



# **K-12 Handbook**

## **2021-2022**

**Lake City Community School**  
Hinsdale County School District RE-1  
PO Box 39  
614 N. Silver St.  
Lake City, CO 81235  
970 944 2314  
[www.lakecityschool.org](http://www.lakecityschool.org)

### **VISION**

All students who pass through our halls shall be prepared for lifelong learning, responsible citizenship and a balanced, productive life.

### **MISSION**

Hinsdale County School District is committed to building an equitable and safe learning environment utilizing our individual capabilities that exemplifies ethical, diverse and inclusive civic leadership.

## **Nondiscrimination/Equal Opportunity**

In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado law, Hinsdale County School District RE-1 does not unlawfully discriminate against otherwise qualified students, employees or applicants for employment, or members of the public on the basis of disability, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry, or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information and conditions related to pregnancy or childbirth is also prohibited in accordance with state and/or federal law.

Complaint procedures have been established for students, parents, employees and members of the public. The following person(s) have been identified as the compliance officer for the district:

Martha Levine, School Counselor  
Hinsdale County School District RE-1  
614 N Silver Street  
Lake City, CO 912351  
970-944-2314  
marthal@lakecityschool.org

## **Outside agencies**

Complaints regarding violations of Title VI, (race, national origin), Title IX (sex/gender), Section 504/ADA (handicap or disability), may be filed directly with the Office for Civil Rights, U.S. Department of Education, 1244 North Speer Blvd., Suite 310, Denver, CO 80204. Complaints regarding violations of Title VII (employment) and the ADEA (prohibiting age discrimination in employment) may be filed directly with the Federal Office of Equal Employment Opportunity Commission, 303 E. 17<sup>th</sup> Ave., Suite 510, Denver, CO 80202, or the Colorado Civil Rights Commission, 1560 Broadway, Suite 1050, Denver, CO 80202.

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# LAKE CITY COMMUNITY SCHOOL / 2021-2022 CALENDAR

Lake City Community School  
Hinsdale County School  
District RE-1  
614 N Silver St.  
PO Box 39  
Lake City, CO 81235  
970 944 2314  
lakecityschool.org

2.25.21 Approved

**4-Day School Week:**  
Tuesday – Friday  
**Preschool:**  
8:15 am – 11:50 am  
Wed/Th/Fr: 3-year-olds  
Tu/We/Th/Fr: 4-year-olds  
**Grades K-5:**  
8:15 am – 4:00 pm  
**Grades 6-12:**  
8:15 am – 4:05 pm

18-21 MS/HS Sem. Exams  
21 End 1<sup>st</sup> Semester  
25 Begin 2<sup>nd</sup> Semester

## JANUARY 2022

S	M	T	W	Th	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					

## AUGUST 2021

S	M	T	W	Th	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				

23-26 Staff Inservice Days  
31 First Day of School!

10 CogAT Testing – gr 2  
15-18 MAP Testing ELEM  
22-25 MAP Testing MS/HS

## FEBRUARY 2022

S	M	T	W	Th	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					

## SEPTEMBER 2021

S	M	T	W	Th	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		

14-17 MAP Testing ELEM  
21-24 MAP Testing MS/HS  
14 Picture Day  
27 Staff Inservice Day

12-21 Spring Break

## MARCH 2022

S	M	T	W	Th	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		

## OCTOBER 2021

S	M	T	W	Th	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						

4-9 HS Washington DC Trip  
5-8 MS Adventure  
13 PSAT/NMSQT- gr 10/11  
20 PSAT 8 - gr 8  
29 End 1<sup>st</sup> Quarter

4/1 End 3<sup>rd</sup> Quarter  
4/5 Begin 4<sup>th</sup> Quarter  
12-29 CMAS Testing – gr 3-8  
12 State SAT – gr 11  
13 State PSAT – gr 10  
14 State PSAT – gr 9

## APRIL 2022

S	M	T	W	Th	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

## NOVEMBER 2021

S	M	T	W	Th	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				

11/2 Begin 2<sup>nd</sup> Quarter  
20-29 Thanksgiving Break

23 Staff Inservice Day  
5/31-6/3 MS/HS Sem. Exams  
6/3 Last Day of School  
6/4 Graduation

## MAY/JUNE 2022

S	M	T	W	Th	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	1	2	3	4

## DECEMBER 2021

S	M	T	W	Th	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	

4 SAT Test Date LCCS  
18-1/3 Winter Break

Student contact days: 144

Teacher work days: 150

Additional changes may be made to the 2021/2022 calendar, please check the public calendar at [www.lakecityschool.org](http://www.lakecityschool.org) for updates.

## **Staff**

### **Instructional Staff**

Caitlin Rhodes	Preschool Teacher
Lily Virden	Kindergarten & 1 <sup>st</sup> Grade Teacher
Lori Frech	2 <sup>nd</sup> & 3 <sup>rd</sup> Grade Teacher
Trip Horn	4 <sup>th</sup> & 5 <sup>th</sup> Grade Teacher
Lydia McNeese	Special Education Teacher
Sarah Kem	English Teacher
Dan Scroggins	Science Teacher & Athletic Director
Nataschia Giovacchini	Social Studies Teacher
Amanda Phillimore	Math Teacher
Mindy McClung	Spanish Teacher & Interventionist
Matt Phillimore	CTE & Art Teacher
Karen Hooper	Educational Assistant
Shelly Elrod	Preschool Assistant

### **Administration and Support Staff**

Rebecca Hall	Superintendent & Principal
Susan Thompson	Business Manager
Shawn Arthur	Administrative Assistant
Elaine Gray	Librarian
Dan Wampler	Technology Coordinator
Carla Whinnery	Technology Integration Coach
Sarah DeCristino	Kitchen Manager
Darren Hardy	Facility Manager
Kristin Hearn	Facility Assistant

### **Special Service Providers**

Martha Levine	Counselor
Shawna Shidler	School Nurse – (employed with Silver Thread Public Health Dist.)

All email addresses for staff are available online at [www.lakecityschool.org/staff-directory.html](http://www.lakecityschool.org/staff-directory.html)

#### 4-Day School Week and Daily Schedule

Our 4-day school week is in session Tuesday, Wednesday, Thursday, and Friday.

Students are welcome at school after 8:00am.

Grades K-12 school hours are 8:15-4:05.

Students should be off campus by 4:15 pm unless participating in a school-sponsored activity.

#### Elementary School Daily Schedule

Event	Time
Morning Classes	8:15-10:15
<i>Morning Recess – staggered by class</i>	9:45-10:15
<i>Lunch with Recess – staggered by class</i>	11:30-12:00
Afternoon Classes	12:00-4:05

#### Middle & High School Daily Schedule

Class period	Time
A1/B1 Rotating Block	8:15-10:15
A2/B2 Rotating Block	10:20-12:20
Lunch	12:25–12:55
PM 1	1:00-1:50
Fourteener Time	1:50-2:10
PM 2	2;15-3:05
PM 3	3:10-4:05

Students leaving during scheduled class time must be signed out in the office. Students will only be released to a person listed as an emergency contact on their enrollment paperwork. *Please make every effort to schedule medical and other appointments on Mondays. Attendance is especially important with our 4-day week.*

#### Academic Dishonesty/Plagiarism

Students: do your own work! According to the Student Code of Conduct, District Policy JICDA, scholastic dishonesty, including plagiarism, is prohibited. Students who turn in plagiarized work receive a grade of 0 and re-do the assignment for 50% credit.

#### Adventure Program for Grades 6-12

*The mission of the Adventure Program at LCCS is to expose students to outdoor activities which promote team building among students and staff, provide students the opportunity for self-reflection and personal growth, and blend academic subjects with an appreciation for the natural environment.*

MS/HS students participate in an annual Adventure trip the first week of school and/or a designated week. These days are part of the regular school year and the educational program of this district. Students who choose not to participate in Adventure *are expected to attend school and complete alternate assignments.*

## Asbestos-free Facility

Lake City Community School is an asbestos-free school. We have an asbestos plan that complies with state and federal regulations. Please contact the school if you would like to review the plan.

## Athletics Fees

Middle school and high school students participating in athletics (cross-country, basketball, track) will pay a participation fee of **\$75 per season**. The sliding fee schedule for students participating in multiple sports or families with multiple MS/HS students is below. In compliance with CHSAA regulations, fees for participating students from homeschool programs or other districts are 150% of this amount.

Situation	Regular Rate	Discount	District Students	Homeschooled Students
1 sport (1 child)	\$ 75	0%	\$ 75	\$ 113
1 sport (2 siblings)	\$ 125	15%	\$ 106	\$ 159
1 sport (3 siblings)	\$ 175	20%	\$ 140	\$ 210
2 sports (1 child)	\$ 125	10%	\$ 112	\$ 168
2 sports (2 siblings)	\$ 225	15%	\$ 191	\$ 287
2 sports (3 siblings)	\$ 325	20%	\$ 260	\$ 390
3 sports (1 child)	\$ 175	10%	\$ 157	\$ 236
3 sports (2 siblings)	\$ 325	15%	\$ 276	\$ 414
3 sports (3 siblings)	\$ 475	20%	\$ 380	\$ 570

## Attendance

### Student Absences and Excuses

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.

According to state law, it is the obligation of every parent/guardian to ensure that every child under their care and supervision receives adequate education and training and, if of compulsory attendance age, attends school.

Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. 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 Board 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 habits as stated in this policy.

### Excused absences

The following will be considered excused absences:

A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a pre-arranged basis. Prearranged absences will be approved for appointments or circumstances of a *serious nature only* which cannot be taken care of outside of school hours.

1. A student who is absent for an extended period due to physical disability, or a mental or behavioral health disorder.
2. A student who is pursuing a work-study program under the supervision of the school.
3. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
4. A family emergency or an absence approved in advance by the superintendent for an appointment or circumstances of a serious nature which cannot be taken care of outside school hours.
5. A student who is suspended or expelled

As applicable, the district may require suitable proof regarding the above exceptions, including written statements from medical sources.

If a student is in out-of-home placement (as that term is defined by C.R.S. 22-32-138(1)( h)), absences due to court appearances and participation in court-ordered activities shall be excused. The student's assigned social worker must verify the student's absence was for a court appearance or court-ordered activity.

### **Unexcused absences**

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/guardians of the student receiving an unexcused absence shall be notified orally or in writing by the district of the unexcused absence.

In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while unexcused.

The administration will develop procedures to implement appropriate penalties.

Students and parents/guardians may petition the Board of Education for exceptions to this policy provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception.

The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is 10 days during any calendar year or school year.

### **Chronic Absenteeism**

When a student has an excessive number of absences, these absences negatively impact the student's academic success. For this reason, a student who has 14 total absences in a school year, whether the absences are excused or unexcused, may be identified as "chronically absent" by the principal or designee. Absences due to suspension or expulsion will not be counted in the total number of absences considered or purposes of identifying a student as "chronically absent."

If a student is identified as "chronically absent, the principal or designee will develop a plan to improve the student's attendance. The plan will include best practices and research-based strategies to address the reasons for the student's chronic absenteeism, including but not limited to a Multi-Tiered System of Support (MTSS). When practicable, the student's parent/guardian will participate in the development of the plan.

Nothing herein will require the principal or designee to identify a student as "chronically absent" prior to declaring the student as a "habitual truant" and pursuing court proceedings against the student and his or her parents/guardians to compel the student's attendance in accordance with state law.

### **Make-up Work**

Make-up work will be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator or unless the absence is due to the student's expulsion from school. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class. There shall be 2 calendar days allowed for make-up work for each day of excused absence that was not pre-arranged. After the 2 days per day of excused



absence, it will be considered “late work” and graded down one letter grade (10 percentage points) for each school day the work is late.

Make-up work shall be allowed following an unexcused absence or following a student’s suspension from school with the goal of providing the student an opportunity to keep up with the class and as an incentive to attend school. It is the responsibility of the student to request any make-up assignments permitted on the day returning to class. In accordance with law, the district may impose academic penalties which relate directly to classes missed while unexcused. Make-up work after an unexcused absence will receive only 50% credit. Students are encouraged to complete such make-up work as soon as possible to avoid falling further behind.

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

### **Pre-arranged absences**

If a family knows in advance they are going to be gone for an extended period of time, the student or parent needs to pick up a “pre-arranged absence” form in the office (JH-E). The form shall be requested a week before the absence unless the nature of the absence does not allow a week’s notice. The superintendent shall indicate on the form whether or not the absences shall be excused.

Assigned work: The student shall take the form to each teacher and request assigned work prior to the absence. All assigned work requested for a pre-arranged absence shall be due the day the student returns to class. This assigned work from a pre-arranged excused absence will receive full credit if turned in the day of return. After the day of return, it will be graded down one letter grade (10 percentage points) for each school day the work is late. Late work turned in later than 4 days will receive half the percentage grade it would have earned if turned in on time. Assigned work from a pre-arranged unexcused absence is due the day of return and will receive 50% credit.

### **Tardiness**

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, appropriate penalties shall be imposed for excessive tardiness. Parents/guardians will be notified of all penalties regarding tardiness.

In an unavoidable situation, 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 his next class. Teachers will honor passes presented in accordance with this policy. The provisions of this policy shall be applicable to all students in the district, including those above and below the age for compulsory attendance as required by law.

### **Behavior Expectations**

Our Positive Behavior Intervention and Support (PBIS) system helps maximize academic achievement and behavioral success for all students. Our PBIS expectations are CLIMB:

- C**aring for Community
- L**eadership
- I**ncreasing Responsibility
- M**ake Safety a Priority
- B**eing Respectful

Staff members recognize students exhibiting CLIMB behaviors in the classroom, hallways, commons, and activities by giving them CLIMB tickets. Climbers of the Week and Climbers of the Month are selected at random weekly and monthly from tickets in the CLIMB bin.

Rappel marks are given in the classroom and out of the classroom for negative behaviors.

### Behavior Grades for Grades 6-12

Students receive behavior grades based on these marks that are posted weekly. Students who maintain an Excellent behavior grade (95%) in all classes and outside the classroom earn a behavior reward activity at the end of each quarter. Students must have Satisfactory (70%) behavior grades to be eligible for athletics, activities and field trips. Rappel marks may be given for these reasons: not prepared, horseplay, roaming around, inappropriate language, side conversation, disrespect to teacher, disrespect to students, not on task, interrupting, inappropriate use of technology, or any other reason noted by the teacher.

### **Bicycle Safety**

Park bikes in the bike racks. Please don't ride anything with wheels on campus during school hours.

### **Care of the Building and Grounds**

Food and drinks in the Commons or outside (but not in the sports court) and in classrooms following individual teacher permissions. Please put trash in a trash can and recycling in the right recycle bin. We take pride in our school campus and practice Leave No Trace. We ask everyone to pick up trash they might come across anywhere on campus.

### **Cell Phones and Other Devices**

Students may carry cell phones and other devices, but these devices must be silenced and out of sight during classes. Every classroom CLIMB zone has specific expectations about phones and devices and these are your guidelines for each classroom. Should a phone or other device become a disruption in class, the teacher or aide will turn the device in to the superintendent (or designee) who will return it to the student or the student's parent. Sponsors and coaches of off-campus activities will communicate appropriate times for cell phone use. *LCCS is not responsible for loss or theft of phones or other devices at school or on school activities.*

### **Conditional Admission**

Except as otherwise provided by state law concerning enrollment of students in out-of-home placements, students new to the district shall be enrolled conditionally until records, including discipline records, from the schools previously attended by the student are received by the district. In the event the student's records indicate a reason to deny admission, the student's conditional enrollment status shall be revoked. The student's parent/guardian shall be provided with written notice of the denial of enrollment. The notice shall inform the parent/guardian of the right to request a hearing.

### **COVID 19 Safety Response**

- Staff and students will complete a temperature and symptom check before entering the school building. If a health check does not occur at home, one will be done at school.
- Face coverings - please refer to most up-to-date guidance on [www.lakecityschool.org](http://www.lakecityschool.org).
- Visitors – please refer to most up-to-date guidance on [www.lakecityschool.org](http://www.lakecityschool.org).
- Staff and students will practice effective handwashing techniques. Hand sanitizer will be used when a handwashing station is not available.
- Students will be scheduled in cohorts. Recess and lunch for elementary students will be staggered by cohort.

## Drop-Off Areas

Drop off/pick up students at the drop off zone on 6<sup>th</sup> Street.

## Eligibility for Athletics and Activities

Students must attend school for their full schedule in order to participate in field trips, athletic or academic practice or competition, or other activities or trips after school or the next day. Any exception requires prior permission from the superintendent.

Elementary students must have a passing average in all subjects to participate in all competition, performances or field trips and in athletic practice during school hours. Middle and high school students must have a 70% average in all subjects and no behavior grade lower than "S" to participate in competition, performance, or field trips. All work to be graded for next week's eligibility is due to teachers no later than 4:00 Thursday afternoon. Grades will be checked for eligibility at 3:00 each Friday afternoon. Any student not meeting minimum eligibility requirements may not participate in practice during school hours and all games/performances Monday-Saturday of the following week.

Students are expected to be in school, on time, and ready to learn on the day after competitions, performances, trips or other activities. Participation in extra-curricular activities is a privilege designed to enhance the educational program and cannot detract from instruction and learning.

Field trip participation is part of a class. For example, the DC trip is for social studies students; the college trips are for ICAP (Individual Career and Academic Planning) students; the 4<sup>th</sup>/5<sup>th</sup> trip to Denver is for Social Studies.

## Fees for Missing/Damaged Materials

Students will be charged the replacement cost for classroom materials (textbooks, calculators, etc.), library books, and athletics uniforms that are damaged or not returned. Final report cards will not be issued until all materials are returned or paid for. Unpaid balances may result in other consequences as well, including tech materials being withheld, denial of participation in athletic events, etc.

## Grading Scale & Report Cards

Report cards will be mailed quarterly. In elementary school (K-5), the following evaluation marks will be used:

4 (96-100%) = advanced      3 (70-95%) = proficient      2 (65-69%) = in progress  
1 (60-64%) = needs time and practice      0 (1-59%) = minimal effort

In middle and high school (grades 6-8) the following grading scale will be used:

Classes:	A	90% --100%	Behavior:	E	95% -- 100%
	B	80% -- 89%		S	80% -- 94%
	C	70% -- 79%		U	0% -- 79%
	D	60% -- 69%			
	F	0 -- 59% (no credit)			

Semester average: 45% each quarter, 10% semester exam

## Grade Point Average (GPA) and Honor Roll for Middle & High School only

Middle and high school honor rolls will be based on a student's semester grade point average using the following scale: A=4, B=3, C=2, D=1, F=0. Advanced Placement (AP) and Concurrent Enrollment classes will use a weighted grade point scale of: A=5.0, B=3.75, C=2.5, D=1.25, F=0.

### "A" Honor Roll

An overall 3.75 – 4.0 average when grades in all courses are averaged together and no grade less than B; no behavior grade less than S.

### "A-B" Honor Roll

An overall 3.25 – 3.74 average when grades in all courses are averaged together and no grade less than B; no behavior grade less than S.

## Graduation Requirements

A total of 26 credits earned during grades nine through twelve are required for graduation. The following courses are required. Completion of required courses, which are aligned with the Colorado Academic Standards, allows students to demonstrate 21st Century skills including critical thinking and reasoning, information literacy, collaboration, self-direction, and invention.

Academic Area	Credits Required
English	4
Math	4 or 3 (4 math/3 science OR
Science	3 or 4 (4 science/3 math)
Social Studies	4 (incl. Civics)
World Language	2
Physical Education	2
Health Education	.5
Personal Finance	.5
Electives	6
<b>Total</b>	<b>26</b>

A credit is defined as the successful completion of a course that meets four days per week for a minimum of 60 minutes daily for at least 36 weeks or the equivalent. Successful completion means that the student obtained a passing grade for the course.

Students must complete 40 hours of community service.

Students must complete an Individual Career and Academic Plan (ICAP). The ICAP is designed to assist students and their parents/guardians in exploring postsecondary career and educational opportunities available, aligning course work and curriculum, applying to postsecondary education institutions, securing financial aid, and ultimately entering the workforce.

Students must demonstrate competency in English and Math. Students may demonstrate competency by meeting or exceeding the scores in any *one* Demonstration per Content Area indicated below. See Exhibit IKF-2021-E for descriptions of each Demonstration. *Competency demonstration suspended for 2021 graduates.*

Demonstration	English	Math
ACT	18 on ACT English	19 on ACT Math
SAT	470	500
Advanced Placement (AP)	2	2

ACT WorkKeys – National Career Readiness Certificate	Bronze or higher	Bronze or higher
Classic ACCUPLACER	62 Reading Comprehension or 70 Sentence Skills	61 Elementary Algebra
Next Generation ACCUPLACER	241 on Reading or 236 on Writing	255 Arithmetic (AR) or 230 on Quantitative Reasoning, Algebra, and Statistics (QAS)
ASVAB	31 on the AFQT	31 on the AFQT
International Baccalaureate	4	4
Concurrent Enrollment	C-	C-
Industry Certificate	District Approved	District Approved
District Capstone	District Approved	District Approved
Collaboratively-developed, standards-based Performance Assessment	State-wide scoring criteria	State-wide scoring criteria

### ICAP – Individual Career and Academic Plan

An ICAP is an individualized plan developed by the student and the student's parent or legal guardian, in collaboration with their school counselor, school administrators, school personnel and/or Approved Postsecondary Service Providers, to help establish personalized academic and career goals, explore postsecondary career and educational opportunities, align course work and curriculum, apply to postsecondary institutions, secure financial aid, and ultimately enter the workforce after school. State statute requires an ICAP for each student beginning in 9<sup>th</sup> grade; at LCCS, students begin an ICAP in 6<sup>th</sup> grade. LCCS School Counselor will work with each student grades 6-12 to develop and implement an ICAP using the College in Colorado website and other resources.

### Illness/Medications at School

A parent or guardian may be contacted in case of illness or accident at school using information provided at Registration on the New or Returning Family Enrollment Form.

If any prescription or nonprescription medication is to be given to a student at school, a "Permission for Medication" form must be on file in the office. All medication will be secured and dispensed through the office. Please note that medication to be dispensed at school *must* be in its original container and parents must follow the guidelines on the Permission for Medication form.

### Illness Guidelines:

- Students and staff with symptoms of illness will stay home or go home. Symptoms include:
  - Fever 100.4 F or above
  - Cough
  - Shortness of breath

- New loss of taste or smell
- Extreme fatigue
- Chills
- Muscle aches
- Sore throat
- Nausea or vomiting
- Diarrhea
- Headache
- Runny nose
- All LCCS staff will complete a daily health screening including a temperature check.
- Parents, please complete a daily health screening including a temperature check of your child in the morning before they come to school.
  - Keep your child home if they are running a fever of 100.4 F or higher or if they are exhibiting any symptoms of illness (see list above).

Questions concerning symptoms can be directed to School Nurse, Shawna Shidler by calling 944-2314 or via email [schoolnurse@lakecityschool.org](mailto:schoolnurse@lakecityschool.org).

### **Inappropriate Items at School**

Toys (electronic or otherwise), stuffed animals, and games are only to be brought to school with clear teacher permission for use in the classroom. Such items brought without such purpose will be turned into the office and returned to parents.

### **Late Work Policy**

Middle and high school student work turned in late will be graded down one letter grade (10 percentage points) for each school day the work is late. Work turned in more than 4 days late will receive 50% of the grade it would have earned if on time.

### **Lost and Found**

Lost and found items will be kept in the office. Items not claimed within 30 days will be donated to a charitable organization. *Please mark ALL belongings with your name.*

### **Lunch**

Our new National School Lunch Program will offer lunch every day! Regular meals are \$4.00, adult meals are \$5.00, reduced-priced meals are \$.40 and free meals are free! Be sure to turn in your application for free/reduced meals.

We have a closed campus for elementary school students. They are not allowed to leave the school grounds for lunch unless accompanied by a parent and must check out through the office. Students will be excused to go outside for recess after lunch unless we have a note from home excusing them due to illness. Occasionally the weather is bad enough to warrant an indoor recess, but the majority of recesses are outdoors, and students should have appropriate clothing to protect them from the weather.

Middle and high school lunch is from 12:25-12:55. We have a closed campus for middle school students. Middle school students are not allowed to leave the school grounds for lunch unless accompanied by a parent/guardian and must check out through the office.

High school students may leave school for lunch. This is a privilege, not a right. Students may lose their off-campus lunch privilege if they return to class tardy after lunch or if their behavior is inappropriate during lunch, or for other reasons.

### **National Honor Society for Middle and High School Students**

The LCCS National Honor Society and National Junior Honor Society chapters are duly chartered and affiliated chapters of these prestigious national organizations. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS-NJHS and have been adopted by our local chapter. Qualified students are selected to be members by a Faculty Council, appointed by the superintendent.

Students in grades 10-12 are eligible for membership in the NHS and grades 6-9 in NJHS. For the scholarship criterion, a student must have a cumulative GPA of 3.5 or better on our 4.0 scale. A history of leadership experiences and participation in school or community services is also required. Members of the faculty review their professional reflections on a candidate's service activities, character, and leadership. A majority vote of the Council is necessary for selection and candidates are notified regarding selection or non-selection.

Following notification, a formal induction ceremony is held at the school to recognize the newly selected members. Once inducted, new members are required to maintain the same level of performance in all four criteria that led to their selection. This obligation includes regular attendance at chapter meetings and participation in chapter service projects. Students or parents who have questions regarding the selection process or membership obligations can contact the chapter advisor at 944-2314.

### **Parent Online/Student Online**

Parents and middle/high school students may check grades and attendance online with a Parent Online (POL) or Student Online (SOL) account. Please contact the school office if you wish to set up an account or have problems with an existing account.

### **Parent/Teacher Conferences**

Teachers have a daily planning time during which parent conferences may be scheduled. Please call the school office to schedule conferences. Phone conferences may also take place during this planning time. Please contact teachers to schedule parent-teacher conferences outside of school hours. Parent-teacher-student conferences will be scheduled at the beginning of the school year to set goals and discuss expectations and at the end of the first semester to review progress.

### **Parental Custody Issues**

Students' current legal custody status should be on file in the office. Without documentation, the school will allow equal access to both parents. Only court orders from the State of Colorado will be honored. (Orders from out of state must be registered in Hinsdale County before student is enrolled.) School personnel should be notified of controversial situations regarding family status.

### **Parents' Right to Know**

As part of No Child Left Behind legislation (section 1111(h)(6)(A)), parents have the right to be provided with the qualifications of their child's classroom teachers. Qualifications include whether a

teacher is licensed by the state of Colorado to teach a grade/subject or if special circumstances are allowing the teacher to teach without that licensure; a teacher's major and advanced degrees; and the qualifications of any instructional assistants providing services to a student.

### **Part-time Enrollment of Home School Students**

A student may apply to the superintendent for participation in the district's secondary education program on a part-time basis. At the middle and high school level a student must enroll in a minimum of 2 courses. Approval will be granted by the superintendent on a space-available basis only. Elementary students must be enrolled full-time.

If the home-schooling middle/high school student is accepted on a part-time basis, all school rules and policies pertaining to student behavior and attendance will be applied as they are for full-time students. No full-time regular education resident student shall be displaced from his/her program due to the attendance of a home-schooling student on a part-time basis.

### **School Colors**

Dark blue, White, Silver

### **School Mascot**

Fourteeners

### **Technology Integration at LCCS**

All students learn with the support of technology. Not every day and not in every lesson, but at age-appropriate and lesson-dependent times. Our Acceptable Use Policy regarding the internet on our devices and our school network is included in enrollment paperwork and families keep a copy for reference.

All elementary classrooms have Chromebooks integrated into the curriculum. They stay at school but are used in a variety of ways to bring learning alive.

All middle and high school students are issued Chromebooks and calculators. Terms of the loans of this equipment are included in middle/high school enrollment paperwork, and a copy is kept by each family.

The use of all of this technology at LCCS is a privilege and students and parents are asked to please take good care of our equipment and to follow the expectations detailed in the Loan and Acceptable Use agreements.

### **Telephone Use**

In order to maximize instructional time, students will not use the telephone during class time. It is each student's responsibility to remember homework and needed materials and to finalize after school plans before leaving home each morning. Please call before 2:45 to relay messages about changing your child's after school plans.

Teachers will be available for phone calls before or after school and during their planning time. We will not interrupt classroom instruction for phone calls, but messages left with office personnel or on the answering machine will be returned as soon as possible.

### **Withdrawal from School**

If your family is moving to another community, please notify the school office the day before your child's last day of school here so that a Withdrawal Form can be prepared for your signature. You will need this form to enroll your child in the new school.



## **Student Code of Conduct (JICDA)**

Student behavior may not interfere with a teacher's teaching or with other students' learning.

The Superintendent may suspend or recommend expulsion of a student who engages in one or more of the following activities while in school buildings, on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event and off district property when the conduct has a nexus to school or any district curricular or non-curricular event.

1. Causing or attempting to cause damage to district property or stealing or attempting to steal district property.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Willful destruction or defacing of district property.
4. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
5. 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.
6. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, either orally or in writing or derogatory statements addressed publicly to an individual or a group that precipitate disruption of the district or school program or incite violence.
7. Engaging in "hazing" activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
8. Violation of the Board's policy on bullying prevention and education.
9. Violation of criminal law which has an effect on the district or on the general safety or welfare of students or staff.
10. Violation of any Board policy or regulations, or established school rules.
11. Violation of the Board's policy on weapons in the schools. Expulsion shall be mandatory for bringing or possessing a firearm, in accordance with federal law.
12. Violation of the Board's policy on student conduct involving drugs and alcohol.
13. Violation of the Board's violent and aggressive behavior policy.
14. Violation of the Board's tobacco-free schools policy.
15. Violation of the Board's policies prohibiting sexual or other harassment.
16. Violation of the Board's policy on nondiscrimination.
17. Violation of the Board's dress code policy.
18. Violation of the Board's policy on gangs and gang-like activity.
19. Throwing objects, unless part of a supervised school activity, that can or do cause bodily injury or damage to property.
20. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or others.
21. Lying or giving false information, either verbally or in writing, to a district employee.
22. Engaging in scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
23. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
24. Behavior on or off school property that is detrimental to the welfare or safety of other students or school personnel, including behavior that creates a threat of physical harm to the student exhibiting the behavior or to one or more other students.
25. Repeated interference with the district's ability to provide educational opportunities to other students.
26. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the district staff.

## **Student Dress Code (JICA)**

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 schoolwork, reduce discipline problems, and improve school order and 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 first offense, the student shall be given a written warning and an administrator shall notify the student's parents/guardians. On the second offense, the student shall remain in the administrative office for the day and do schoolwork and a conference with parents/guardians shall be held. Any classes missed as a result of the second offense will be considered unexcused absences. On the third offense, the

student may be subject to suspension or other disciplinary action in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

### Unacceptable Items

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

1. Dresses and skirts shorter than 4 inches above the top of the knee; shorts shorter than fingertip length.
2. Sunglasses, hoods, and/or hats worn inside the building
3. Inappropriately sheer, tight or low-cut clothing (e.g., midriiffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts
4. 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 may be worn in physical education classes and during athletics practices. Clothing normally worn when participating in school-sponsored extra-curricular or sports activities may be worn to school when approved by the sponsor or coach.

## **Sexual Harassment (JBB)**

The Board recognizes that sexual harassment can interfere with a student's academic performance and emotional and physical well-being and that preventing and remedying sexual harassment in schools is essential to ensure a nondiscriminatory, safe environment in which students can learn. In addition, sexual harassment is recognized as a form of sex discrimination and thus is a violation of the laws that prohibit sex discrimination, as addressed in Board's policy concerning unlawful discrimination and harassment (AC).

### **District's commitment**

The district is committed to maintaining a learning environment that is free from sexual harassment. It is a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature or to retaliate against anyone that reports sexual harassment or participates in a harassment investigation.

### **Sexual Harassment Defined**

Pursuant to Title IX of the Educational Amendments of 1972, "sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. A school employee conditioning education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo);
2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's educational program or activity; or
3. Sexual assault, dating violence, domestic violence, or stalking.

Pursuant to state law, "harassment" means creating a hostile environment based on an individual's sex.

### **Reporting, investigation and sanctions**

Students are encouraged to report all incidences of sexual harassment to either a teacher, counselor or principal in their school building and file a complaint, through the district's complaint and compliance process addressing sex-based discrimination (AC-R). All reports and indications from students, district employees and third parties shall be forwarded to the Title IX Coordinator.

The district will initiate and conduct an investigation in accordance with the appropriate procedures addressing sex-based discrimination and sexual harassment.

All matters involving sexual harassment reports must remain confidential to the extent possible as long as doing so in accordance with applicable law and policy does not preclude the district from responding effectively to the harassment or

preventing future harassment. Filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect grades.

The district will take appropriate corrective action to make the harassed student whole by restoring lost educational opportunities; prevent harassment from recurring; or prevent retaliation against anyone who reports sexual harassment or participates in a harassment investigation.

#### **Notice and training**

To reduce unlawful discrimination and harassment and ensure a respectful school environment, the administration is responsible for providing notice of this policy and complaint procedures to all district schools and departments. The policy and complaint procedures must be referenced in student and employee handbooks and otherwise be made available to all students, staff, and members of the public through electronic or hard-copy distribution.

All students and district employees will receive periodic training related to recognizing and preventing sexual harassment. District employees must receive additional periodic training related to handling reports of sexual harassment. Training materials are available to the public on the district's website.

### **Homeless Students (JFABD)**

It is the Board's intent to remove barriers to the enrollment and retention of homeless students in school in accordance with state and federal law. The district shall take reasonable steps to ensure that homeless students are not segregated or stigmatized and that decisions are made in the best interests of the student.

Each homeless student shall be provided services for which the student is eligible, comparable to services provided to other students in the school, regardless of residency, including transportation services, education services, vocational and technical education programs, gifted and talented programs, and school nutrition programs.

Homeless students shall be provided access to education and other services that they need to ensure that they have an opportunity to meet the same student performance standards to which all students are held. All educational decisions shall be made in the best interests of the student.

The district shall coordinate with other districts and with local social services agencies and other agencies or programs providing services to homeless students as needed.

The superintendent shall designate at least one staff member in the district to serve as the homeless student liaison and fulfill the duties set forth in state and federal law.

Decisions on enrollment and transportation for homeless students shall be made in accordance with regulation JFABD-R.

*NOTE 1:* the term "homeless children" is defined in federal law to include the following:

Individuals who lack a fixed, regular and adequate nighttime residence; including

- children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- migratory children who are living in circumstances described above.

*NOTE 2* While the definition of homeless children in Colorado law closely tracks the definition in federal law, the federal law contains the following language which is NOT found in the Colorado law:

- "sharing the housing of other persons due to lack of housing, economic hardship or a similar reason"
- "trailer parks"
- "substandard housing"

Colorado school districts that receive federal funds are required to follow the more inclusive federal definition.

### **School District Safe Schools Policies Summary**

The following policies have been adopted by the Board of Education to create a safe and effective learning environment to develop knowledge, skills and competence while respecting the rights of individuals and encouraging respect for authority and appropriate standards of conduct. These policies are intended to support the school district's mission statement to prepare students for advanced education, responsible citizenship and balanced, productive lives. The Board is committed to a uniform and fair enforcement of all rules.

The law requires that these policies be distributed each year. The policies are outlined below and each policy is available in its entirety for parent review at the Lake City Community School office. (Following each policy/regulation is the code for policies related to Colorado Senate Bill 133 for safe schools plans.)

#### **A. Safe Schools Policy (ADD)**

1. The superintendent has developed a safe schools plan that addresses
  - a. supervision and security of school buildings and grounds
  - b. supervision of students and visitors
  - c. training programs for staff and students and procedures for the following:
    - 1) crisis prevention and management and emergency response
    - 2) ways to respond to and report problem situations
    - 3) reviews of school security and whether all feel safe
    - 4) liaison with city/county officials (law, fire, medical)
    - 5) ways to respond to fire, accidents, natural disasters, traffic, and classroom/community safety concerns (Attached – Exhibit A)
2. The superintendent will prepare an annual safety report for the Board of Education, to be shared with the public and submitted to the state. In addition to information summarizing enrollment and attendance, dropout rates and class size, the annual report will address student conduct and disciplinary action regarding
  - a. dangerous weapons
  - b. alcohol, tobacco, drugs and controlled substances
  - c. disruptive behavior, assaults, or threats of harm
  - d. damage to school property
  - e. theft
  - f. other behavior that interferes with school safety and educational opportunity of other students

#### **B. Component Policies of the Safe Schools Plan**

1. **School District Mission (AD)** – see cover page of this handbook
2. **Student Conduct (JIC)** – The Board of Education has adopted a written student conduct and discipline code that is part of the student handbook shared with each student and posted or kept on file in each building.
3. **Student Dress Code (JICA)** – Student attire that is deemed likely to disrupt the teaching-learning process is not acceptable in school buildings, grounds or activities. A specific list of inappropriate attire is detailed in the student handbook.
4. **Student Conduct in School Vehicles (JICC)** -- Riding in a school vehicle is a privilege and is contingent on observance of the student code of conduct as well as other regulations for safe conduct on school vehicles.
5. **Student Code of Conduct (JICDA)** – Twenty-four types of activities are specifically prohibited in school buildings, grounds, vehicles and school sponsored activities under S.B. 133 and are grounds for suspension or expulsion. Even attempts at these actions may result in disciplinary action. The student code of conduct precedes this policy summary.
6. **School-Related Student Publications (JICEA)** – The Board encourages students to express their views in school-sponsored publications while observing rules for responsible journalism and complying with this policy and state and federal law. To protect the rights of all members of the school community and to support the district's educational mission and purposes, students are prohibited from publishing expressions which are false, obscene, libelous, slanderous, defamatory under state law, presents a clear and present danger of the commission of the unlawful acts, violation of school rules, or material and substantial disruption of the orderly operation of the school, violates the privacy rights of others and/or threatens violence to property or person.
7. **Student Distribution of Noncurricular Materials (JICEC)** – This policy is intended to encourage and protect students' right to free speech while maintaining an orderly and safe school environment. The same prohibitions that apply to student publications apply to material in any media distributed by students. Students may not distribute any noncurricular materials on school property or at school-sponsored activities or events that in themselves or in the manner they are distributed that create or threaten to create a substantial disruption or material interference with the normal operation of the school, school activity, or event; advocate or encourage unlawful conduct or conduct that violates Board policy, including but not limited to the Board's policies prohibiting unlawful discrimination, harassment, and bullying; cause or threaten to cause injury to persons or property; or are obscene, defamatory, or violate any person's privacy rights. School equipment and supplies shall not be used for publication of such material.
8. **Student Expression Rights (JICED)** – This policy simply extends to every student the limitations of expression that apply to school-related publications and to student distribution of noncurricular materials. It lists ten types of expression that violate the law, the rights of others or community standards of decency that are prohibited. It is the explicit policy of the school district to encourage creative student expression and the opportunity to put into practice Constitutional values such as the right to free speech.

9. **Tobacco-Free Schools (ADC)** – Smoking, chewing, lighting, ingesting, inhaling, vaping or any other application of any tobacco products by staff, students and members of the public is prohibited on all school property.
10. **Advisory Committees (BDF)** – Advisory committees shall be formed and citizens appointed by the Board of Education and staff members assigned to each group. Other community groups are encouraged to offer suggestions and advice to the Board. All committee meetings shall be open to the public.
11. **School Board Policy Process (BG)** – Policy development is one of the Board’s chief responsibilities. Policy proposals may originate with Board members, the superintendent, staff, parents, residents of the district, and consultants. Established procedures will be followed for adoption, revision or repeal of policies.
12. **School Visitors & Security/Access to Buildings (KI & ECA/ECAB)** -- The Board encourages parents/guardians and other citizens of the district to visit classrooms, activities and functions at any time to observe the work of the schools. During regular school hours, visitors shall report to the school office when entering and flow of traffic into and out of buildings shall be closely monitored. Access to buildings outside of school hours shall be limited to persons and organizations approved by the Board. Visiting schools is a privilege, not a right, which may be limited, denied or revoked by a school administrator or designee based on considerations of student and/or staff health, safety, efficient school operations, maintenance of a proper educational environment, or failure to comply with this policy.
13. **Student Absences and Excuses (JH)** – Excused absences include illness, injury, mental or emotional disability, a family emergency or an absence approved in advance by the superintendent for an appointment of circumstances of a serious nature which cannot be taken care of outside school hours, work-study under school supervision and school-sponsored or approved activities of an educational nature. Make-up work shall be provided. The maximum number of unexcused absences before judicial proceedings to enforce compulsory attendance is 10. Make-up work shall be allowed but may receive only partial credit.
14. **Bullying Prevention and Education (JICDE)** – The Board supports a secure school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.
15. **Secret Societies/Gang Activity (JICF)** – The Board prohibits any groups or gangs which advocate drug use, violence or disruptive behavior, or intimidation of students. Any apparel or accessory that denotes membership in gangs is prohibited on school premises.
16. **Drug and Alcohol Use by Students (JICH)** – Discipline including suspension or expulsion may apply to possession, use, sale, distribution or procurement of alcohol, drugs or other controlled substances including narcotics, hallucinogens, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, and even substances believed by the students to be such substances. The school district shall take an active role in cooperation with law enforcement, social services and other agencies in education regarding the dangers of use and in reducing illegal use of drugs and alcohol by school-aged youths.
17. **Weapons in School (JICI)** – Federal law requires expulsion for no less than one full calendar year for a student who is determined to have brought a firearm to school. The Board will apply disciplinary measures including expulsion for possession of any dangerous weapon on school property or at school-sponsored activities. This includes any knife, gun or firearm facsimile, or other objects that could be used to inflict serious bodily injury.
18. **Student Interrogations, Searches and Arrests (JIH)** – When a school official has reasonable grounds for suspecting that a search will turn up evidence that a student has violated either the law or Board policy, searches of a student, the student’s personal property and school property may be conducted. Anything found that is evidence of a violation of law or Board policy may be seized. The superintendent may request a search conducted by a law enforcement officer. Searches by law enforcement will be conducted in accordance with the requirements of applicable law. If law enforcement officials request permission to question students when in school or participating in school activities, the students’ parent/guardian as well as the superintendent or designee shall be present and the interrogation should be in private. The parent/guardian will be notified of the search as soon as reasonably possible. An administrative report shall be prepared by the school official conducting the search. Within ten days after the search, the student may appeal the search decision.
19. **Student Discipline (JK)** – The objective of disciplining any student must be to help the student develop a positive attitude toward self-discipline and socially acceptable behavior. A remedial discipline plan may be developed for any student who causes material and substantial disruption in any school activities. A student who causes a material and substantial disruption three times during the school year shall be declared a habitually disruptive student which may result in the student’s expulsion.
20. **Use of Physical Intervention and Restraint (JKA)** – Physical intervention or restraint may be used by any school employee to prevent wrongdoing or physical injury, in self-defense or protection of others, to obtain possession of dangerous objects, or to maintain discipline in an emergency situation that threatens bodily harm. Corporal punishment shall not be administered to any student.

**21. Disciplinary Removal from Classroom (JKBA)** – A teacher may immediately remove a student from the classroom if the student’s behavior violates the Student Code of Conduct, is dangerous or disruptive, or seriously interferes with the teaching/learning environment. This removal may be informal for a short period of time after which the student is allowed to return or a formal removal. Before formal removal, the student should be warned that continued misbehavior may result in being removed from the classroom and possibly suspended or expelled. Formal removal will result in notification of parents/guardian and may involve a student-teacher-parent conference. After three formal removals, a student shall be officially removed from the teacher’s class for the remainder of the term and a loss of credit may occur.

**22. Expulsion Prevention, Suspension/Expulsion of Students, and Educational Alternatives for Expelled Students (JKG, JKD/JKE & JKF)** – Expulsion is regarded as a punishment of last resort. Students who are identified as at risk of suspension or expulsion will (in conjunction with their parent/guardian) be provided with a plan for support services to help them avoid expulsion. As an alternative to suspension, if the teacher agrees and it is not disruptive, the student may remain if the parent/guardian attends class with the student. A suspension may be from one to twenty days. The Board has authority to expel a student for any period up to one year.

A student or parent/guardian can request that educational services be designed to enable an expelled student to return to school, complete the GED or enroll in a non-public school. The services need not be provided on school property. The Board and its designee(s) shall consider the following factors in determining whether to suspend or expel a student: the student’s age, the student’s disciplinary history, the student’s eligibility as a student with a disability, the seriousness of the violation committed by the student, the threat posed to any student or staff, and the likelihood that a lesser intervention would properly address the violation. For a student in preschool, kindergarten, first grade, or second grade, the Board and its designee(s) also shall determine that failure to remove the student from the school building through suspension and/or expulsion would create a safety threat that otherwise cannot be addressed and shall document any alternative behavioral and disciplinary interventions that it employs before suspending or expelling the student.

Students in preschool through second grade: The Board of Education delegates to the Superintendent of the school district or to a person designated in writing by the Superintendent the power to suspend a student in preschool, kindergarten, first grade, or second grade in that school for not more than three school days on the grounds stated in C.R.S. 22-33-106.1 (2), unless the Superintendent or designee determines that a longer period of suspension is necessary to resolve the safety threat or expulsion is mandatory under law (see JKD/JKE-E).

**23. Screening/Testing of Students (JLDAC)** – Parents/guardians’ consent is required before students respond to a survey, assessment, analysis or evaluation related to certain personal information listed in this policy. Parents/guardians’ consent is also required prior to psychiatric/psychological assessment of students by certified school personnel. However, a student age 15 or older may consent to receive mental health services when rendered by a licensed person or facility. Special education evaluation is governed by state and federal law and is outside the scope of this policy.

**24. Student Records/Release of Information on Students (JRA/JRC)** – Student educational records and personal information may be reviewed by the parent/guardian upon written request and they have the right to request amendments of records that can be supported by appropriate evidence. The superintendent from other districts or state agencies may request educational information. Disclosure of information requires written consent of parents/guardians; however, disciplinary information may be disclosed to any teacher who has contact with such students. Some information may be disclosed to Medicaid and criminal justice agencies. Directory information that may be released includes the student’s name, date and place of birth, major, activity/sport participation, dates of attendance and degrees and awards received. Colorado law prohibits release of student telephone numbers and addresses. Names, addresses and home telephone numbers, as well as directory information, of secondary school students will be released to military recruiting officers within 90 days of the request unless a parent/guardian or eligible student submits a written request that such information not be released. Disclosure of personally identifiable information can be made without consent to school officials and teachers and to officials of other school districts or postsecondary institutions.

**25. Sharing of Student Records/Information between School District and State Agencies (JRCA)** – The Board may utilize all avenues under state law to obtain or share relevant student information when necessary to protect the safety and welfare of school district staff, visitors, students, property and the public.

**26. Crisis Management and Crisis Management Communication (KDE & KDEA)** – A crisis management plan has been prepared for disruptive events that threaten safety and security, whether or not they occur on school property. This plan includes written procedures for taking action, communicating with local law enforcement and emergency services, parents, students and the media. The plan includes staff training and aftermath services for staff/students affected by trauma. A spokesperson for the district will coordinate information gathering and dissemination to inform staff, the media and the public of what is happening as soon as facts can be verified.

27. **Relations with State Agencies (KLG)** – To enhance the safety and security of students, staff and community, the Board shall cooperate with law enforcement officials, the juvenile justice system and social services. This proactive effort includes protection of the civil rights of individuals as well as guidelines for contacting state agencies and periodic review of security and safe school plans.

28. **Violent and Aggressive Behavior (JICDD)** – In order to preserve the type of learning environment to which the students and staff of this district are entitled, thirteen behaviors, categorized as violent or aggressive, will not be tolerated and shall result in immediate action being taken by the district.

### **C. Staff Personal Security and Safety (GBGB)**

#### **Offenses against school employees**

The following procedures shall be followed in instances of assault, disorderly conduct, harassment, knowingly false allegation of child abuse, or any alleged offense under the “Colorado Criminal Code” by a student directed towards a teacher or school employee.

These same procedures shall be followed in instances of damage by a student to the personal property of a teacher or school employee occurring on school district premises.

1. The teacher or employee shall file a written complaint with the superintendent and the Board of Education.
2. The superintendent, after receipt both of the complaint and adequate proof of the charges, shall suspend the student for three days in accordance with established procedures.
3. The superintendent shall initiate procedures for the further suspension or expulsion of the student when injury or property damage has occurred.
4. The superintendent shall report the incident to the district attorney or the appropriate local law enforcement agency or officer who shall then investigate the incident to determine the appropriateness of filing criminal charges or initiating delinquency proceedings.
5. A copy of this policy shall be distributed to each student and posted in each school building.

#### **Communication of disciplinary information to teachers/counselors**

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

### **Student Records/Release of Information on Students – Policy (JRA/JRC)**

In recognition of the confidential nature of student education records, no person or agency may access student education records without prior written consent from the student’s parent/guardian or the eligible student, except as set forth in law and this policy.

The superintendent or designee shall provide for the proper administration of student records in accordance with law, including the implementation of safeguard measures or procedures regarding access to and disclosure of student education records.

#### **Content and custody of student education records**

The superintendent is the official custodian of records in his or her building.

Student education records in all formats and media, including photographic and electronic, are those records that relate directly to a student. Student education records may contain, but will not necessarily be limited to, the following information: identifying data; academic work completed; level of achievement (grades, standardized achievement test scores); attendance data; scores on standardized intelligence, aptitude and psychological tests; interest inventory results; health and medical information; family background information; teacher or counselor ratings and observations; reports of serious or recurrent behavior patterns and any individualized education program (IEP).

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

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

In accordance with applicable law, requests for inspection and review of student education records, requests for copies of such records, and disclosure of personally identifiable information therein shall be maintained as a part of each student’s education record.

School personnel shall use reasonable methods to authenticate the identity of parents, students, school officials, and any other party to whom they disclose student education records. Authentication of identity prior to disclosure of electronic records through passwords or other security measures shall be required.

#### **Access to student education records by parents and eligible students**

A parent/guardian (“parent”) has the right to inspect and review their child’s education records if the student is under 18 years of age. If a student is 18 years old or older (“eligible student”), the student may inspect or review his or her own education records and provide written consent for disclosure of such records and personally identifiable information therein. However, the parent is also entitled to access his/her child’s education records, despite the lack of written consent from the eligible student, if the eligible student is a dependent for federal income tax purposes or the disclosure is in connection with a health or safety emergency. Access to student education records by parents or eligible students shall be in accordance with the regulation accompanying this policy.

#### Request to amend student education records

A parent or eligible student may ask the district to amend a student education record they believe is inaccurate, misleading or otherwise violates the privacy rights of the student. Student grades cannot be challenged pursuant to this policy. Requests to amend a student education record shall be in accordance with the regulation accompanying this policy.

#### Disclosure with written consent

Whenever the district is required by law or policy to seek written consent prior to disclosing personally identifiable information from a student’s education record, the notice provided to the parent or eligible student shall contain the following:

- a. The specific records to be disclosed;
- b. The specific reasons for such disclosure;
- c. The specific identity of any person, agency or organization requesting such information and the intended uses of the information;
- d. The method or manner by which the records will be disclosed; and
- e. The right to review or receive a copy of the records to be disclosed.

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

#### Disclosure without written consent

The district may disclose student education records or personally identifiable information contained therein without written consent of the parent or eligible student if the disclosure meets one of the following conditions:

1. The disclosure is to a school official having a legitimate educational interest in the student education record or the personally identifiable information contained therein. In accordance with law, only those school officials who have a legitimate educational interest as described in this policy shall be permitted access to specific student education records.
  - a. For purposes of this policy, a “school official” is a person employed by the district as an administrator, supervisor, teacher or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the district has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, consultant or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student or other volunteer assisting another school official in performing his or her tasks.
  - b. A school official has a “legitimate educational interest” if disclosure to the school official is: (1) necessary for that official to perform appropriate tasks that are specified in his or her position description or by a contract agreement; (2) used within the context of official district business and not for purposes extraneous to the official’s areas of responsibility; (3) relevant to the accomplishment of some task or to a determination about the student; and (4) consistent with the purposes for which the data are maintained.
2. The disclosure is to officials of another school, school system or postsecondary institution that has requested the records and in which the student seeks or intends to enroll, or has enrolled. Any records sent during the student’s application or transfer period may be supplemented, updated or corrected as necessary.
3. The disclosure is to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities.
4. The disclosure is in connection with a student’s application for, or receipt of, financial aid.
5. The disclosure is to state and local officials and concerns the juvenile justice system’s ability to effectively serve, prior to adjudication, the student whose records are disclosed as provided under the Colorado Open Records Act and Colorado Children’s Code. Such records and personally identifiable information shall only be disclosed upon



written certification by the officials that the records and information will not be disclosed to any other party, except as specifically authorized or required by law, without the prior written consent of the parent or eligible student.

6. The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate or administer predictive tests; to administer student aid programs; or to improve instruction.
7. The disclosure is to accrediting organizations for accrediting functions.
8. The disclosure is to the parent of an eligible student and the student is a dependent for IRS tax purposes.
9. The disclosure is in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of the student or others.
10. The disclosure is to comply with a judicial order or lawful subpoena. Unless specified in the order or subpoena, the district shall make a reasonable effort to notify the parent or eligible student prior to complying with the order or subpoena.
11. The disclosure is of "directory information" as defined by this policy.

#### Disclosure of directory information

Directory information may also be disclosed without written consent of the parent or eligible student. "Directory information" means information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information which may be released includes but is not limited to the student's name, email address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status, degrees, honors and awards received, the most recent previous education agency or institution attended by the student, and other similar information. Directory information also includes a student identification number or other unique personal identifier displayed on a student ID badge or used by the student to access or communicate in electronic systems, but only if the identifier cannot be used to gain access to student education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a password known only by the authorized user.

Student telephone numbers and addresses shall not be disclosed pursuant to this section.

The parent or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if such refusal is received in writing in the office of the principal of the school where the student is in attendance no later than September 7 or the following Monday if September 7 is a Saturday or Sunday.

#### Disclosure of disciplinary information to school personnel

In accordance with state law, the superintendent or designee shall communicate disciplinary information concerning any student enrolled in the school to any teacher who has direct contact with the student in the classroom and to any counselor who has direct contact with the student. Any teacher or counselor to whom disciplinary information is reported shall maintain the confidentiality of the information and shall not communicate it to any other person.

State law requires the superintendent or designee to inform the student and the student's parent when disciplinary information is communicated and to provide a copy of the shared disciplinary information. The student and/or the student's parent may challenge the accuracy of such disciplinary information through the process outlined in this policy and accompanying regulation.

#### Disclosure to military recruiting officers

Names, addresses and home telephone numbers, as well as directory information, of secondary school students shall be released to military recruiting officers within 90 days of the request, unless a parent or student submits a written request that such information not be released. Reasonable and customary actual expenses directly incurred by the district in furnishing this information will be paid by the requesting service.

#### Disclosure to Medicaid

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

### Disclosure to the Colorado Commission on Higher Education (CCHE)

On or before December 31 of each school year, the school district shall disclose to the CCHE the names and mailing addresses of those students enrolled in the eighth grade for use in mailing the notice of postsecondary educational opportunities and higher education admission guidelines as required by state law.

### Annual notification of rights

The district shall notify parents and eligible students of their rights pursuant to this policy at the beginning of each academic year. For notice to parents or eligible students who are disabled or whose primary or home language is other than English, the format or method of notice will be modified so it is reasonably likely to inform them of their rights.

A copy of the Family Educational Rights and Privacy Act, and this policy and accompanying regulation and exhibit may be obtained from the office of the superintendent during normal business hours.

### Governing law

The district shall comply with the Family Educational Rights and Privacy Act (FERPA) and its regulations as well as state law governing the confidentiality of student education records. The district shall be entitled to take all actions and exercise all options authorized under the law.

In the event this policy or accompanying regulation does not address a provision in applicable state or federal law, or is inconsistent with or in conflict with applicable state or federal law, the provisions of applicable state or federal law shall control.

## **Student Records/Release of Information on Students -- Regulation**

### **(Review, amendment and hearing procedures)**

In accordance with policy JRA/JRC, this regulation contains the procedures to follow when a parent or eligible student seeks to review or challenge the content of student education records.

### Request to review student education records

1. The parent or eligible student shall submit a written request to the superintendent attended by the student, asking to review the student's education records.
2. Upon receipt of the written request, the superintendent or designee shall set a date and time for inspection and review of the records (usually within three working days after the request has been made).
3. The parent or eligible student shall examine the student's education records in the presence of the superintendent and/or other person(s) designated by the superintendent. The record itself shall not be taken from the school building.
4. During inspection and review of student education records by a parent or eligible student and when requested by them, the superintendent will provide personnel necessary to give explanations and interpretations of the records.
5. Upon request, one copy of the record shall be provided within a reasonable time to the parent or eligible student at a cost of \$0.25 per page.

### Request to amend student education records

1. The parent or eligible student shall submit a written request to the superintendent, clearly identifying the part of the record to be amended and specifying why the record is inaccurate, misleading or otherwise violates the student's privacy rights.
2. The written request to amend the student's education records must be made in writing within 10 school days of the date the records were first examined by the parent or eligible student, unless additional time is granted by the district for good cause shown.
3. If the superintendent or school official denies the request to amend the student education record, the superintendent/school official shall notify the parent or eligible student of the decision and advise him or her of the right to a hearing to appeal the denial.

### Request for a formal hearing

A request for a formal hearing must be made in writing and addressed to the superintendent of schools. The district's response to the request shall be mailed within 10 school days.

The hearing shall be held in accordance with the following:

1. The hearing will be held within 25 school days after receipt of the request. Notice of the date, place and time of the hearing will be forwarded to the parent or eligible student by certified mail.
2. The hearing will be conducted by the superintendent or administrative official as designated in writing by the superintendent. The official conducting the hearing shall not be the official who made the initial decision nor shall it be anyone with a direct interest in the outcome of the hearing.
3. Parents or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of their choice at their own expense, including an attorney.

4. The official designated above shall make a decision in writing within 20 school days following the conclusion of the hearing and shall notify the parent or eligible student of that decision by certified mail.
5. The decision of the official shall be based upon the evidence presented at the hearing and shall include a summary of the evidence and the reason for the decision.
6. The decision shall include a statement informing the parents or eligible student of the right to place in the student education record a statement commenting upon the information in the records and/or setting forth any reason for disagreement. Any explanation placed in the records shall be maintained by the district. If the student education record is disclosed by the district to any other party, the explanation shall also be disclosed to that party.

**Student Records/Release of Information on Students -- Exhibit  
(Notification to Parents and Students of Rights Concerning Student Education Records)**

The Family Educational Rights and Privacy Act (FERPA) and Colorado law afford parents/guardians (parents) and students over 18 years of age (eligible students) certain rights with respect to the student's education records, as follows:

1. The right to inspect and review the student's education records within a reasonable time period after the request for access is made (not to exceed 45 days). See JRA/JRC-R.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights. See JRA/JRC-R.
3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA and state law authorize disclosure without consent. See JRA/JRC.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

5. The right to refuse to permit the designation of any or all of the categories of directory information. See JRA/JRC.
6. The right to request that information not be provided to military recruiting officers. See JRA/JRC and JRA/JRC-E-2.

Errors or omissions may occur in this Handbook. Official district policies are kept on file in the District office at 614 N. Silver Street, Lake City, CO 81235.