



## **STUDENT HANDBOOK**

**Center High School  
Skoglund Middle School**

**2011-2012**

*“Don’t measure yourself by what you have accomplished, but by  
what you should have accomplished with your ability.”*

**-John Wooden**

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2011-12  
School Calendar

**August 2011**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**September 2011**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**October 2011**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**November 2011**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**December 2011**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**January 2012**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**February 2012**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

**March 2012**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**April 2012**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**May 2012**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**June 2012**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**July 2012**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**Important Dates**

Elementary School Begins	Aug 15
MS/HS Jumpstart	Aug 15
MS/HS Begins	Sept 6
5th Grade Continuation	May 7
High School Award Ceremony	May 8
8th Grade Continuation	May 14
Last Day of Classes	May 15
ARC Graduation	May 19
HS Graduation	May 26

**School Holidays and Inservices Dates**

Aug 1-5	New Teacher Orientation
Aug 5	Elementary PD Math
Aug 10	MS/HS Data PD—EL LMB
Aug 11	All Staff Inservice/Workday
Aug 12	Professional Development Day
Sept 2	MS/HS Teacher Transition Day
	Elem Teacher ILP Day
Sept 5	Labor Day—No School
Oct TBD	No School Elem. Only—PD
Oct 19	Staff PLC/Workday
Oct 20-21	Fall Break
Nov 2 & 3	Early Release 2:00
	P/T Conferences 3:30-7:00 PM
Nov 4	No School
Nov 16	MS/HS Staff PLC 12:30 Release
Nov 21-25	Thanksgiving Break
Dec 14	MS/HS Staff PLC 12:30 Release
Dec 22	Teacher Workday
Dec 23-Jan 6	Winter Break
Jan	MS/HS Staff PLC 12:30 Release
Feb 8 & 9	Early Release 2:00 All schools
	P/T Conferences 3:30-7:00 PM
Feb 22	MS/HS Staff PLC 12:30 Release
Feb 10	No School
Feb 20	No School President's Day
Mar 15	End 3rd Quarter
Mar 16	Staff PLC/Workday
Mar 19-30	CSAP Testing
April 2-6	Spring Break
Apr 9	Easter Break
April 25	ACT for All Juniors
April 25	MS/HS Staff PLC 12:30 Release
May 7	5th Grade Continuation
May 8	High School Awards Ceremony
May 14	8th Grade Continuation
May 15	Last Day of School
May 16	Teacher Workday
May 19	ARC Graduation
May 26	CHS Graduation

**Key**

- First Day of Quarter
- End of Quarter
- △ Teacher PD or Workday
- ⊛ Parent/Teacher Conferences
- No School or Holiday
- Early Release
- MS/HS Jumpstart
- CSAP Testing
- District Quarterly Assessments
- ARC or CHS Graduation

## **Middle/High Administration**

Mr. Kevin Jones	High School Principal/Athletic Director
Mrs. Carrie Zimmerman	MS Principal/MS Athletic Director
Mrs. Marsha Felmler	Secretary
Mrs. Debra Lujan	Secretary

## **Support Services**

Mr. Julio Paez	Technology Director
Ms. Adele Alfson	Counselor
Mrs. Katrina Ruggles	Contracted Counselor
Jaime Hurtado	Resource/Behavior Specialist
Mrs. Alice Burch	School Nurse
Ms. Rebecca Reed	Librarian

## **Board Members**

Mr. Michael Lobato	President
Ms. Kimberly Martinez	Vice President
Mr. Miguel Cendejas	Secretary
Mr. Bryan Arellano	Director
Mrs. Margaret Faron	Director

## **Telephone Numbers**

Middle School Office	754-2232
High School Office	754-2232
Superintendent's Office	754-3442
District Fax	754-3952
High School Fax	754-2856

## **WELCOME!**

Let us take a moment to welcome each of you to Center High School and Skoglund Middle School...the home of the Vikings. We are excited to be a part of your education. We have high expectations for you and we will provide you with the best education possible. We look forward to giving you a quality education with our advanced technology.

We have high hopes for all of you and will work to prepare you to be successful in your future endeavors. We hope you will make the most of the opportunities provided for you here in Center.

Sincerely,

Kevin Jones/Carrie Zimmerman  
High School and Middle School Principals

# Our Vision

*The Center Schools Community seeks to develop independent, self directed, self motivated, adventurous, risk taking, experiential learners armed with the skills necessary to meet the challenges they will face in the 21<sup>st</sup> Century.*

# Our Mission

*By 2012 our graduates will...*

## **Self**

- Have a high personal value for life long education.
- Have a personal vision and a strong sense of direction regarding their future.
- Be able to effectively communicate about issues of personal importance with their family members and personal support network members.
- Be able to reflect upon and evaluate their own performance and effort in a meaningful manner for the purpose of personal growth and improvement.
- Have a good sense as to how to balance their work life with their personal life and leisure time in a healthy and positive fashion.

## **Social/Emotional**

- Be a committed life long learner who is able to adapt to fast-paced change.
- Have a high level of personal confidence because of the abilities they have gained and the skills they have obtained.
- Have college level social skills and the ability to use them both face to face and via the use of technology.
- Be nominally fluent in a minimum of two languages other than English.
- Be an independent, self directed, self motivated, adventurous, risk taking, experiential learner.
- Be skilled at collaboration for the purpose of solving problems and accomplishing tasks.
- Be able to function in the world outside of the San Luis Valley because of actual exposure to real life experiences outside of the San Luis Valley.

## **Education**

- Be able to effectively communicate with numerous parties in a skillful and articulate fashion both verbally and in writing.
- Have college level academic skills, including being able to read, write and compute numbers at or beyond the 12<sup>th</sup> grade level and the ability to apply these skills to new problems and real life situations because they have been exposed to such situations.
- Have access to and be able to use up-to-date technology and software in a legal and ethical fashion for the purpose of accessing information, learning, creating, problem-solving and completing useful tasks.
- Be a skilled and creative problem solver.
- Be armed with real world skills for personal use and gaining employment such as; interviewing, building resumes, applying for scholarships, effectively completing job applications, creating a personal support network and being financially literate.

# REGISTRATION FOR HIGH SCHOOL GRADUATION

## INSTRUCTIONS AND INFORMATION

The staff of Center High School believes in providing the best possible education and services to the students. To this end, the following registration rules have been established:

1. Students must have on file with the counselor a student course plan signed by the student and parent or guardian. The course plan must follow graduation requirements and include each year's student schedule. Changes in a student course plan must be indicated in writing, signed by the parent or guardian, and must have approval of the counselor.
2. A student may enroll in any subject designated for their grade level or for any subject in a preceding grade level. Students MAY NOT register in courses of higher grade level without the approval of the counselor and principal or superintendent.
3. Certain courses are designated in such a manner that prerequisites may be required. Check course listings carefully to insure that you have these prerequisites.
4. There will be a five (5) day deadline at the beginning of the first semester for any course change. Any other changes will have to be approved by administration.
5. All schedule changes must be conducted through the front office. Because Center is such a small school, schedule change options are limited. Schedule changes will not be made simply to change from one teacher to another in a subject area. Rather, they should be intended to make it more convenient for students to achieve all of the required credits.

### Withdrawal from School

A student withdrawing from school is responsible for completing a withdrawal form which can be obtained from the school office. This form must be signed by a parent or legal guardian.

### Graduation Course Requirements

The academic program at Center High School has been developed in an effort to meet the needs and interests of our students. It is our sincere belief that all students can satisfactorily accomplish these standards. The staff is here to help.

#### Graduation Requirements( Classes 2011-2013)

4	Units of Communication (English)
4	Units of Math
3	Units of Science
3	Units of Social Studies
1	Unit of Health/Driver's Ed
1	Unit of Computers
0.5	Unit of Senior Seminar
2	Units of Physical Education
7.5	Units of Electives

#### Graduation Requirements Class of 2014

4	Units of Communication(English)
4	Units of Math
3	Units of Science
3	Units of Social Studies
1	Unit of Foreign Language
1	Unit of Health
1	Unit of Computers
2	Units of Physical Education
0.5	Unit of Senior Seminar
2	Units of Academic Electives
4.5	Units of Other Elective

### 26 Units or Credits TOTAL

Approved college courses will receive one (1) unit of credit from three (3) semester hours. College courses must have prior approval of the principal and superintendent.

A credit is defined as one full year of passing achievement in a particular subject area.

### **Addressing Valedictorian and Salutatorian:**

In order to qualify for the award of Valedictorian or Salutatorian a student must have earned enough credits to have been a member of the graduating class's Junior grade level class on the day that class began it's Junior year, and have completed their entire Junior and Senior year at Center High School.

### **Valedictorian and Salutatorian Selection:**

At the end of the year, the high school counselor will calculate the top ten student's grade point averages using the **weighted** scale below, and apply it to each semester. College classes taken for 1 credit in a single semester will be split on transcripts so proper weighting can be applied.

#### **Weighted Courses:**

##### **Increase by .5**

Honors LA I, II, III, IV  
Honors Government  
Other Honors Courses

##### **Increase by 1.0**

Calculus  
Physics  
English 101/Com I  
AP Calculus  
AP Chemistry  
AP English  
AP History  
Other AP or College Level Courses

The weighted scale is used only to determine the academic awards of Valedictorian and Salutatorian. If weighted GPA's are within .01 of a point then ACT scores will be used. It will not be on the report cards. We can put it on the transcript if required.

### **Student Classification**

Freshman (9th)	Must have completed the 8th grade
Sophomore (10th)	Must have a minimum of 6 High School Credits
Junior (11th)	Must have a minimum of 13 credits
Senior (12th)	Must have a minimum of 19.5 credits

### **Addressing students graduating in 3 years:**

If a student would like to graduate in 3 years, the student must meet with the counselor, sign a contract declaring their understanding of the procedure to graduate in 3 years, and follow all process rules toward graduation.

#### **Middle School**

If a student fails 2 (two) core classes they will be contacted about required summer school with the consideration of **Retention**.

#### **Academic Grades**

The following grading system is used by teachers to evaluate the student's progress in each of his/her subjects.

<b>A</b> = 4.00= 92-100	<i>Excellent</i>
<b>B</b> = 3.00= 84-91	<i>Above Average</i>
<b>C</b> = 2.00=75-83	<i>Average</i>
<b>D</b> = 1.00= 65-74	<i>Below Average</i>
<b>F</b> = 0.00= 0-64	<i>Failing (no credit allowed-the student has not met the minimum requirements.)</i>

#### **Comments**

On our report card, we will have a place for comments from the teachers. Please read these as they hold valuable information as to how to help your child succeed.

#### **Other Grades**

**I**= *Incomplete*- will be changed to an "F" if the student does not complete the work by a specified time. Student contract must be initiated by the teacher and approved by the principal.

**NG**= *No Grade*

**W**= *Withdrawal*

## Graduation Ceremonies

Students are responsible for meeting or exceeding all school course requirements established by the Board of Education and the State of Colorado in order to participate in graduation ceremonies.

## Student Educational Records

*This is to inform parents and guardians that under district, state, and federal laws and regulations:*

1. Parents have the right to review their child's educational records at reasonable times.
2. Parents have the right to request amendments or corrections of their child's educational records.
3. Parents have the right to file complaints regarding the rights given to them and students under the Family Educational Rights and Privacy Acts and the regulations thereto.

*Copies of the Board policies concerning student records may be obtained from the Superintendent's Office. Student records may be reviewed and inspected in the Principal's office at the school.*

Student records may be released without the consent of parents to officials of other school districts in which the student seeks or intends to enroll upon the written request of those districts. For information on other release of student records without parental consent, see the Board Policy.

## SCHOOL SPIRIT

### School Colors

Royal Blue/Black and White

### Mascot

The Viking



### School Song

Oh hail to Center High School  
O! C.H.S.  
Hail to the Vikings  
Hail, Hail, Hail, Hail, Hail to praise that dear ol' Center  
Hail to Center High School  
Always on top  
We'll yell for the blue and white and never stop.  
Blue and White Fight, Fight, Blue and White Fight, Fight! Who Fight? We Fight, Blue and White Fight,  
Fight, Go, Vikings, Go!

# CODE OF CONDUCT

(File: JICDA)

The principal may suspend or recommend expulsion of a student who engages in one or more of the following specific activities while in school buildings, on school grounds, in school vehicles or during a school-sponsored activity and in certain cases, when behavior occurs off of school property. Suspensions or expulsion shall be mandatory for serious violations in a school building or on school property.

1. Causing or attempting to cause damage to school property (Laptop computers, calculators, or other technology used in the classroom) or stealing or attempting to steal school property of value.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Commission of any act which if committed by an adult would be robbery or assault as defined by state law. Expulsion shall be mandatory in accordance with state law except for commission of third degree assault.
4. Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of students or staff.
5. Violation of District policy or building regulations.
6. Violation of the District's policy on dangerous weapons in the schools. Expulsion shall be mandatory for carrying, bringing, using or possessing a dangerous weapon without the authorization of the school or School District, unless the student has delivered the firearm or weapon to a teacher, administrator or other authorized person in the District as soon as possible upon discovering it, in accordance with state law.
7. Violation of the District's Alcohol Use/Drug Abuse policy. Expulsion shall be mandatory for sale of drugs or controlled substances, in accordance with state law.
8. Violation of the District's tobacco-free policy.
9. Violation of the District's policy on sexual harassment.
10. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
11. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
12. Engaging in verbal abuse, i.e. name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
13. Committing extortion, coercion or blackmail, i.e. obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
14. Lying or giving false information, either verbally or in writing, to a school employee
15. Scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
16. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.
17. Behavior on or off school property which is detrimental to the welfare, safety or morals of others students or school personnel.
18. Repeated interference with the school's ability to provide educational opportunities to other students.

Each principal shall post a copy of these rules in a prominent place in each school and shall distribute a copy to each student. Copies also shall be available to any member of the public upon request.

**NOTE:** All Board policies with codes containing the letter "JIC" are considered part of the legally-mandated code of conduct and discipline

## SCHOOL RULES AND THEIR ENFORCEMENT

1. Students shall utilize their lockers for the storage of classroom materials and personal items necessary for classroom instruction. **Using lockers to conceal alcoholic beverages, controlled or illegal drugs, tobacco in any form, or other contraband substances is prohibited.** If the school authorities suspect that a student's locker is being used to conceal such prohibited materials, a search may be made by a person of authority.
2. Students are responsible for providing a lock for all items stored in the PE lockers.
3. Use of audio equipment (IPODs, pagers, cellular phones, walkman, etc.) will not be permitted in classrooms during regular school hours without teacher permission
4. All medications must be administered through the Health Clinic by the School Nurse. A school permission form must be signed by both physician and parent. **Please fill out the following insert sheet and return it to the Viking Health Center.** The school nurse needs this information.
5. Students are also responsible to adhere to School Board Policies and Federal, State and City laws.
6. The continuous violation of any school regulation constitutes a **major offense** and will be dealt with accordingly to CRS 2233106 and CRS 2233105. **See *Major Offenses*.**
7. CSRS 22-32-110 (1) (JJ) The Colorado school boards have the authority to require the replacement of damaged textbooks or library resources or the return of loaned textbooks or library resources by withholding the diploma, transcript, or grades of any student who fails to return or replace any such textbooks or library resources at the completion of any semester or school year.
8. The district has the authority to require the replacement or reimbursement of school computers or other technological devices used for educational purposes. The district can withhold the diploma, transcript, grades or student records of any student who fails to meet this requirement.

**Consequences for violating the above stated rules are listed on the page titled *Center Schools Discipline Matrix*.**

### Center Schools Discipline Matrix Grades 6-12

Infraction	First Occurrence	Second Occurrence	Third Occurrence	Fourth Occurrence
1. <b>Arson</b>	Short Term ISS/Expulsion	Long Term ISS/Expulsion	Expulsion	
2. <b>Assault</b>	Short Term ISS/Expulsion	Long Term ISS/Expulsion	Expulsion	
3. <b>Assault on a Staff Member</b>	Long Term ISS/Expulsion	Long Term ISS/Expulsion	Expulsion	
3. Electronic Device Misuse	<i>Reprimand/Confiscation</i>	Confiscation/Short Term ISS	Short Term ISS/Long Term ISS	Long Term ISS/Expulsion
4. Cheating	Zero Credit/After School ISS	Zero Credit and Short Term ISS	Zero Credit and Long Term ISS	Expulsion
5. Destruction of Property	Restitution and After School ISS	Restitution and Short Term ISS	Restitution and Long Term ISS	Restitution and Expulsion
6. Display of Affection	<i>Reprimand/After School ISS</i>	<i>After School ISS/Short Term ISS</i>	Short Term ISS/Long Term ISS	Short Term ISS/Expulsion
7. Disruption of Ed. Process	<i>Reprimand/After School ISS</i>	After School ISS/Short Term ISS	Short Term ISS/Long Term ISS	Long Term ISS/Expulsion
8. Dress Code Violation	<i>Reprimand/After School ISS</i>	After School ISS/Short Term ISS	Short Term ISS/Long Term ISS	Long Term ISS/Expulsion
9. <b>Fighting</b>	Short Term ISS/Expulsion	Long Term ISS/Expulsion	Expulsion	
10. Fighting-Encouraging	<i>After School ISS/Short Term ISS</i>	Short Term ISS/Long Term ISS	Long Term ISS/Expulsion	Expulsion
11. Forgery	<i>Reprimand/Short Term ISS</i>	Short Term ISS/ Long Term ISS	Long Term ISS/Expulsion	Expulsion
12. <b>Harassment/Intimidation</b>	<i>After School ISS/Short Term ISS</i>	Short Term ISS/Long Term ISS	Long Term ISS/Expulsion	Expulsion
13. <b>Alcohol Violation</b>	Long Term ISS/Expulsion	Expulsion		
14. <b>Drug Violation</b>	Long Term ISS/Expulsion	Expulsion		
15. Insubordination	<i>Reprimand/After School ISS</i>	<i>After School ISS/Short Term ISS</i>	Short Term ISS/Long Term ISS	Long Term ISS/Expulsion
16. Irresponsible Behavior	<i>Reprimand/After School ISS</i>	After School ISS/Short Term ISS	Short Term ISS/Long Term ISS	Long Term ISS/Expulsion
17. Misuse of Technology	<i>Reprimand/Susp from Access</i>	<i>Susp from Access</i> and Short Term ISS	Short Term ISS/Expulsion	Expulsion
18. <b>Paraphernalia</b>	Short Term ISS/Long Term ISS	Long Term ISS/Expulsion	Expulsion	
19. Profanity	<i>Reprimand/After School ISS</i>	<i>After School ISS/Short Term ISS</i>	Short Term ISS/Long Term ISS	Long Term ISS/Expulsion
20. Sexual Harassment	<i>Reprimand/Counseling</i>	Counseling/Short Term ISS	Short Term ISS/Long Term ISS	Long Term ISS/Expulsion
21. <b>Sexual Assault</b>	Short Term ISS/Expulsion	Long Term ISS/Expulsion	Expulsion	
22. Tardies – Per 9 weeks	After School ISS 1hr. Letter Home	After School ISS 2 hour Letter Home	After School ISS 3 hour +Truancy	Expulsion
23. <b>Theft</b>	Restitution and After School ISS	Restitution and Short Term ISS	Restitution and Long Term ISS	Restitution and Expulsion
24. <b>Threat to Employee</b>	Short Term ISS/Long Term ISS	Long Term ISS/Expulsion	Expulsion	
25. Tobacco Violation	Short Term ISS/Cessation Class	Long Term ISS	Expulsion	
26. Truancy	Two Days ISS	Four Days ISS, Referral to Court	8 Days ISS, Court Follow Up	Expulsion, Prosecution in Court
27. <b>Weapons</b>	Short Term ISS/Expulsion	Long Term ISS/Expulsion	Expulsion	
28. Unauthorized Area	One Day ISS	Two Days ISS	Three Days ISS	Four Days ISS/Expulsion
29. Violent Display of Anger	After School ISS and counseling	Short Term ISS and Counseling	Long Term ISS	Expulsion

*\*Italics Means No Parent Contact Necessary.*

**\*\*No Italics Means Parent Contact Will Be Made.**

**\*\*\*Bold Indicates Police Report Will Be Filed.**

**\*\*\*Behavior Contract Will Be Drawn Up On The Occurrence Of Any Long Term Suspension.**

**\*\*\*\*Short Term ISS is 1 – 10 days**

**\*\*\*\*Long Term ISS is 11+ days**

**Any 5th occurrence in any column will result in a recommendation of expulsion.**

**After 5<sup>th</sup> referral the student has been declared habitually disruptive. IN such a case an RTI meeting for behavior will be conducted. The sixth referral will receive a minimum of a short term suspension into ISS. The seventh referral will be a minimum of a long term suspension into ISS. The eighth referral will result in an automatic recommendation of expulsion. Upon the 5<sup>th</sup> referral you the parent will be contacted.**

**The administration has the authority to adjust the consequences as deemed appropriate considering the circumstances. Electronic Device Misuse will be covered in the Laptop Policy and further consequences could be incurred.**

Adopted: Emergency Basis: August 11, 1998; September 8, 1998  
 Revised: September 12, 2000: Revised: August 2008: Revised January 2009: Revised April 2010: Revised August 2011

## Definitions for the Discipline Matrix

- Arson:** Purposefully lighting a fire with intent to damage property.
- Assault:** Striking or attacking a person with the intent to hurt them.
- Assault on Staff Member:** Striking or attacking a person with the intent to hurt them. It includes placing hands on another individual in an aggressive manner. Staff member is defined as anyone who works or volunteers for the Center School district.
- Electronic Device Misuse:** Having an electronic device on campus during instructional hours that creates a disruption of the educational process.
- Cheating:** Using or sharing someone else's words, work, test answers and/or ideas and claiming them as their own. This includes using electronic and unauthorized resources.
- Destruction of Property:** Damaging or destroying property of value on purpose or by accident.
- Display of Affection:** Any behavior that goes beyond hand holding.
- Display of Anger:** Any inappropriate external expression of aggression in public
- Disruption of the Educational Process:** Causing a disturbance in the classroom that results in the need for the teacher to stop instruction.
- Dress Code Violation:** Inappropriate manner of attire to be worn on a school campus.
- Fighting:** Engaging in a mutual physical attack with the intent to commit bodily harm.
- Fighting-Encouraging:** Provoking, aiding, abetting or encouraging a fight in any way.
- Forgery/Misrepresentation:** Copying a signature or changing a grade with the intent to deceive a school employee.
- Harassment/Intimidation:** Verbal or nonverbal actions intended to scare a person into believing you will hurt them or to damage their reputation.
- Alcohol and Drug Violation/Illegal Substance/Possession:** Having on your person, in your locker or in your vehicle any substance which by state law is not legally possessed by a minor or adult on school grounds or any school event (Examples include: cigarettes, alcohol, chewing tobacco, marijuana etc.) This includes anyone suspected to be under the influence.
- Illegal Substance/Distribution:** To offer to give or sell any illegal substance to another person on campus.
- Under the Influence:** Ability impaired by any substance, legal or illegal.
- Insubordination:** To willfully disobey a staff member with the intent to undermine their authority on campus.
- Irresponsible Behavior:** Behaving in a manner that is considered to be unacceptable in the educational environment
- Misuse of Technology:** To use the computer technology in a way that is against the instructions of the classroom teacher or in a way intended to cause damage to the machine or harm to a person.
- Paraphernalia:** Bringing items to campus that are made specifically for the promotion of or use of an illegal substance.
- Profanity:** Use of foul language on or off campus. Includes verbal, written and gestures or any inappropriate language deemed unnecessary.
- Respect:** The quality of treating someone in a kind and caring manner. Treating people the way you would wish to be treated.
- Responsibility:** The quality of answering for your own actions.

**Sexual Assault:** Inappropriate touching or grabbing.

**Sexual Harassment:** To verbally or physically torment another person in regards to their appearance or sexual activities.

**Theft:** To take something that does not belong to you.

**Threat to Employee:** To verbally or physically threaten a person who works for or is volunteering for the school district.

**Tobacco Use/Possession:** To use or have in possession any tobacco products that are legal in society, on campus.

**Truancy:** An absence from school grounds for a day, or any portion of a day, by a student without a signed parental excuse .

**Unauthorized Area:** An absence from a class or activity during the school day without permission from the teacher or parent while on school grounds

**Weapons:** Any object wielded in a fashion intended to cause physical harm to another individual. Any form of a knife will result in a suspension. A knife longer than 3.5 inches will result in automatic expulsion.

*Law enforcement agencies will be called in when any State or Federal statutes may have been violated.*

*In conjunction with the previously listed General School Rules, individual teachers may have additional classroom rules and guidelines.*

### **In School Suspension—I.S.S.**

I.S.S. is provided as a means of removing disruptive students from classes while giving them an opportunity to complete their work in a highly structured environment.

It is the responsibility of the individual student to attend I.S.S. when assigned to do so. Students assigned to I.S.S. must abide by the posted rules. Failure to attend I.S.S. once assigned will result in a truancy. Violation of ISS rules will result with an additional referral. ISS must be completed before a student may return to regular classes.

Any time spent in ISS during the school day will result with the student forfeiting the right to participate in or attend an afterschool club or event.

Any athlete that spends a full day of ISS during a week will result in suspension for the remainder of the week or from two contests, whichever is less, but will still be required to attend all practices.

Any athlete that is placed in long-term ISS will result in a two-week suspension of games, but will still be required to attend all practices. If a student accumulates a total of ten consecutive days in ISS during the school year they will be suspended from participation of athletic activities for 20% of the season, from the date of their suspension.

### **I.S.S. Rules**

**Suspended Students:** Any student assigned will attend all day, being allowed only 2 bathroom breaks to occur at designated/supervised times. Any work assigned to the student for the day that is not completed will require that student to attend I.S.S. the next day until all work is completed.

**After School I.S.S.:** A student assigned I.S.S. for an hour or more will not be excused to leave until the work they have been assigned for that period of time is satisfactorily completed

## **Due Process Governing Student Discipline**

It is not possible to define **Due Process** in precise and all embracing terms. Even the United States Supreme Court has consistently refused to give the concept an exact definition. However, in broad terms, the United States Constitution guarantees both **Substantive** and **Procedural** Due Process. That is, it insists that schools, as an agency of the government, must not act arbitrarily, capriciously, or unreasonably. Schools must act fairly in accord with established rules of fairness.

In essence, this means that a student's right to an education cannot be denied unless he/she has been given Due Process. At Center High School, this means that a fair and complete investigation will take place if you are accused of violating a school rule, and you will be offered an opportunity to respond to the charges prior to a decision regarding punishment.

### **INTERROGATIONS AND SEARCHES** (Board Policy JFG)

#### **Searches by Staff**

The rights of inspection of student lockers is inherent in the authority granted school boards and administrators. This authority may be exercised as needed in the interest of safeguarding students, their own property, and school property.

Nevertheless, exercise of that authority by school officials places unusual demands upon their judgment so as to protect each student's constitutional rights to personal privacy and protection from coercion and to act in the best interest of all students and the schools.

Searches by school officials of student's automobiles or of the person of the student shall be conducted to protect the student's rights consistent with the responsibility of the school district to provide an atmosphere conducive to the educational process.

#### **Interrogations by Police**

Under the doctrine of *in loco parentis*, the school district has legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to make every effort to protect each student's rights with respect to interrogations by law enforcement officials. Therefore...

1. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or designee shall be present when possible. An effort shall be made to contact the parent/other adult having custody of the student, so that the responsible individual may be notified of the situation.
2. No searches, without proper search warrant, or interrogations by police may be made without first obtaining agreement with the police that no evidence found or uncovered as a result will be used in a criminal investigation but shall be used solely by the school under its discipline policies.
3. If custody and/or arrest is involved, the principal shall request that all procedural safeguards, as prescribed by law, will be observed by the law enforcement officials. This shall include all due process procedures including but not limited to obtaining proper arrest warrants where required.

## **Seizures**

Illegal items and other possessions reasonably determined to be a threat to the safety or security of others, shall be seized by school authorities.

Items which are used to disrupt or interfere with the educational process may be removed from the student's possession.

## **SAFETY**

### **Illness or Injury**

Students who become ill should request permission to report to the Health Office for assistance. If necessary, parents will be contacted.

In the case of an accident which causes injury, students should report immediately to their teacher who will take appropriate action. **All accidents should be reported to the office.**

As a Medicaid provider, Center Consolidated Schools will access Medicaid eligibility information for students enrolled in the Center Consolidated School from Health Care Policy and Financing (HCPF). HCPF is the designated Medicaid agency in the state. Directory information of names, date of birth, and gender will be released to HCPF to verify Medicaid eligibility of students in the District. With consent, the description of health and health-related services delivered to Medicaid eligible students will be released to Medicaid and/or all transactions will be kept on file at the San Luis Valley Board of Cooperative Services – School Medicaid Office. Parents may revoke their consent at any time by notifying the SLV BOCS (719-589-5851).

## **Fire Escape and School Evacuation Procedure**

### **SEE EMERGENCY EXIT MAP And STANDARD RESPONSE PROTOCOL POSTED IN ALL CLASSROOMS**

1. Periodic drills will be held to be sure that students and staff members are knowledgeable in the procedures for escape.
2. Evacuation plans will be posted by the door in each classroom and reviewed by the teacher with each class.
3. Become familiar with all emergency exits in the building.
4. When a drill, or a real incident occurs, please exit the building in an orderly manner.
5. Teachers will make sure that all students are evacuated, windows are closed, lights are turned off, appliances are disconnected, and hallways and bathrooms are cleared.
6. Students will meet with their teacher in the designated area so that the teacher may check attendance.
7. Any student that does not report to their designated area will be reported to the principal and deemed truant.
8. Once all students are accounted for, pay attention for further instructions as to being allowed to re-enter the buildings or being required to move to a safer area of the campus. ***Help us keep our school safe. If you recognize any safety hazards such as faulty electrical outlets, exposed wires, broken glass, water leaks, etc..., please report it to a school official.***

## STUDENT DRESS CODE

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on school work, reduce discipline problems, and improved school order & safety. The Board recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. In this case, there shall be no further penalty. If the student cannot promptly obtain appropriate clothing, on the 1<sup>st</sup> offense, the student shall be given a written warning and an administrator shall notify the student's parents/guardians. On the 2<sup>nd</sup> offense, the student shall remain in the administrative office for the day and do school work and a conference with the parents/guardians shall be held. (NOTE: The Board needs to determine whether any classes missed as a result of the 2<sup>nd</sup> offense are considered excused or unexcused absences.) On the 3<sup>rd</sup> offense, the student may be subject to suspension or other disciplinary action as outlined in the school discipline code.

### **Unacceptable Items:**

The following items are NOT acceptable in school buildings, school grounds, or at school activities.

1. Shorts, dresses, skirts, or other similar clothing other than mid-thigh length. 1.5 inches below fingertips when arms are straight at your side.
2. Sunglasses and/or hats worn inside the building.
3. Inappropriately sheer, tight or low-cut clothing (e.g. midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh of similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts.
4. Tank tops or other similar clothing with straps narrower than 1.5 inches wide.
5. Slippers, extremely high heels, or other shoes which are not considered appropriate foot wear for health and safety reasons.
6. Undershirts that are not covered up with a shirt that is closed at least to the mid-chest area. No pajamas will be worn during the regular school day unless approved for student council dress up day.
7. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
  - Refer to drugs, tobacco, alcohol or weapons
  - Are of a sexual nature
  - By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
  - Are obscene, profane, vulgar, lewd, or legally libelous
  - Threaten the safety or welfare of any person
  - Promote any activity prohibited by the student code of conduct
  - Otherwise disrupt the teaching-learning process

### **Exceptions:**

Appropriate athletic clothing must be worn in physical education classes. Clothing normally worn when participating in school-sponsored extra-curricular activities (such as cheerleading uniforms and the like) may be worn to school when approved by the Sponsor, Coach, and Activities Director.

## CENTER SCHOOL'S ATTENDANCE POLICY

A major criteria of a student's success in school is regular and punctual attendance. Frequent absences can lead to poor academic work, lack of social development and possible academic failure. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.

According to Sate Law, it is the obligation of every parent to ensure that every child under his/her care and supervision receives adequate education and training and, if of compulsory attendance age, attends school.

Each year the Board of Education establishes the school attendance period by adopting a school calendar. Secondary students are required to be in attendance 1056 hours during the school year.

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

### Truancy

Truancy is defined as an absence from school for a day, or any portion of a day, by a student without a signed parental excuse. If a student is more than 15 minutes late to a class, without an excuse, it will be considered a truancy. *No credit shall be permitted for any student for any class or portion of a class during which time the student was truant.* (For example, if a test was given at this time the student would receive a 0 and would not be given the opportunity to make up the test.)

1 <sup>st</sup> Offense	2 Days ISS
2 <sup>nd</sup> Offense	4 Days ISS-Referral to Court
3 <sup>rd</sup> Offense	8 Days ISS-Follow Up in Court
4 <sup>th</sup> Offense	Expulsion-Prosecution in Court

### Absences

**All absences will require a signed excuse by a parent or guardian, stating the date of the absence, the date the excuse was written, and the reason why the student was absent.** Absences may be reported by having a parent or guardian call 754-2232 in the morning to leave a message. Students with excused absences will be allowed one day of make-up for each day of absence. It is the responsibility of the student to pick up any make-up assignments permitted on the day he/she returns to class. 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 an incentive to attend school. However, this work will receive only partial credit, which is the consequence for an unexcused absence. If an excuse is not received within 24 hours, the absence will become unexcused. Students with unexcused absences will be considered truant.

**Any student who presents a falsified note will automatically be subject to disciplinary action (see forgery).**

**Excused Absence:** The following shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is **approved by the administrator, (PRINCIPAL) of the school of attendance** on a **prearranged**

**basis.** Prearranged absences shall be approved for appointments or circumstances of a **serious nature only, which** cannot be taken care outside of school hours.

2. A student who is absent for an extended period due to physical, mental or emotional disability.
3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
5. The District may require suitable proof regarding the above exceptions, including written statements from medical sources.

**Unexcused Absence:** An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record. The parents or guardian of the students receiving an unexcused absence shall be notified orally or in writing by the District of the unexcused absence.

**HIGH SCHOOL ONLY:** Any high school student who has been absent from a particular class, **be it excused or unexcused**, for any amount of days beyond 15 in a semester will automatically receive a failing grade and no credit for that class (unless homebound study arrangements have been properly arranged through the appropriate administrative office.)

**MIDDLE SCHOOL ONLY:** All students enrolled in grades K through 8 who have been absent from school, **be it excused or unexcused**, for any amount of days beyond 30 in an entire school year will be automatically retained in their current grade level for the next school year (unless homebound study arrangements have been properly arranged through the appropriate administrative office.)

**STUDENT ATHLETE ATTENDANCE:** Athletes are expected to attend school at least ½ day of a contest. Any athlete that misses a period, ½ day, or gets checked out must have a legitimate excuse (doctor's appt., funeral, sick, family emergency). All athletes need to be on campus the entire day of the contest, including lunch. If the AD, principal, behavior specialist determines that the student does not have a legitimate excuse, the student will not be allowed to participate in the extra curricular contest.

## **Tardies**

*Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Tardiness causes a disruptive nature on the conduct of a classroom. Due to this disruptiveness the following actions will be taken against habitually tardy students. The school will continue with the current tardy policy that is in place.*

*Our main concern is getting students to class on time, every day. After a student's 3<sup>rd</sup> tardy in a class, all additional tardies will require that a referral be written.*

1. Upon a student's third tardy to class, the classroom teacher will submit a referral to the office, and that student will serve 1 hour of after school detention.
2. If a student is tardy a fourth time, a 2<sup>nd</sup> referral will be submitted and notification to parents, the school counselor and other at-risk personnel will occur to begin intervention strategies. The student will also serve 2 additional hours of after school detention at this time.
3. For each additional tardy, the student will serve additional hours of after school detention and go to the next step on the truancy policy.
4. If a student is more than 15 minutes late to a class it will be considered a truancy.

Tardies are tracked for each nine week period. Each new quarter brings a clean slate. Consequences for not showing up for after school detention will be addressed through the discipline matrix. (i.e.) insubordination, irresponsible behavior, truancy.

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

### **Student Checkout**

Only parents and legal guardians or persons over the age of 21 indicated on a student's emergency information card may check a student out of school. These persons may do so by reporting to the office, signing the student out of school and receiving a pass for the student to leave the campus. **Students leaving the campus without following this procedure will be considered truant (ditching).** This regulation will be in effect once the student arrives at school and includes lunch break.

### **Lunch Checkout**

All students are required to spend the lunch period on school grounds **unless they have been signed out by a parent/guardian in person.** Hot lunches may be purchased or the student may bring his or her own lunch. Students cannot be checked out for lunch over the telephone. A student cannot be checked out for lunch more than ten times a semester.

## **GENERAL INFORMATION**

### **Laptop Responsibility**

Students have the responsibility of adequately caring for the personal laptop provided to them for their use. All regulations regarding the use of a school laptop must be followed (see laptop policy, accessible on district website).

### **Textbook Responsibility**

Students have the responsibility of adequately caring for all textbooks and school materials provided to them for their use. Any books and materials that have been lost or damaged excessively (beyond further use) must be paid for by the student, according to current replacement costs.

The school district may choose to withhold records, report cards or diplomas, or refuse to enroll a student until these fees are paid. A police report will be filed if school property is not returned in a timely manner.

### **Fees for Expendable Supplies and Materials**

Teachers shall determine a basic course for each class which can be completed with materials furnished by the school. However, students may be charged a fee for expendable supplies and materials used in the course. Fees for expendable supplies and materials shall relate directly to the actual cost of providing these materials to the student. These fees shall be waived for indigent students. Students shall be required to pay for materials that go into shop, crafts or art projects that are above the basic requirements for the course and are to be retained by the student.

## Student ID Card

A photo identification card will be issued to members of the student body. In order to receive this card, the student must be present at the school's picture day or picture retake day. This card should be carried with you at all times. It may be required for admittance to school activities such as athletic events, fine arts performances and dances.

## Passes

**Students will not be allowed in the hallways during class time without a pass.**

Students should use the restroom, get a drink of water, get books, etc., before school, at noon, and between classes. Passing time between classes has been scheduled in order to allow students a short break throughout the day. Consequently, students should not request a pass unless absolutely necessary.

## Automobiles

Students who drive to school are required to abide by state, county, and local traffic laws on campus. Students who break these laws may be reported to the proper authorities.

The speed limit on campus is 5 mph. Help us protect our own students through common sense and careful driving. The parking lot is off limits to students once they arrive in the morning until they leave at the end of the school day, unless provided a parking lot pass by office personnel.

*Board policy regarding searches also applies to automobiles on campus.*

## Visitors

The school is a place of learning where all efforts are made to avoid interruptions. Consequently, visitors conducting business (parents, salespersons, etc.) must sign in and get a "Visitor Pass" from the office. Do not run the risk of embarrassing your friends or relatives by encouraging them to come to school and be refused a permit. **Guest permits will only be granted when prior arrangements have been made with the principal at least one day in advance.** The only permissible time for a student to visit without prior permission will be at lunch (required to check in at office). As a protection to students, the state law discourages persons from loitering on or near school grounds.

## Interpersonal Relations

There should never be any unnecessary or thoughtless display of affection. Simply stated, hand holding is the limit.

## Assemblies

Assembly programs are of many different kinds and contribute in various ways to the welfare and purposes of school. It would be as impossible to provide programs equally liked by all as it would be to serve food that everyone would agree on.

Students should listen quietly and courteously to all performers. Please do not spoil the enjoyment of the rest of the audience by displaying poor manners or behavior. Students who cannot behave appropriately at assemblies will be removed and will lose the privilege of attending future assemblies. **Never leave the assembly area until excused by the**

**person presiding, this will result in a violation of unauthorized area as stated on discipline matrix.**

### **Change of Address**

Should your address or telephone number be changed, it is your responsibility report this information to the office at once.

### **Working Students**

School is an important priority. Students will not be excused to work during school hours unless approval has been granted by the principal.

### **Announcements**

Announcements will be read every morning after the pledge of allegiance. The daily announcements will address school related events and issues.

### **Dances**

Dances are to be scheduled through Student Council with approval by the principal. Requests must contain the signature of faculty sponsor(s) and all chaperones.

Only currently enrolled students and their approved guests may be admitted to school dances. Students must request guest passes prior to the day of the dance, and may pick them up in the office on the day of the dance if it has been approved.

A request for a guest pass should include the name of the person requesting, the name of the guest, the guest's grade level, and the name of the school that the guest currently attends. The age limit for a guest is twenty years old.

**Middle School students may only attend Middle School dances, and High School students may only attend High School dances.**

### **Honor Roll and Perfect Attendance**

Academic and Citizenship Honor Roll and Perfect Attendance certificates will be awarded at the end of each grading period, and at the year end awards assembly.

### **Snow Day/Late Start/School Cancellation Procedures**

Whenever it is necessary to cancel school, to have a 10:00 a.m. late start, or to dismiss school early because of adverse weather or other emergencies, the community will be notified by **KSLV** radio in Monte Vista and **KGIW** in Alamosa. Students and parents can also check their email and the Center School District Facebook page for such notifications.

# **GUIDANCE PROGRAM**

## **Counseling**

The Center Schools offers a variety of ways to assist you with your education. We realize that many students will seek advice and assistance on special problems. Our Counseling program is here for that purpose. It is used to help students with registration and to supply information about courses that are being offered. If you have difficulty in arriving at a decision on what courses to take, your counselor will be available to help you. The counselor also helps students with personal concerns, concerns about school, about their future, and about themselves.

## **Career Planning**

Through the counseling office, Center Schools offers materials and advice to help you make a decision about what you want to do when you graduate from Center High School. We can assist with information about employment areas and the application process for attending a college or university.

## **ACTIVITIES**

### **Clubs and Organizations**

We at Center recognize that extracurricular activities are an integral part of education. We believe that well organized, purposeful activities reinforce and enrich the classroom experience. These activities provide valuable experience in democratic principles and for developing high self esteem, gaining skills for success in life and developing personal initiative and attributes of positive leadership. We highly encourage you to get involved.

### **Eligibility and Citizenship of School Representatives**

All students elected to student offices, or who represent their school in extracurricular activities shall have and maintain good citizenship records, both in and out of school. Any student who does not display good citizenship shall not be allowed to represent Center Schools for a period of time as determined by the principal.

In order to (a) be eligible for participation in student government, or to (b) serve as a class or club officer, or to (c) participate in other extracurricular activities, a student must meet the following requirements:

1. Must have passing grades in all subjects during the previous semester.
2. Must maintain their grades and display good citizenship and attendance.
3. Attend school the day of the activity. (Students may not attend activities if they are absent on the day of the activity if they do not have the approval of the principal).
4. Must turn in a weekly eligibility form showing that no more than one class is being failed and no disciplinary referrals have been received. If this has not been achieved, the student will be ineligible for the following week's activities.

## **High School National Honor Society**

### *Selection Process*

Student selection for membership in National Honor Society will be based on:

1. A 3.0 grade point average or better.
2. Demonstration of positive leadership qualities.
3. Service to the school and the community.
4. Display of exceptional character and responsibility.

Selection is made by a majority vote of a committee comprised of faculty members.

## **National Junior Society**

### *Selection Process*

Student selection for membership into National Junior Honor Society will be based on the same criteria as the high school, with the exception that students must hold a 3.4 GPA or higher.

## **Fund Raising**

The various classes, clubs, and organizations on the campus are permitted to have fund raising activities in order that they have finances to conduct business. These are to be approved by the student council. All funds raised must be deposited to that group's account in the Superintendent's Office. The law requires that all accounts be handled in this manner. If an organization wishes to expend these funds deposited, a Requisition Form should be made at the office. The request form listing all information must be signed by the organization officers and by the sponsor. Classes and clubs may not solicit funds for any reason in town without the principal's sanction.

**Non-school affiliated sales (tickets or goods) must be approved by the principal.**

## **Activity Trips**

When attending field trips or athletic events students shall conduct themselves in a manner that reflects well upon the school and community.

1. All rules which are laid out in the student handbook apply when you are on a school sponsored trip to an athletic event or other activity.
2. Students are expected to take extra care in their personal appearance and grooming. Students must still adhere to the school's dress code.
3. Any violation of the rules as stated in the handbook will result in the consequences as listed in the handbook plus suspension or removal of participation privileges in the particular activity.

## **Sportsmanship**

The lessons we learn from competition can benefit us greatly. As a student, we ask that you take pride in our teams. However, remember that we are not only judged by our team's performance, but also by our conduct. At athletic events, please do not harass opposing players or officials. Spectators who do so will be removed from the event.

***As a participant we ask that you try your best and be polite as a winner, as well as in defeat. This will gain more respect from your opponent than beating them soundly ever could.***

## Criteria for High School Sports Credit

1. Starting and Ending the Season: The start date for a student receiving credit is a maximum of one week after the recommended starting date by CHSAA. The ending date is the official end of the season according to CHSAA rules.
2. A later starting date by the student athlete will allow the student to letter, but the student will not receive an academic credit.
3. Emergency situations that cause a student athlete to miss participation time will be dealt with on a case by case basis. Working is not considered an emergency.
4. In the event of a season overlapping, the student athlete is exempt from participation for one week after the completion of the previous season before he/she is required to join.
5. In the event of a season ending injury, the student athlete must attend all required practices and all games to receive the credit for that particular sport.
6. In the event of a serious injury, a written doctor's release is required before you can practice or participate again. A written excuse signed by a doctor is required if a student athlete is not to participate for a period of time as well.

## TRANSPORTATION

Center school buses are provided to transport you safely to and from school. Your use of district transportation is a privilege, not a right. Any violation of the following list of rules puts other students in danger and can result in the suspension or removal of your transportation privilege.

1. You must remain seated while the bus is in motion. No standing or moving from seat to seat.
2. If the driver assigns seats, you must sit in the place to which you have been assigned.
3. You may not throw items or place body parts out the window.
4. You may not make excessive noise on the bus; this disturbs the concentration of the driver.
5. You may not vandalize, damage, or destroy bus property.
6. All rules of conduct regarding safety and substances are in effect on the bus.
7. Follow all posted rules on your bus regarding food and drink.
8. Just as you must show respect to staff members on campus, you must treat bus drivers with the same respect.

***A simple rule of thumb, do not do anything on the bus that places you, the passengers and/or the driver in danger.***

## Center Schools Bus Discipline Matrix Grades 6-12

*In addition to consequences listed on the Center Schools Discipline Matrix, students who commit the following offenses on a bus will be subject to the following consequences.*

Infraction	First Occurrence	Second Occurrence	Third Occurrence	Fourth Occurrence
1. <b>Assault</b>	Loss of bus privileges 2 weeks	Loss of bus privileges 4 weeks	Loss of bus privileges remainder of the school year.	
2. Destruction of Property	Loss of bus privileges 1 week	Loss of bus privileges 2 weeks	Loss of bus privileges remainder of year	
3. Display of Affection	Loss of bus privileges 1 week	Loss of bus privileges 2 weeks	Loss of bus privileges remainder of semester	
4. <b>Fighting</b>	Loss of bus privileges 2 weeks	Loss of bus privileges 4 weeks	Loss of bus privileges remainder of school year	
5. Fighting-Encouraging	Loss of bus privileges 1 week	Loss of bus privilege 2 weeks	Loss of bus privilege remainder of semester	Loss of bus privileges remainder of the year.
6. <b>Harassment/Intimidation</b>	Loss of bus privileges 2 weeks	Loss of bus privileges 4 weeks	Loss of bus privileges remainder of semester	Loss of bus privileges remainder of the year
7. <b>Alcohol Violation</b>	Loss of bus privileges remainder semester	Loss of bus privileges remainder of the year.		
8. <b>Drug Violation</b>	Loss of bus privileges remainder semester	Loss of bus privileges remainder of the year.		
9. Insubordination	Loss of bus privileges 2 weeks	Loss of bus privileges semester	Loss of bus privileges remainder of the year	
10. Irresponsible Behavior	Loss of bus privileges 2 weeks	Loss of bus privileges semester	Loss of bus Privileges remainder of year.	
11. <b>Paraphernalia</b>	Loss of bus privileges 2 weeks	Loss of bus privileges semester	Loss of bus privileges remainder of school year.	
12. Profanity	Loss of bus privileges 1 week	Loss of bus privileges 2 weeks	Loss of bus privileges semester	Loss of bus privileges remainder of school year.
13. Sexual Harassment	Loss of bus privileges 2 weeks	Loss of bus privileges semester	Loss of bus privileges remainder of the year	
14. <b>Sexual Assault</b>	Loss of bus privileges 4 weeks	Loss of bus privileges semester	Loss of bus privileges remainder of the year	
15. <b>Theft</b>	Loss bus privileges 2 weeks	Loss bus privileges 4 weeks	Loss of bus privileges remainder/semester	Loss of bus privileges remainder of year.
16. <b>Threat to Employee</b>	Loss of bus privileges 4 weeks	Loss bus privileges semester	Loss of bus privileges remainder of the year	
17. Tobacco Violation	Loss of bus privileges 4 weeks	Loss of bus privileges semester	Loss of bus privileges remainder of the year	
18. <b>Weapons</b>	Loss of bus privileges semester	Loss of bus privileges remainder of school year		
19. Violent Display of Anger	Loss of bus privileges 2 weeks	Loss of bus privileges semester	Loss of bus privileges remainder of year.	

## **LIBRARY**

*Through the library, the district provides books, periodicals, reference materials, films and other items to supplement and enrich the curriculum. The library is located at the south end of the building and is used by both Middle and High School students. The following is an overview of the regulations pertaining to student use of the library.*

### **Check out Procedures**

After you have chosen a book, bring it to the checkout computer and give the librarian your first and last name. Your book will be scanned and checked out to you. Upon checkout, you will be given a slip that indicates the due date of your book. Please be sure to return your book by that date.

### **Fines**

Once you check out a book, you are responsible for it. If it gets lost or damaged, you will be held responsible for its replacement.

### **Other Information**

Interlibrary loan service is available to obtain research materials not available in our library. See the librarian for help in using this service. Magazines may be checked out for one period at a time.

**All rules as they pertain to students listed in this handbook are in effect in the library.**

## **TITLE IX**

*In compliance with title IX of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973.*

Center School District 26 JT. does not unlawfully discriminate on the basis of sex, race, color, national origin, or handicap in admission, or access to, or treatment, or employment in, educational programs or activities which it operates.

It is the intent of Center School District 26 JT. to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures, for title IX and section 504, have been established for students, their parents and employees who feel discrimination has been shown.

*Specific complaints of alleged discrimination under Section 504 (Handicap) and Title IX (Sex) should be referred to...*

**George S. Welsh, Superintendent of Schools**  
**550 S. Sylvester**  
**Center, Colorado 81125**  
**(719) 754-3442**

*Complaints may also be filed with the office of Civil Rights, U.S. Department of Education, 1961 Stout Street, Denver, Colorado 80294.*

**HIGH SCHOOL ONLY  
CONCURRENT HIGH SCHOOL ENROLLMENT AT  
ADAMS STATE COLLEGE**

*Adams State College and Trinidad State Junior College provide the opportunity for qualified secondary school students to enroll in college courses. Enrollment can be made for high school credit, for college credit, or for both.*

**APPLICATION ELIGIBILITY**

To participate in the program the student(s) must be recommended by their high school and be in the 11th or 12th grade and age 20 or younger. A 2.5 cumulative grade-point average or higher is recommended and the course should not be available from the high school.

**TO APPLY**

The student(s) and/or parents should meet with the counselor at the high school to discuss the concurrent enrollment policy. Each applicant must complete the admission application and have the signed permission of a parent or guardian and a high school official on the attached recommendation form to be considered for concurrent admission. These materials, along with an official high school transcript and \$10 application fee should be sent to the Office of Admissions at least 30 days prior to the beginning of the term in which the student plans to attend.

**TUITION AND FEES**

Tuition charges for students in this program will be the same as for regularly enrolled pupils. Student fees will not be assessed unless the student takes more than two classes. The student will have the option to pay the activity fee if there is a desire to engage in regular college activities. If the student is enrolling at Adams State College to obtain high school credit or credit for both high school and college during the regular high school year, the tuition cost will be paid by the school district (summer session excluded). If the student desires to take college course(s) during the fall, spring, or summer semester, for only college credit, the tuition cost will be paid by the student. Transportation, books, and supplies are the responsibility of the student.

**COLLEGE TRANSCRIPT**

An ASC official transcript of courses will be available to high school students who wish to attend other institutions or who wish to add the courses to their high school record. To have an official transcript sent to another institution, the student would need to complete a transcript request form and pay the \$2 fee. Adams State College will forward a transcript to the high school at the end of each semester when the high school credit has been requested and tuition paid. Please be advised that some universities do not accept "dual credit" for college transfer. "Dual credit" refers to receiving both high school and college credit for the same class. A \$2.00 fee for Unofficial Transcripts and \$5.00 for Official Transcripts.

## **NOTICE OF PERSONAL LIABILITY**

**Injuries and accidents are inherent in every day activity. Center Schools promises to use its best judgment in regards to the safety of students on campus. When a child is injured, and parents or guardians can not be reached, the school administration will make its best call in regards to the safety and well being of the student. In such cases, parents will be responsible for payment of ambulance services and emergency room expenses. In addition, liabilities for injuries caused by conflict between two or more individuals on campus must be handled between those families affected through the legal system currently present within our community.**

**Center Schools offers student accident insurance through an independent company at the beginning of each year. If you don't currently have family medical insurance, we highly encourage you to participate in this program.**