recommendation for drug/alcohol evaluation • Behavioral health referral • Referral to drug/alcohol cessation program offered by a third party 	Create Action Plan or Provide Consequence <p>Office referrals will be handled based on the severity of the infraction.</p> <ol style="list-style-type: none"> A. The referral writer will call home to family and discuss behavior B. Referral to RP <ol style="list-style-type: none"> a. Explore restorative solutions. b. Detention (1st offense) c. Structured day (2nd...) d. In-school suspension (*3rd...) e. Out-of-school suspension (4th) f. Review for off-site learning

South Conejos School District Behavior Matrix

Office Referred Behaviors, Interventions, and Responses		
L E V E L F O U R	Level Four Behavior Definition	
	1. Behaviors identified as expellable offenses	
	Level Four Behavior Examples	
	<ul style="list-style-type: none"> • Arson or pyrotechnics • Bomb threats or incendiaries • Drug/alcohol sale or intent to sell 	<ul style="list-style-type: none"> • Severe physical assault • Terroristic threats • Weapon brandishing, possession, or use
	Level Three Behavior Interventions and Responses	
	Reteach <ul style="list-style-type: none"> • Individual coaching by licensed support staff 	Restorative Practice <ul style="list-style-type: none"> • Family group conference may be as part of a move to a new setting
	Create Action Plan or Provide Consequence <ul style="list-style-type: none"> • Consultation with external support agencies 	Create Action Plan or Provide Consequence <ol style="list-style-type: none"> 1. Out of school removal from instruction 5 or more days (10 days if there is a recommendation for expulsion.) 2. Recommend for expulsion. 3. Consult with/refer to law enforcement

Behavior Management

Discipline

Discipline is based on a progressive model, however, every situation presents its own unique set of circumstances. Please remember that confidentiality is important and that we are not at liberty to discuss other student's consequences even when involved in the same incident. It is our goal to ensure that all staff and students at SCSD feel safe and are treated respectfully.

[See SCSD Policies: JHB, JIC, JICA, JICC, JICDA, JICDD*, JICDE*, JICEA, JICEA-R, JICEC*, JICEC-R*, JICF, JICF-R, JICI, JICI-E, JICJ, JK, JK-R, JK*-2, JKA, JKA-R, JKBA, JKBA*-R, JKD/JKE, JKE-E, JS]

Habitually Disruptive Students Law

The identification of a habitually disruptive student, pursuant to the provisions of this paragraph, deems expulsion mandatory. For purposes of this paragraph "habitually disruptive student" means a child who has been suspended pursuant to paragraph (a), (b), (c), or (d) of Colorado Revised Statute 22-33-106, three times during the course of the school year for causing material and substantial disruption in the classroom, on school grounds, in school vehicles, or at school activities or events, because of behavior that was initiated, willful, and overt on the part of the child. The student and the parent, guardian, or legal custodian shall have been notified in writing of each suspension counted toward declaring the student as a habitually disruptive student pursuant to this paragraph.

Remedial Discipline Plan

No child shall be declared to be a habitually disruptive student prior to the development of a "Remedial Discipline Plan" for the child that shall address the child's disruptive behavior, his or her educational needs, and the goal of keeping the child in school. The remedial discipline plan shall be developed after the first suspension for a material and substantial disruption and reviewed and modified after the second suspension. The district shall encourage and solicit the full participation of the child's parent, guardian, or legal custodian in the development of the remedial discipline plan.

Structured Day

Any student on a structured day will immediately report to the front office upon arrival. The student will wait for either the Principal or designee. Students will be escorted to breakfast or to class by the administrator. Students will attend classes and participate in learning activities; however, they are not permitted to participate in reward or recreational activities. Students on a structured day will have different transitional times than their peers. For specials or elective classes for structured day students will meet with the principal or designee and work on a character project. During lunch, the student will sit in a designated area for lunch detention. During recess, students will be provided with an opportunity to walk or run with a staff member. This will give the student an opportunity to reflect on their behavior. During the last 15 minutes of the school day, the principal or designee will pick the student up from class for a final reflection and escort the student to the bus or parking area.

In-School Suspension (ISS)

Any student with an In-School Suspension will immediately report to the front office upon arrival. The student will wait for either the Principal or designee. Students will be escorted to breakfast or to the room in which they will be serving ISS by the administrator. Students will receive classwork from their teachers to complete throughout the day. During lunch, the student will sit in a designated area for lunch detention. During recess, students will be provided with an opportunity to walk or run with a staff member. At the end of the school day, the principal or designee will pick the student up from class for a final reflection and escort the student to the bus or parking area.

Out of School Suspension (OSS)

Any student with an out of school suspension will request homework from his/her teachers. Homework will be submitted upon return from suspension.

Expulsions

Although it is our goal to keep every student in school, it is our responsibility to keep our school campus safe for our entire school community. If a student engages in any of the following behaviors, by law they must be recommended for expulsion:

1. Possessing, selling, or furnishing a firearm.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance.
4. Committing or attempting to commit a sexual assault or committing a sexual battery.
5. Possession of an explosive.

School and Personal Property

Personal Property

The school discourages students from bringing personal items to school that have no bearing on or use in the educational process. No toy guns or knives are allowed in the school. iPads, laptops, expensive headphones, speakers, tablets, MP3 players, hoverboards, skateboards, scooters, drones or other remote controlled items, trade cards such as Pokemon or Baseball, and other items of a personal nature should be left at home. The school cannot and will not accept responsibility for such items should they get damaged, lost, or stolen. (See also p 8, 30)

In case money is being sent to school for any reason, parents should realize the responsibility the child will have.

It would be wise to:

- Place the money in a sealed envelope.
- Include a note inside, stating the reason for the money being sent.
- Place the teacher and child's name on the outside of the envelope.
- We would like to discourage parents from allowing children to bring large amounts of money to school. When large amounts of money or unusual items of value are lost, you will be contacted. Searches and investigations cause disruption in student learning and routines. SCSD faculty and staff are not obligated to conduct searches and investigations into lost items but may do so at their own discretion.

School Property

All texts and school materials including library books and technology devices are loaned to students for their use during the school year. Students are required to pay for lost or damaged books. Colorado state law indicates that any student who refuses to pay fines may not receive his/her school records, including transcripts and report cards until these fines have been paid.

Library & Internet Use

The library is a very valuable learning resource for all students and its use is a privilege that must never be jeopardized. Preference for the use of the library will be given to the teachers and classes who have reserved it in advance. Otherwise, students are generally welcome to use the library and the equipment therein. Students are required to sign an Internet and Computer Use Policy, every year before they are allowed to use the computers (see appendix). Students are responsible for any lost or damaged library books or materials (refer to the footnote on graduation requirements).

School Facilities

No one may use the school facilities without permission. Appropriate paperwork must be obtained from the school or district website, completed, and approval granted before the facility can be used. [See also SCSD policy KF]

Cell Phones and Electronic Devices

Students may not use mobile devices on campus from 7:55 am to 4:00 pm. All cell phones must be turned off and put away in lockers for the duration of the school day.

Teachers and staff will take the following actions if there is cell phone use:

1. The first time a student uses their phone during the school day, the teacher or staff member will take away the phone until the end of the day. The teacher will take the phone to the front office for the student to pick up after school.
2. The second time a student uses their phone during the school day, the teacher or staff member will take away the phone until the end of the day. Parent(s)/guardian(s) will receive a call from the school and have to come to pick up the phone.
3. The third time a student uses their phone during the school day, the principal or designated staff member will receive the phone from the staff member and schedule a meeting with the student's parent(s)/guardian(s).

The district shall not be responsible for mobile device loss, theft, or destruction of personal technology on school grounds.

Any student misusing personal or technology belonging to the district may be required to check said electronics into the front office or be prohibited from using such technology in school. Infractions listed below that are abusive or infringe upon the privacy of others may be reported to law enforcement. Misuse of mobile devices can include but is not limited to:

- Using devices to cheat or plagiarize
- Using devices to record staff, students, or assaults
- Posting inappropriate comments, pictures, or videos on social media
- Participating in disreputable conversations
- Cyberbullying, harassing or teasing others
- Participating in sexting, sextortion, or coercion of any kind
- Sending abusive messages advocating violence of any kind
- Posting or texting anything with an intent to harm or hurt someone or encouraging others to hurt themselves.
- Sharing photos or videos of others without their consent violates privacy and is strictly forbidden.
- Participation in illegal activity of any kind. [See SCSD Policy JS, JICJ]

Health and Wellness

School Nurse

Families are invited to visit with the school nurse, by appointment, to discuss any student health-related problems or concerns. The school nurse is available Monday-Thursday from 8:00 am - 2:00 pm. Please see the school directory for contact information.

Hearing and Vision Screenings

The school nurse will schedule hearing and vision screenings as required by law. Families will be notified in writing if the results are not within normal limits.

Accidents and Injuries

Accidents and injuries shall be reported to the office as soon as they occur so that first aid can be administered and the injury can be documented. Students who are sick must come to the office for assistance and parents will be notified either by phone or in writing. [See SCSD Policy JLCE-R]

Mental Health Services

A mental health professional will be available to meet with students as needed. Families and students needing service on a regular basis may be referred to the Valley Wide Behavioral Health/SLV Behavioral Health Group. Please contact the school counselor for more information. In accordance with [HB 19-1120](#), students 12 and older may receive counseling services without parental consent.

Food Allergies

We recognize that many students are being diagnosed with potentially life-threatening food or environmental allergies. To address this issue and meet state law requirements concerning the management of food allergies and anaphylaxis among students, the school follows these guidelines:

- The school nurse will collaborate with the student's family and primary care practitioner to devise and implement a **Health Care Plan** for each student diagnosed with potentially life-threatening food or environmental allergies.
- **Reasonable accommodations** shall be made to reduce the student's exposure to agents that may cause anaphylaxis within the school environment.
- **Emergency Medications** for the treatment of the student's food or environmental allergies or anaphylaxis shall be kept in a secure location accessible to designated school staff. The student's family shall supply the school with the medication needed for treatment of the student's food or environmental allergies or anaphylaxis unless the student is authorized to self-carry such medication in accordance with Board Policy JLCD. All medications for potentially life-threatening allergies must be provided by the parent/legal guardian in accordance with Board policy JLCD.

Immunizations

Colorado law requires all students attending Colorado schools and licensed child care agencies to be vaccinated against certain diseases unless they have a medical or non-medical exemption on file ([Colorado Board of Health Rule 6 CCR 1009-2](#)). You must file an exemption at each school or child care the student attends. To protect unvaccinated children, students with an exemption from one or more required vaccines may be kept out of a school or child care during a disease outbreak.

Medication

Medication may be given by the school nurse with parental consent. The school nurse, without the following requirements being met, shall not administer prescription or nonprescription medication at school:

- Medication shall be in the original, properly labeled container. Prescription medicine must include the student's name, the drug name, dosage, time for administering, physician name and it must have a current date on the label.
- The school must have written permission from the doctor or dentist to administer the medication.
- Families must submit the Permission for Medication Form from the parent/guardian in order to administer the medication. When such a request is made by a parent/guardian, a full release from the responsibilities pertaining to the administration and consequences of such medications also must be presented. [See SCSD Policy JLCD and JLCE]

Mandatory Reporting

A mandatory reporter is defined as a professional who is obligated by law to report known or suspected incidents of child abuse and/or neglect. Mandatory reporters are part of the safety net that protects children and youth and have the ability to provide life-saving help to child victims in our community. If a mandated reporter has reasonable cause to know or suspect that a child has been subjected to abuse or neglect, or observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect, the mandatory reporter shall immediately upon receiving such information call in a report to the child abuse reporting hotline system at 1-844-CO-4-Kids or 1-844-264-5437. [See SCSD Policy JLF and JLF-R] All faculty are required to complete [Mandatory Reporter Training](#) every year. [See also [CDE's Mandatory Reporting Enforcement Requirements](#)].

Academics
Grading Scale

A Excellent	B Good	C Average	D Poor	F Failure
A+ 100-97	B+ 89-87	C+ 79-77	D+ 69-67	F 59-0
A 96-94	B 86-84	C 76-74	D 66-64	I Incomplete
A- 93-90	B- 83-80	C- 73-70	D- 63-60	W Withdrawal

Progress Reports

Progress reports will be issued to students who are not meeting academic and/or behavioral requirements. These reports will be mailed to parents at midterm of each quarter and/or whenever the teacher feels it is necessary. Report cards will be distributed to students or mailed to parents every quarter.

Graduation Requirements (Starting with Class of 2021)

Students must earn a total of 25.5 credits to graduate from Antonito High School.

English 4	Math 4	Social Studies 3 –Includes Civics	Science 3- Includes 1 Life Science and 1 Physical Science
Foreign Language 2 (may test out)	.5 credit Health	.5 credit College/Career Readiness	Fine Art 1
1.5 PE	8 Electives (Includes 1 Fine Arts)		

College and Career Readiness

The Colorado State Board of Education has adopted state graduation guidelines that identify college and career readiness measures in English and Math. The Board has adopted measures from these state graduation guidelines.

English

Students must complete at least one of the following measures and meet or exceed the measure's corresponding cut score or criteria to demonstrate college and career readiness in English.

Measure	Cut Score/Criteria
Accuplacer assessment	Score of at least 62 on Reading Comprehension.
ACT assessment	Score of at least 18 on English.
ACT WorkKeys assessment that demonstrates English readiness, as identified on the accompanying exhibit.*	Score of at least 3 (Bronze level).
Advanced Placement (AP) exam that demonstrates English readiness, as identified on the accompanying exhibit.*	Score of at least 2.
Armed Services Vocational Aptitude Battery (ASVAB)	Score in at least the 31st percentile.
International Baccalaureate (IB) exam that demonstrates English readiness, as identified on the accompanying exhibit.*	Score of 4.
SAT assessment	Score of at least 430 on English.
Collaboratively-developed, standards-based performance assessment that demonstrates English readiness, as identified by the Board and approved by the state. Yet to be developed	Yet to be determined
Concurrent enrollment course that demonstrates English readiness, as approved by the district and included in the student's academic plan of study or Individualized Career and Academic Plan (ICAP). Must be taken through an accredited post-secondary institution.	Grade of at least a "C"
District capstone project that demonstrates academic and intellectual learning in the subject area of English.	Completion of the district capstone project and approval by the district-designated team. <i>Yet to be determined.</i>

Math

Students must complete at least one of the following measures and meet the measure's corresponding cut score or criteria to demonstrate college and career readiness in Math.

Measure	Cut Score/Criteria
Accuplacer assessment	Score of at least 61 on Elementary Algebra.
ACT assessment	Score of at least 19 on Math.
ACT WorkKeys assessment that demonstrates Math readiness, as identified on the accompanying exhibit.*	Score of at least 3 (Bronze level).
Advanced Placement (AP) exam that demonstrates Math readiness, as identified on the accompanying exhibit.*	Score of at least 2.
Armed Services Vocational Aptitude Battery (ASVAB)	Score in at least the 31st percentile.
International Baccalaureate (IB) exam that demonstrates Math readiness, as identified on the accompanying exhibit.*	Score of 4.
SAT assessment	Score of at least 460 on Math.
Collaboratively-developed, standards-based performance assessment that demonstrates Math readiness, as identified by the Board and approved by the state. Yet to be developed	Yet to be determined
Concurrent enrollment course that demonstrates Math readiness, as approved by the district and included in the student's academic plan of study or Individualized Career and Academic Plan (ICAP). Must be taken through an accredited post-secondary institution	Grade of at least a "C"
District capstone project that demonstrates academic and intellectual learning in the subject area of Math.	Completion of the district capstone project and approval by a district-designated reviewer.

Concurrent Enrollment

Students may take course work through **Adams State University** or **Trinidad State Junior College** and receive both high school elective credit and college credit. The South Conejos School District will pay full tuition for this course work if an application is made to the high school counselor in advance and pass the course with a “C”. Classes must meet district guidelines as determined by the principal and for reporting purposes is considered a single weighted grade. Must be taken through an accredited post-secondary institution. [See also SCSD Policy IKF-2 and IHCD A]

Credit from other institutions and home-based programs

Students entering from outside the district must meet the district's course requirements. The principal or principal's designee shall determine whether credit toward course requirements shall be granted for courses taken outside the district.

In accordance with applicable state law, college courses completed pursuant to the student's participation in a "dropout recovery program" shall count as credit toward completion of the district's credit requirements.

Early Graduation

The Board of Education believes that most students benefit from four years of high school experience and are encouraged not to graduate early. However, in some cases, students are ready for postsecondary education or other opportunities at an earlier age. Therefore, the principal may grant permission to students wishing to graduate early, provided the student has met all district graduation requirements in accordance with this policy. [See also SCSD Policy IKF-2]

Grade Classification

A student's grade classification shall be determined by the number of Carnegie units completed up to the point of classification (for example a bonafide sophomore should have a minimum of seven credits completed)

9th Grade	10th Grade	11th Grade	12th Grade
Freshman	Sophomore	Junior	Senior
0-6 Credits	7-13 Credits	14-20 Credits	21-25.5 Credits

Promotion and Retention

Any student may be retained for a second year, if he or she has not reached a standard of achievement which would allow him or her to progress satisfactorily in the next grade. Retention also may be used for a student who is not sufficiently mature socially, emotionally, mentally or physically.

Credit Recovery

Credit Recovery will be the financial responsibility of the student and their family.

Class Ranking

Graduating seniors shall be ranked within the graduating class for each high school upon the basis of grade-point average for the four-year program, including the last semester of the senior year. The student with the highest-class rank will be valedictorian. When more than one student holds the number one rank, all students holding the rank will be declared co-valedictorians and will be selected as speaker 1, speaker 2, and speaker 3. Students vying for valedictorian and salutatorian must have attended AHS for a minimum of 3 semesters. Graduating seniors must have a total of 20 volunteer/community service hours before graduation.

Graduation Ceremony Expectations

Graduating students are expected to maintain decorum throughout the entire graduation ceremony or their diploma may be withheld. Students may not decorate their caps or alter their caps/gowns. Students may not use silly string, confetti canons, or bring other disruptive items. Students are asked to uphold the tradition of pomp & circumstance.

Honor Roll

Principal's Honor Roll will be for all students earning a GPA of 3.75 or higher for the semester. Honor Roll will be for all students earning a GPA between 3.25 and 3.74 for the semester. Students will be recognized for honor roll on a semester basis.

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Student Use of the Internet and Electronic Communications

(Annual Acceptable Use Agreement)

Student

I have read, understand and will abide by the district's policy on Student Use of the Internet and Electronic Communications. Should I commit any violation or in any way misuse my access to the school district's technology devices, including the use of the internet and electronic communications, I understand and agree that my access privileges may be revoked and disciplinary and/or legal action may be taken. If I am 18 years or older, I hereby release the school district from all costs, claims, damages or losses resulting from my misuse of district technology devices, including the use of the internet and electronic communications, including but not limited to any user fees or charges incurred through the purchase of goods or services. (See Policy JS)

Student's Name (printed)

Date of Birth (dd/mm/yyyy)

*Student's Signature

Today's Date

Parent or Guardian

If the user is under 18 years of age, a parent or guardian must also sign this agreement.

As the parent or guardian of this student, I have read the district's policy on Student Use of the Internet and Electronic Communications. I understand that access to the Internet and electronic communications is designed for educational purposes and that the school district has taken reasonable steps to block or filter material and information that is obscene or otherwise harmful to minors, as defined by the Board. I also recognize, however, that it is impossible for the school district to prevent access to all materials or information I might find harmful or controversial and I agree not to hold the district responsible for any such materials and information accessed by my child. Further, I accept full responsibility for supervision if and when my child's Internet or electronic communications use is not in a school setting.

I hereby release the school district from all costs, claims, damages or losses resulting from my child's use of district technology devices, including the use of the internet and electronic communications, including but not limited to any user fees or charges incurred through the purchase of goods or services.

I hereby give permission to issue an Internet and electronic communications account for my child and certify that the information contained on this form is true and correct.

Parent/Guardian Printed Name

Parent/Guardian Signature

Date

**Your signature on this Acceptable Use Agreement is binding and indicates you have read the district's policy on Student Use of the Internet and Electronic Communications carefully and understand its significance.*

Photo Posting

Photo Posting:

Giving students the opportunities to show off their work to friends and family is an important aspect of the South Conejos School District philosophy. We emphasize that the presentation of an idea can be as important as the idea itself. We encourage students to practice presenting their ideas clearly, concisely, and convincingly both in person and online.

How your student's photos may be used:

We will be taking pictures of students to illustrate student life on our website, Facebook page, district newsletter, and in the local media (i.e. Valley Courier). Our practice is to reference pictures with grade level and activity only and provide no other identifying information unless it is for a specific student achievement (i.e. a student may be identified if they received a specific scholarship). Pictures will NOT be used for any other purpose except to highlight student life on the school website, Facebook page, district newsletter, and possibly in the local newspaper.

[] I, _____, give South Conejos Schools permission to use photos of my student(s) for the purposes listed above:

[] I DO NOT give South Conejos Schools permission to use my student'(s') photos.

_____	_____
Print Student Name	Grade
_____	_____
Print Student Name	Grade
_____	_____
Print Student Name	Grade
_____	_____
Print Student Name	Grade
_____	_____
Print Parent/ Guardian Signature	Date

Receipt of Student/Parent Handbook

I have received a copy of the Student-Parent Handbook and accept the responsibility to review and discuss it with my student(s). The handbook is also available online at southconejos.com. One hardcopy of the handbook will be issued to each SCSD family. If you have multiple students please add their names below.

_____ Print Student Name (Grade)	_____ Student Signature
_____ Print Student Name (Grade)	_____ Student Signature
_____ Print Student Name (Grade)	_____ Student Signature
_____ Print Student Name (Grade)	_____ Student Signature

I have received the Student/Parent Handbook and accept the responsibility to review and discuss it with my student.

_____ Print Parent/ Guardian Signature	_____ Date
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NOTE: Due to public health and safety measures intended to protect students, staff, and families during the COVID 19 pandemic, some portions of this handbook may be adjusted to reflect the recommendations of the CDC, CDE, and Conejos County Health Department.