

Bayfield High School
Student/Parent
Handbook

2011-2012

(970) 884-9521



HOME OF THE WOLVERINES

BHS SCHOOL SONG

WE ARE THE WOLVERINES OF BHS

WE'RE GOING TO WIN THIS GAME

OR DO OUR BEST

WE ARE THE WOLVERINES FROM

START TO END

FOR PURPLE AND GOLD WE'LL

ALWAYS LOYALLY DEFEND

FOR A W-O-L-V-E-R-I-N-E-S

FOR A S-U-C-C-E-S-S

WE'RE GOING TO WIN ANOTHER

GAME OF BALL

CHEER FOR ALL

BAYFIELD HIGH, RAH RAH

"Board Approved: 6-14-2011

Board of Education

President..... Barbara Wickman 884-7050
Vice President.... Don Mooney 884-9201 Secretary/Treasurer.....Bill Faust 884-4359
Director ...Robin Duffy-Wirth 884-8167 Director.....Mike Derrickson 884-4453

District Administration and Staff

Superintendent..... Troy Zabel	Director of Maintenance.....Tim Walter
Director of Human Resources ... Linda Kole	Asst. Maintenance Dir.....Rob Morterud
Director of Finance..... Amy Lyons	Grounds Maintenance.....Steve Lerch
Administrative Assistant..... Barb Elliott	Director of Technology..... Bill Bishop
TransportationLarry Black	Technology Assistant Aaron Renner
Director of Curr/Staff Dev..... Karen Rodberg	District Nurse Maggie Morelli
Bookkeeper.....Janet Dickinson	District G/T Coordinator..... Joanna Duran
	Nutrition Director..... Julie Whitmore

Bayfield High School Faculty and Staff

Principal.....Michael Gearheart	Athletic Dir./Dean of Students...Dave Preszler
Counselor.....Shelley Aveis	Maintenance.....John Brittain
Office Manager.....Pam Catron	Maintenance.....Ben Loper
Attendance.....Tara Howard	Maintenance.....Rick Blair
Librarian.....Jennifer Leithauser	Maintenance.....Brian Capalbo
Registrar.....Carrie Morris	Lead District Maintenance.....Steve Stark
Nurse.....Patty Schuler-Mahaney	Cafeteria Personnel.....Tricia George
Gifted/Talented.....Kristen Hays	Cafeteria Personnel.....Toni Bagley

English

Tara Henderson.....English, Speech
Chantey Webbe.....English, Speech
Roxanne Henderson.....English
Kelly Miller.....English

Mathematics

Jeff Misener.....Math
Jenni Guy.....Math
Dianne Milner.....Math

Science

Marshall Hahn.....Science
Amanda Martin.....Science
Jan Patton.....Science

Social Studies

Jeff Lehnus.....Social Studies
Matthew Rapoport.....Social Studies
Derrick Martin.....Social Studies

Music

Derek Smith.....Instr/Vocal Music

Foreign Language

Jerry Brush.....Spanish
Mandi Quintana.....Spanish

Industrial Arts

Curtis Gillespie.....Drafting, Woods

Art

Kathy Neal.....Art

Consumer Sciences

Vicki Burns.....F & C Studies
Ginger Conner.....F & C Studies

Resource

Linda BayerResource Teacher
Cindy Young.....Resource Aide
Jeanette Cummings.....Resource Aide
Carrie Morris.....Resource Aide

Physical Education

Herb Stinson.....Weights
Tom HortonPE/Health
Jennifer Zelinski.....PE/Health

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GENERAL INFORMATION

MISSION STATEMENT

Bayfield High School is dedicated to providing a safe and balanced atmosphere where students can develop the necessary skills to achieve and experience success as responsible life-long learners and productive citizens of a global society.

BUILDING HOURS

The building is open to students in the morning at 7:30 A.M. and is closed at 4:00 P.M. Monday through Thursday and 7:30 A.M. through 3:30 P.M. on Friday. Certified staff must supervise any student or group of students remaining in the building (including the gym and weight room) before 7:30 A.M. or after 3:30 P.M.

PARENT INVOLVEMENT AT BHS

The administration and staff of BHS welcome parent involvement and encourage parents to consider some of the following: School Accountability Committee, PTSA, District Advisory Accountability Committee, chaperoning activities, volunteering to tutor or help students.

VARSITY SPORTS AT BHS

Bayfield High School has varsity teams in the following sports: football, girls and boys soccer, cross country, volleyball, girls and boys basketball, wrestling, baseball, track and field, cheerleading, dance, and colorguard.

CLUBS AND ORGANIZATIONS

There are many clubs and organizations available to students at Bayfield High School. They are as follows: National Honor Society, National Art Honor Society, Student Council, Future Business Leaders of America (FBLA), Knowledge Bowl, Skills U.S.A., Thespians, Family Career and Community Leaders of America (FCCLA), Leadership BHS, Marching Band, Concert Choir, and Drum-Line.

EMERGENCY DRILLS

Bayfield High School will conduct fire drills and other emergency drills when appropriate and as needed. These drills are intended to familiarize students, teachers, and staff with evacuation procedures and routes ensuring greater safety should a real emergency occur. Student cooperation and participation in these drills is expected.

FUND RAISING / ACTIVITY

Request forms are available in the front office and must be filled out and submitted to Student Council and to the administration for approval in advance of any fund raising activity. Fund raising activities without prior approval will be discontinued immediately, and all funds will be returned to community (buyers). Fund raising requests that are not approved by the student council may be appealed to the building principal. The building principal will make the final decision. No further appeals will be heard.

LOCKERS

The office assigns lockers when students enroll. Before their records are cleared, students will clean out and vacate lockers. **The school does not accept responsibility for the theft of articles from lockers or from backpacks left in the hallway floors.** Locker checks may be performed at the discretion of the administration. **Please do not leave money or other valuables in lockers. Students must use only the locker assigned to them.** Only school issued locks will be allowed on any school locker.

LOST AND FOUND

Students and staff who find lost articles are asked to take them to the office where the owner can claim them. Please check with the school secretary when items are missing. Items in lost and found are not to be taken unless you are the owner.

JUICE / SNACK MACHINES

State guidelines restrict the time of day that snacks, and juice can be made available. No food, snacks, or drinks will be allowed in the academic portion of the building. Juice and snacks are available to students only when the school cafeteria is not serving.

FOOD AND DRINK POLICY

Only water in a clear plastic container with a lid will be allowed in classrooms. Teachers may allow food and drinks in classrooms only for a curriculum-related activity. School-sponsored clubs and organizations may have food and drinks in a classroom during lunch if supervised by a staff member. Students will eat in the cafeteria or outside patio only.

UPSTAIRS COMMONS AREA

The upstairs commons area will be open for the convenience of students to study or quietly socialize. No food or drink is allowed in this area. Students who act inappropriately in the commons will be prohibited from that area for varying lengths of time.

PUBLICATIONS / POSTERS

Individual students desiring to distribute or post publications must have prior approval of the principal. School sponsored organizations may post or distribute materials with the approval of the principal and/or student council sponsor. Posters and signs should be posted only in designated areas and removed when no longer applicable.

LIBRARY

The library is a place for reference work, gathering materials to prepare assignments, or satisfying appropriate reading interests beyond textbooks. The library is usually open during the lunch break, but food or drinks are not allowed in the library at any time. Violations of library rules and regulations may result in a student's loss of library privileges. Library is open each day at 7:40 A.M. until 3:45 P.M.

LAB FEES/COURSES

Lab fees may be assessed for use of consumable supplies in elective courses. Teachers of those classes will notify students of the cost prior to enrollment. The following is a list of courses and the fees that may be charged. Other courses may also charge fees. No student shall be denied the opportunity to take a class based on a financial hardship. Families needing financial assistance may contact the Bayfield High School Office (970) 884-9521 Ext: 300.

<u>COURSE</u>	<u>FEE</u>	<u>COURSE</u>	<u>FEE</u>
Catering	\$35.00	Photography	\$50.00
Creative Arts	\$35.00	Ceramics	\$25.00
Woods (cost of project)		Advanced Ceramics	\$25.00
Fashion Design	\$25.00	Art Independent Study	\$50.00
Take Charge	\$25.00	Intro Art	\$25.00
Teacher Cadet	\$25.00	Studio Art	\$25.00
Show Choir (Uniform Fee)		Spanish (headphones)	\$15.00
Online Course Fee	\$20.00	Acrylic, Oil and	
Food Science	\$50.00	Watercolor Painting	\$50.00
Children's Issues	\$25.00	Weights	\$5.00
Housing Interior Design	\$25.00		

TEXTBOOKS

All class textbooks are loaned to students for their use during the school year. Textbooks should be covered and handled carefully. Please be sure your name, grade, and school are written on the book label should the book be misplaced. Students will be required to pay for lost or damaged books.

SCHOOL CLOSING

In the event of inclement weather or mechanical breakdowns, school may be closed or starting time delayed. School closing, delayed starting, or early dismissal will be announced over the radio stations **KDGO, KPTE, KISZ, KIUP, KIQX, KRSJ, KDAG, KFRG, and KAZX** or television stations **KREZ and KOBF**. If no report is heard, it can be assumed that school will be in session. Please do not phone the school since lines should be kept open for emergencies. Please view our school district website: www.bayfield.k12.co.us as it will be updated by 6:00 a.m. in the event of inclement weather.

CLOSED CAMPUS

Bayfield High School has a closed-campus policy. All freshmen, sophomore, and junior students are required to remain on campus during the lunch period and during school hours. **Seniors have off-campus privileges during lunch only.** Students who violate this policy are subject to disciplinary action. Seniors who transport underclassmen from the campus during lunch may lose their off-campus lunch privileges for the remainder of the school year. Seniors who engage in inappropriate conduct while away from the campus during lunch may lose their off-campus lunch privileges and/or be subject to disciplinary action. *Seniors who acquire three (3) unexcused tardies to class after lunch will lose their off-campus privileges for the remainder of the current semester.* Underclassmen may only be checked out of school during lunch by a parent and in person.

Note: When students arrive on campus before school, they are not to sit in cars or “hang out” in the parking area. The parking area is off-limits during school hours.

STUDENT WITHDRAWALS

Students withdrawing from Bayfield High School must obtain a withdrawal form from the school attendance secretary. The student is to complete the form, return all school property, and return the form to the secretary. Students must be accompanied by their parent or have written verification of permission to withdraw.

District Policy JICJ

USE OF CELL PHONES, PAGERS AND PORTABLE ELECTRONIC DEVICES

The Board of Education recognizes that cell phones, pagers, and all portable electronic devices can play a vital communication role during emergency situations. However, the ordinary use of cell phones, pagers, and all portable electronic devices in school situations can be disruptive to the educational environment and is not acceptable.

Cell phones, pagers, and all portable electronic devices are **forbidden** in the classroom. Possession and use of these devices in all other locations shall be at the discretion of the individual building administrator and/or school personnel.

Violation of this policy will result in disciplinary measures and **confiscation** of the cell phone, pager, or portable electronic device. First offense may be resolved by a telephone conference between parent/guardian and school personnel. The second offense and

subsequent offenses requires a personal conference between parent/guardian, student, and school personnel.

MESSAGES FOR STUDENTS

Messages for students will be taken through the main office and posted on a bulletin board just outside the office. If the message concerns an emergency, the message will be given to the student as soon as possible.

Please communicate with your student before they arrive at school, messages are only delivered if it is an emergency need. Classes will not be interrupted to deliver a phone message to a student.

CAFETORIUM

The cafetorium will provide students with the option of the regular hot lunch, salad, or a la carte lunch. Students may not charge lunches. Parents are encouraged to pick up free and reduced application forms in the high school office for students who wish to apply for free or reduced price meals. Breakfast items are available for sale during the nutrition break in the morning. Hot Lunch or Salad Bar (does include milk) for \$2.50. Adults \$3.00. The cost of extra milk is \$.40 cents.

HALL PASSES

When a student is out of the classroom, the student must have a written hall pass. If a student is given permission to leave the classroom, the student's teacher will give him/her a written hall pass. The pass will indicate the student's destination and the time the student left the classroom. The pass will have the teacher's signature on it, and passes may be checked by other school personnel.

VEHICLES/ STUDENT

District Policy JIHB

Students with a valid driver's license may drive to BHS and park in the lot designated for students. If you drive to school, you must obtain a parking mirror hanger from the office and hang it from your rear view mirror. The privilege of bringing a student-operated motor vehicle on school premises is conditional on consent by the student driver to allow a search of the vehicle when there is reasonable suspicion the search will yield evidence of contraband.

Refusal by a student, parent / guardian, or vehicle owner to allow search access to a motor vehicle on school premises when requested shall be cause for termination without further hearing of the privilege of bringing a vehicle on to school premises.

Routine patrolling of student parking lots and inspection of the vehicle from the outside of student automobiles shall be permitted at all times. Parking fines are \$5.00 per occurrence.

VEHICLE GUIDELINES

The school provides parking for student vehicles in the designated parking area in front of the school. Students are to adhere to the following guidelines:

1. All school rules and local and state traffic laws must be followed when operating any vehicle on school grounds.
2. Please observe the **5mph** speed limits on and around the school building.
3. Parking lots are off-limits during school hours except for seniors who are authorized to leave campus during lunch or during the school day after finishing classes.
4. Please don't park in handicapped parking spaces or in visitor parking areas.
5. Please properly park only in the student assigned parking lot.
6. During the lunch break, seniors must exit the school parking lot via Sossaman Drive.
7. Vehicles must yield to all pedestrians and other vehicles that have the right of way.

8. Students are required to purchase a **\$5.00 Parking Permit / Sticker** for each car driven to BHS. Information on each vehicle is recorded and maintained in the office.
9. Senior students are required to show senior pass when leaving campus for lunch.
10. Students cannot transport other students off campus without parent permission from both students' parents.

Violations of these guidelines will result in a parking ticket (\$5.00), loss of on-campus driving privileges for the remainder of the school year, and/or disciplinary action deemed appropriate by the building administration.

District Policy JIHB

RELEASE FOR WORK

1. Those students who have freshman, sophomore, or junior standing will not be dismissed early to work a regular job.
2. Seniors may be dismissed for work provided they are enrolled in two or more classes that are required for graduation. Seniors being dismissed for work must have written permission from their parent/guardian. Permission may be denied by the administration at any time. Students must also have had three classes in the fall.

EMANCIPATED STUDENTS OR STUDENTS NOT LIVING WITH A GUARDIAN

Students who have become *legally emancipated* or who have left the residence of their parent or guardian must report their situation to the principal or counselor immediately upon enrollment or change of status. These students will meet with both the principal and counselor to determine legal guardianship and to receive authorization for an alternative living arrangement. Outside agencies may be notified.

HEALTH & EMERGENCY ILLNESS

Please do not send an ill child to school. If your child becomes ill while at school, you or your emergency contact person will be contacted immediately to pick him/her up. The health office is staffed by a Registered Nurse who works halftime at the high school and halftime at the middle school. Please notify the nurse, at extension 345, of any chronic illness that your child has or any concerns that you have regarding your child's health. Please keep the nurse updated on medications that your child takes and immunizations that your child receives. Personnel are present in all schools that are certified in CPR and First Aid. Only qualified personnel shall give emergency care. Medical help will be summoned in case of emergency.

MEDICATIONS

By law, prescription medications cannot be given at school without a written prescription from the physician and a signed consent by the parent or guardian. The medication must be in the original container. Prescription medication must be brought to school in a container appropriately labeled by the pharmacy or physician stating student's name, the name of the medication, dosage, and frequency. Over the counter medicine, by district policy needs a written prescription from a doctor, and a signed consent by parent or guardian, and the medication in the original bottle. Parents may come to school to administer medication to their child. All medications brought to school must be brought to the office by a parent or guardian, not by the student. Medications not picked up the last day of school will be destroyed.

IMMUNIZATIONS

According to Colorado State Law, all students must have a copy of a completed immunization record on file with the school. Each student will have two weeks to bring his/her immunizations up to date if the original record is not complete, or the student will be suspended until the completed record is on file. If the parent has a medical, religious, or personal exemption, a signed statement to that effect must be on file with the school. See required vaccines on page 44.

SCREENINGS

Tenth grade students are screened for vision and hearing, if you do not want your child to participate in these screenings, please contact your school nurse.

STUDENT INSURANCE

The District will make available to students an application for a student insurance policy that parents may choose to enroll their child. This is a voluntary low-rate insurance program offered to all school children that is NOT a district program. Additionally, as a Public Entity, the District's liability is substantially limited by the Colorado Governmental Immunity Act, Section 24-10-101 of the Colorado Revised Statutes. Therefore, most student injuries or accidents would be covered under personal insurance policies or the District offered student insurance and NOT by the District's own insurance coverage.

CHILD ABUSE REPORTING

By law, schools are required to report any suspected child abuse. Social services and law enforcement have the authority to conduct investigations in the schools and with students. The methods in which such investigations are conducted are within the exclusive authority of law enforcement and social services. Notification to parents in such cases will come from law enforcement agencies and / or social services. The law states that when a school reports a case to Social Services, a follow-up written report must be made as soon as is practical. The reporting party has the responsibility of sending the report.

SCHOOL SPONSORED ACTIVITIES / ATHLETIC EVENTS

Respectful and appropriate student behavior is expected at all school events. Inappropriate and unsportsmanlike conduct would include but is not limited to the following: Throwing materials of any kind on the playing floor/field either before, after, or during the game; booing the officials' calls; yelling to distract the opposing players; occupying the spaces that are normally occupied by opposing cheerleaders or spectators; or engaging in yells or remarks intended to ridicule or incite others. If you violate any or part of the above, you will be required to leave the event immediately without warning; and you will be prohibited from attending future events at the discretion of the administration. School dress code is in effect at all events. You may also be suspended from school for a period of days to be determined by the administration and / or the athletic director.

DANCES

All dances must be approved (purpose, time, and organization) in advance by both Student Council and the principal. Sponsors are responsible for providing chaperones, which are limited to parents of our students and teachers. **School dress code is in effect at all dances.**

Each dance must be organized by a school-sponsored group. All dances will be over by 11:30 p.m. with the exception of prom.

Guests of a current Bayfield High School student may be admitted only if a guest permit has been completed 24 hours prior to the dance and signed by a student council advisor. No junior high / mid-school students will be allowed at a high school dance.

Students attending school dances must complete sign-in and sign-out slips, which indicate the time of arrival and time of departure. Once a student leaves a school dance, he/she cannot return and must leave the campus immediately.

District Policy **JJI**

STUDENT ATHLETICS / CUT POLICY

In order to safely and effectively provide athletic programs at Bayfield High School, it has been determined that some sports may need to utilize a cut policy. Students wishing

to participate in a given sport for which a cut policy is deemed necessary will be given an opportunity to display their level of ability in that sport prior to making any cuts.

The coaching staff will evaluate not only the skill level of each student athlete but also the potential for development, attitude, reliability, work ethic, academic achievement, coachability, and any other pertinent qualifications before making any cuts.

The coaching staff for each sport will develop a criteria specific to that sport. It must be approved by the principal and the athletic director. Such criteria will be applied equally and fairly to each athlete.

After the head coach determines which, if any, student athletes will be cut from a team, the head coach will personally meet with any student athletes who are cut from the team and provide an analysis of that student athlete's performance based on the criteria as well as give suggestions as to how the student athlete may improve his or her skills and strengths.

If the student and/or parents would like to discuss the matter further, an appointment may be made with the athletic director and head coach.

Any Bayfield High School student cut from a sport during a season may try out for another sport during the same season.

INTERSCHOLASTIC ACTIVITIES AND ELIGIBILITY POLICY (ARTICLE 17 OF CHSAA)

Participation in interscholastic activities as a part of a school's education program is a privilege and not a right. Students wishing to participate are requested to meet standards of personal behavior and academic performance, which are rationally related to school purposes. In this regard, the Colorado High School Activities Association and its member schools may exercise the fullest discretion permitted under law.

In addition to all CHSAA guidelines and policies, the student will be required to meet the following school criteria: Students must have a cumulative C average for the semester and cannot fail a class. A student failing a class or not maintaining a C average can regain eligibility at the date set forth by CHSAA guidelines.

Weekly eligibility will be turned in on Thursday of each week. Grades are computed from the beginning of the semester. A grade of D or F will be turned in to the eligibility facilitator. The facilitator will compile a weekly eligibility list and will be responsible for administration and implementation of this policy. The facilitator will also check the grades of those students appearing on the list to make sure a C average is maintained.

Receiving the following grades or combinations of grades for two consecutive weeks will make the student ineligible: A single F, three D's, and less than C average. Receiving two (2) F's in one week will make a student immediately ineligible.

The reporting period will be one week; therefore, the ineligibility period will be for one week. The student can only regain eligibility at the conclusion of the ineligibility period. For these purposes, the period will run from Tuesday through the following Monday.

Eligibility requirements apply to everyone representing the school in interscholastic competition (cheerleaders, dance, knowledge bowl, FCCLA, FBLA, drama, chorus, band, etc.).

Other groups and organizations will have eligibility as determined by applicable constitution.

A pupil must be in attendance all day prior to an event in order to participate or have approval of the principal for the absence.

ACADEMIC ACHIEVEMENT

CLASS MEMBERSHIP

A student must have accumulated the following units of credit to be considered a class member:

Freshman:	0 – 7	units of credit
Sophomore:	8 – 15	units of credit
Junior	16 – 23	units of credit
Senior	> 24	units of credit

GRADING SYSTEM

A variety of evaluation tools will be used to evaluate student progress, including test scores, homework, reports, daily class participation, and all other appropriate means to make a fair composite of student mastery.

Grades for individual classes will be computed on the following basis:

A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	0 – 59

A.P. Courses will receive a weighted point average as follows:

A	90 – 100	5 points
B	80 – 89	4 points
C	70 – 79	3 points
D	60 – 69	2 points

ACADEMIC LETTER CRITERIA

9 th	– 3.7 + GPA at semester
10 th	– 3.65 + GPA at semester
11 th	– 3.6 + GPA at semester
12 th	– 3.55 + GPA at semester

**TWO CONSECUTIVE SEMSTERS AT BHS (NOT FROM A TRANSFERRING SCHOOL)
FOR A LETTER
STARS FOR EACH ADDITIONAL SEMESTER**

HONOR ROLL

To qualify for the honor roll, a student must have a grade point of 3.25 or higher. All courses that are assigned a letter grade will be counted in computing the honor roll. A minimum of three classes must be included in computation. Skinnies will be computed at semester in the Honor Roll.

NATIONAL HONOR SOCIETY

Each year a five-member faculty council meets to select students to become members of the Pine River Valley chapter of the National Honor Society (NHS). To be eligible for membership, the candidate must be a member of the junior or senior class and have a cumulative scholastic average of 3.7 or higher. In addition to these requirements, participation or leadership in school and other activities is required. All eligible students are notified and given the opportunity to complete an activity sheet, which is used by the faculty council during the review process. Each staff member receives a list of eligible students and may comment regarding any student's selection to the society. The five-member council reviews these sheets. Each student is considered, and voting is anonymous. A student must receive a majority of positive votes to become a member of NHS. The decision of the faculty council is final and without appeal. Any student who plans to be eligible for membership should begin to include as many school and community service projects as possible in his / her schedule of activities. Stricter rules apply for you to participate in this leadership role. The NHS sponsor will apprise you of these rules and will require you to sign an agreement.

NATIONAL ART HONOR SOCIETY

Yearly, exceptional artists who maintain a 3.0 or higher GPA in all subjects are selected to become members of the National Art Honor Society. All eligible students must be in their second course of the art curriculum at the high school level. This nationally endorsed organization focuses on improving art appreciation in the local community as well as personal artistic improvement. Community service activities are required for all participants. The N.A.H.S. sponsor will apprise students of the rules and will require them to sign an agreement.

District Policy IKF

GRADUATION REQUIREMENTS

In pursuit of its mission to ensure that all students reach their learning potential, the Board of Education has established the following graduation requirements.

State and district content standards

All students must meet or exceed state and district content standards prior to becoming eligible to graduate.

Graduation from high school is a culminating event that results from the foundations built at the elementary and middle levels. Graduation is a collaborative effort among levels in a student's public school career. Each level of school and each staff member or parent/guardian who instructs or counsels a student shares responsibility for the ultimate ability of that student to demonstrate proficiency in the content standards and to meet the expectations for graduation.

UNITS OF CREDIT NEEDED:

A total of 28 credits are required for graduation. A unit of credit is defined as the amount of credit given for the successful completion of 120 clock hours of instruction. Successful completion means that the student obtained a passing grade for the course.

The following criteria shall entitle a student to a high school diploma:

- Achievement in content standards as demonstrated by mastery for the curriculum which may include, but is not limited to, daily classroom assignments, the Colorado Student

- Assessment Program, the district assessment program, classroom assessments, and student participation in, and completion of, assigned projects.
- Completion of 28 credits in the prescribed categories listed below.
 - Completion of the requirements and goals as listed on a student's Individual Education Plan (IEP) which may include modified content standards.

REQUIRED CREDITS/COURSES

Credits for students who have transferred from other high schools will be accepted toward graduation. A unit of credit is defined as a credit for at least 120 hours of instruction. Graduation requirements for classes include, but are not limited, to the following:

English	4 credits
English I	
English II	
English III	
Senior English: English IV, College Prep English, or AP English	
Social Studies	4 credits
Geography	
World History	
U. S. History	
American Government	
Science	3 credits
Math	3 credits
(Plus 1 additional credit of your choice in math or science)	
Health	1 credit
Computer 1	1 credit*
Physical Education	2 credits
Upon completion of the first physical education credit, students can earn the second credit in lieu of a class as follows:	
1 P.E. credit for participation in a varsity sport: football, cross country, volleyball, boys and girls soccer, basketball, wrestling, track, marching band, dance and cheerleading.	
½ P.E. credit for participation in a junior varsity sport. A student may earn a full P.E. credit if the student participates in two junior varsity sports in a given year or one junior varsity sport for two years.	
Only one P.E. credit can be earned in this manner.	
Speech	1 credit
Fine Arts	1 credit
Electives	7 credits
Total	28 credits**

- * New graduation requirements beginning with the class of 2011:
Computer 1 will not be a required course at the high school level. Class will be provided for students not deemed computer proficient.

** 28 credits will still be required to graduate. As many as 32 credits can be earned.

STUDENT PROGRESS REPORTS

Report cards will be distributed at the end of each semester. Teachers will contact parents by phone or in writing as needed. Parents are encouraged to contact teachers on a regular basis to monitor their student's progress. **Grades can be monitored daily using our website:** <http://powerschool.bayfield.k12.co.us>.

CREDIT THROUGH CORRESPONDENCE COURSES ALTERNATIVE EDUCATION OR SUMMER SCHOOL

Credit may be earned through satisfactory completion of courses offered by accredited North Central Association schools. A list of approved courses and schools is available in the counselor's office. The student taking a correspondence course must complete the following requirements.

The course must have prior approval of the counselor and principal. The course must satisfy the graduation requirements of Bayfield High School. The course may be taken with approval of the counselor.

1. Course(s) must be completed within the semester taken unless other arrangements are made with the principal.
2. Course cost and completion of assignments in a timely manner are the student's responsibility.
3. High school staff must supervise all tests.
4. Seniors must have course work completed and final grades on file in the counselor's office by the same deadline as other seniors if the course is to be counted towards graduation.

HONORS DIPLOMA

In addition to the standard diploma requirements, the following classes are mandatory:

- College Prep English or Advanced Placement English
- Four credits of math from Algebra 1, Algebra II, Geometry, Trigonometry, Pre-calculus and AP Calculus
- Four credits in science from Physical Science, Biology I, Biology II, Chemistry, Physics, Ecology, Earth/Space, and College Biology
- Foreign Language, with 2 credits from the same language

- Other credits: 2 credits from band, chorus, art, vocational applications, or Business Education
- A minimum of 20 hours of community service in each of the junior and Senior years

(Minimum cumulative GPA of 3.0)

Total units of credit should equal 32.

CREDIT FROM OTHER INSTITUTIONS AND HOME-BASED PROGRAMS

Credits for students who have transferred from other high schools will be accepted toward graduation. All students entering from outside the district must meet the district graduation requirements. The principal shall determine whether credit toward graduation requirements shall be granted for courses taken outside the district. Students who are currently enrolled in the district and wish to obtain credit from outside institutions or through “on-line” programs must have prior approval from the principal.

The district shall accept transcripts from a home-based educational program. In order to determine whether the courses and grades earned are consistent with district requirements and district academic standards, the district shall require submission of the student’s work or other proof of academic performance for each course for which credit toward graduation is sought. In addition, the district may administer testing to the student to verify the accuracy of the student’s transcripts. The district may reject any transcripts that cannot be verified through such testing.

CLASS RANKINGS AND GRADE POINT AVERAGES

Graduating seniors shall be ranked within the graduation class for each high school upon the basis of grade-point averages for the four-year program.

Grades for regular classes will be given the following values: A=4, B=3, C=2, D=1

Grades for advanced placement classes will be given the following values:
A=5, B=4, C=3, D=2

Class Rankings and Grade Point Averages

The students with the highest class rank (grade point average) will be valedictorian. When more than one student holds the numerical one rank, all students holding the rank will be declared co-valedictorians. A student must have attended Bayfield High School for the last four consecutive semesters in order to be eligible for these honors.

When transcripts of transfer students who have grades such as pass or satisfactory are received, such grades shall not be counted in determining class rank or grade point average. Students entering from home-based education programs must submit student work or other proof of academic performance for each course for which credit toward class ranking or grade point average is sought.

Independent Study

Independent Study, work experience, and experienced-based programs approved in advance by the principal may be taken for high school credit. Students must submit a request for approval that includes a summary of the educational objectives to be achieved and monitored by a faculty member.

Student Course Load

The course load for high school freshmen, sophomores, and juniors shall be a minimum of 8 credits per school year. High school seniors who wish to take fewer credits their senior year may do so provided they take courses that satisfy graduation requirements. All athletes need to take classes that are required by CHSSA for athletic participation and satisfy graduation requirements.

Years of Attendance

The Board of Education believes that most students benefit from four years of high school experience and are encouraged not to graduate early. However, in some cases, students need the challenge provided by postsecondary education or other opportunities at an earlier age. Therefore, the principal may grant permission to students wishing to graduate early, provided the student has met all district graduation requirements.

District Policy IKFA

EARLY GRADUATION

Seniors may graduate at the end of seven semesters by petitioning the administration and Board of Education if a minimum of 28 units of credit are earned and all graduation requirements are met.

Graduates must meet the following conditions by the end of seven semesters:

1. The principal must be notified prior to October 1 of the student's intent to graduate early.
2. A conference with the student, parent, and principal must be held prior to November 1.
3. All graduation requirements must be satisfactorily completed by the end of the first semester of the senior year.

PARENT/TEACHER CONFERENCES

Conferences are scheduled during the fall and spring semesters with dates printed on the school year calendar, school website, school newsletters, and a special parent teacher conference newsletter which will be distributed at least two weeks prior to parent teacher conference dates.

Please call the school office to schedule conferences. A schedule will be posted on each door for walk-ins to sign-up. A free activity pass will be issued to any student whose parent /guardian attends a fall parent teacher conference.

ADVANCED COLLEGE PLACEMENT

The Board believes that students who are capable of and wish to pursue college-level work while in high school should be permitted to do so. There are two options available to high school students meeting specified criteria for post-secondary study:

1. FAST TRACK PROGRAM

Any student who has completed the requirements for graduation may take one or more higher education courses during his/her senior year. The student shall remain eligible for sanctioned high school activities if he/she meets the academic and residency qualifications. Tuition for higher education courses shall be paid by the district in accordance with the formula in law. The district shall not be responsible for the costs of transportation, room and board, fees, books, or equipment.

2. COLLEGE CREDIT FOR JUNIORS AND SENIORS

Bayfield High School offers college dual credit courses for junior and senior students. The courses offered satisfy some of the basic college freshmen academic core requirements at 4-year colleges and universities. Students may elect to take courses that are offered at Bayfield High School for college credit in addition to high school credit. College credit is offered through the University of Colorado at Denver and Colorado State University – Pueblo (CSU-Pueblo). Students are responsible for paying the tuition to the colleges. The University of Denver tuition cost is \$50.00 per credit. CSU-Pueblo tuition cost is \$45.00 per credit. College credit is transferable to all Colorado colleges and universities as well as many out-of-state institutions.

COLLEGE AND VOCATIONAL PLACEMENT

The guidance department will offer college and career assessments, as well as assist students with their college and vocational plans and financial assistance. All freshmen will have a four-year plan as developed by the career coach by the end of eighth grade.

INDIVIDUAL AND GROUP COUNSELING

Appointments may be necessary. Students wishing to see the counselor during class times need permission from the classroom teacher and/or counselor. Link Crew Leaders are available to meet with students for individual counseling and tutoring. They are trained by the counselor in active listening skills and peer tutoring. All Link Crew activities are coordinated and supervised through the counselor.

SCHEDULE CHANGES

The guidance office will conduct schedule changes. Schedule changes for a course listed on a student's four year plan will be permitted without a schedule change fee. Schedule change for courses not listed on a student's four year plan will be allowed with a \$10.00 schedule fee. Deadline for changes is 5 days after the first day of classes.

TESTING SERVICES

The guidance office will provide information and application forms for the ACT and SAT College entrance examinations. The guidance office also administers and interprets other standardized tests throughout the school year. ACT preparation classes may be offered by the guidance office prior to each ACT test date, with a minimum number of enrollments.

TUTORIAL CLASSES

Students failing core classes and/or scoring below proficient on standardized testing may be placed in a tutorial elective class for academic support.

ABSENCES

Parents are asked to phone or fax the school prior to 8:00 a.m. on the morning of their student's absence. Please see make-up work policy on page 16. FAX # 884-4226.

If your student is going to be absent, please call first thing in the morning and leave a message 884-5525.

Daily attendance of all who are enrolled in Bayfield High School is required in accordance with Colorado law, School Board Policy, and building attendance procedures. An appeal to the principal and the attendance committee or designee is available. In an attendance appeal, the student and/or parents should be prepared to clearly articulate why his/her excessive absences were beyond his/her control. The principal and the attendance committee or designee shall be the final stage of appeal in this matter.

File: JH

Student Absences and Excuses

One criterion of a student's success in school is regular and punctual attendance. 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. Absences may lead to poor academic work, lack of social development and possible academic failure.

In accordance with state law, it is the obligation of every parent/guardian to ensure that every child under such parent's care and supervision receives adequate education and training. Therefore, every parent of a child who has attained the age of six years on or before August 1 of the year in question and is under the age of seventeen years shall ensure that such child attend public 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 of Education believes that a student must satisfy two basic requirements in order to earn full credit: (1) satisfy all academic requirements, and (2) exhibit good attendance habits as stated in this policy.

Excused absences

The following shall be considered "excused" absences for purposes of this policy and "exceptions" to the statutory requirement for purposes of enforcing compulsory attendance law:

1. Student who is temporarily ill or injured;
2. Student who is absent for an extended period due to physical, mental or emotional disability;
3. Student who is in the custody of a court or law enforcement authorities;
4. Student who is pursuing a work-study program under the supervision of a public school;
5. Student who is absent due to a bona fide religious observance;
6. Student who is absent due to a family emergency or hardship;
7. Student who is absent due to attendance at any school-sponsored activity or activities of an educational nature with advance approval by the administration;
8. Student who is a junior or senior and is absent for college visits (this absence requires prior approval of an administrator and is limited to two (2) days per year);
9. Student whose absence is approved by the administrator of the school of attendance;
and
10. Student whose absence is permitted pursuant to C.R.S. 22-33-104(2).

The district may require suitable proof regarding the above exceptions, including written statements from medical personnel.

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

Unexcused absences

An "unexcused" absence for the purpose of assuring an education pursuant to the School Attendance Law of 1963 (C.R.S. 22-33-101 *et seq.*) shall mean an absence not covered by one of the previously noted "exceptions." Suspension and expulsions are "unexcused" absences but not counted in making a declaration of "habitually truant." Excessive unexcused absences may lead to truancy. "Habitually truant" means a child who has attained the age of six years on or before August 1 of the year in question and is under the age of seventeen years having four unexcused absences from public school in any one month or ten unexcused absence from public school during any school year. The district may initiate judicial proceedings against any student who has incurred four unexcused absences from public school in any one month or ten unexcused absences from public school during any calendar or school year. (See policy JHB.)

Excessive absences

For purposes of this policy, an "absence" is the accumulation of any and all classes or periods for which a student is not present on any school day.

Excessive unexcused absences, more than eight days per school year or four or more days per semester for high school, shall be addressed by school personnel. Appropriate intervening action shall be taken, including loss of credit.

Because school attendance is a component of education, school administrators and teachers may impose academic penalties, as well as disciplinary consequences, for

excessive unexcused absences. Students and parents/guardians are responsible for reading the student handbook, which contains the attendance policy, and knowing that unexcused absences may have academic, disciplinary, and/or legal consequences.

Students and parents may petition the Board for exceptions to this policy or any accompanying regulations, provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the Board as conditions for any such exception.

Make-up work

Makeup work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class.

All make-up assignments shall be completed within the number of school days missed plus one for a maximum of six school days. The student shall be eligible to receive up to one hundred percent credit for all make-up work for all excused absences.

Students with unexcused absences shall be eligible to receive up to eighty-five percent credit for class work missed; however, they shall be held responsible for knowledge and subsequently completion of class work covered during the time of their absence.

TARDIES

A student is tardy when he/she comes to class after the bell has started ringing, teachers will record tardies on their attendance records except first period, when a student is late to school he/she must have a pass from the office to be admitted to class. The only exception will be for inclement weather and it will be announced from the office. The attendance officer may assign lunch detentions or after school detentions with that teacher for tardies. If tardies continue after disciplinary actions by the teacher have been imposed, the student may be referred to the principal for further disciplinary action. The only tardy exception will be from a doctor's note.

Three (3) tardies in any given class will equal one (1) unexcused absence. These tardies will have an impact on perfect attendance.

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 students to uninterrupted learning, penalties shall be imposed for excessive tardiness. Appropriate intervening actions shall be taken with three or more unexcused tardies.

Extenuating circumstances

Extenuating circumstances will be handled on a case-by-case basis by the building principal and teacher(s).

Attendance officer

The Board hereby designates the superintendent or designee, and the school principal or designee to act as attendance officers, who shall enforce the compulsory attendance law, counsel with students and parents, investigate the causes of nonattendance, and report their findings to the Board.

UNAUTHORIZED SELLING OF ITEMS AT SCHOOL OR SCHOOL ACTIVITIES

The sale of any item(s) at school, on school grounds, or at any school-sponsored activity is strictly prohibited. Permission to sell any item must follow the Fund Raising Policy. Fund raising forms are approved by student council and the principal.

District Policy JIC

STUDENT CONDUCT

It is the intention of the Board of Education that the district's schools help students develop individual knowledge, skills, and competence and that students form behavior patterns which will enable them to be responsible, contributing members of society.

In accordance with state law, the Board shall adopt a written student conduct and discipline code based upon the principle that every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority. The code shall emphasize that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action. The code shall be enforced uniformly, fairly, and consistently for all students.

All Board-adopted policies and Board-approved regulations containing the letters "JIC" in the file name shall be considered as constituting the conduct section of the legally-required code.

The Board shall consult with parent/guardians, students, teachers, administrators, and community members in the development of the conduct and discipline code.

The rules in the conduct and discipline code shall not infringe upon constitutionally protected rights, shall be clearly and specifically described, shall be printed in a handbook or some other publication made available to students and parents/guardians, and shall have an effective date subsequent to the dissemination of the published handbook.

The superintendent shall arrange to have the conduct and discipline code distributed once to each student in elementary, middle, junior high, and high school and once to each new student in the district. Copies shall be posted or kept on file in each school of the district. In addition, any significant change in the code shall be distributed to each student and posted in each school.

In all instances, students shall be expected to conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority vested by the Board in all district employees, the educational purpose underlying all school activities, the widely shared use of school property, and the rights and welfare of other students.

All district employees shall be expected to share the responsibility for supervising student behavior and for seeing that students abide by the established rules of conduct.

CONDUCT / DISCIPLINE CODE

The principal may suspend and/or recommend expulsion for any student who engages in one or more of the following activities while in school buildings, on school grounds, in school vehicles, during a school sponsored activity, and in certain cases when the behavior occurs off of school property and the conduct has a direct and immediate effect on maintaining order and discipline or protecting the safety or welfare of other students or staff in the schools.

The following are suspendable and / or expellable offenses:

1. Willful destruction or defacing of school or private property or causing or attempting to cause damage to school property or private property.
2. Stealing, attempting to steal, or being in possession of stolen school or private property.
3. Causing or attempting to cause physical injury to another person.
4. 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.
5. Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of students or staff.
6. Violation of district or building regulations, policies, or procedures.
7. 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.
8. 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.
9. Violation of the district's violent and aggressive behavior policy.
10. Violation of the district's tobacco-free schools policy.
11. Violation of the district's policy on sexual harassment.
12. Violation of the district's gang policy.
13. Throwing objects, unless part of a supervised school activity that can cause bodily injury or damage property.
14. Directing profanity, vulgar language, or obscene gestures toward other students, school personnel, or visitors to the school.
15. 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.
16. Committing extortion, coercion, or blackmail, i.e., obtaining money or other objects or services of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
17. Lying or giving false information, either verbally or written, to a school employee.
18. Scholastic dishonesty that includes, but is not limited to, cheating on a test, plagiarism, or unauthorized collaboration with another person in preparing written work.
19. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.
20. Behavior on or off school property which is detrimental to the welfare or safety of other students, school personnel, or others.
21. Repeated interference with the school's ability to provide educational opportunities to other students.
22. Engaging in "hazing" activities, i.e., any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any group.

23. Violations of the district's dress code policy.
24. Violation of the district's policy on student expression.
25. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
26. Violation of district's computer use agreements.

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.

District Policy JICA

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 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 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 the parents/guardians shall be held. On the third offense, the student may be subject to suspension or other disciplinary action as outlined in the school discipline code.

Clothing must be clean and neat without **ragged edges or holes**. Articles of clothing are not permitted that include anything referring to drugs, sex, alcohol, tobacco, violence, gangs, profanity, or racism. Articles of clothing are not permitted that are revealing or **expose the undergarments**. **Pants will be worn at the waist (no sagging)**. Wearing any type of **hat, head covering, bandanas, or sunglasses** is not permitted inside the building. Clothing and/or accessories that could be used or considered as weapons are not permitted. The principal or his designee will make the final determination of what is considered a violation of the dress code. Failure to respond to a staff member's request to comply with the dress code policy will be grounds for disciplinary action. Repeated violations of the dress code will result in students being suspended from school.

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. Shorts, dresses, skirts, or other similar clothing shorter than mid-thigh length (no leggings underneath)
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, spaghetti straps, razor backs, etc.) that bare or expose

- traditionally private parts of the body including, but not limited to, the stomach, buttocks, back, shoulders, and breasts
4. Tank tops or other similar clothing with straps narrower than 3 fingers in width
 5. 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 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
 6. In-appropriate footwear (**house slippers – soft or hard soles**)
 7. Clothing that should be worn as an undergarment cannot be worn as an outer garment
 8. Shorts and pants are to be worn at hip level not below
 9. **Pajama pants, boxer shorts, robes**
 10. **Clothing that is cut or deliberately torn is not permitted**
 11. Bandanas are not permitted

EXCEPTIONS

Appropriate athletic clothing may be worn in physical education classes and for athletic activities. Clothing normally worn when participating in school-sponsored extra curricular or sports activities (such as cheerleading uniforms) may be worn to school when approved by the sponsor or coach for an event that day.

Building principals, in conjunction with the school accountability committee, may develop and adopt school-specific dress codes that are consistent with this policy.

INITIATIONS-HAZING-HARASSMENT or BULLYING

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, will not be tolerated. This includes harassment, intimidation, hazing, threatening, bullying, or initiation of students. Students should expect to come to a school that is free from bullying or harassing behavior. Physical and verbal intimidation, threats, or **bullying** (to intimidate by superior strength or size) will not be tolerated at BHS. Name-calling, teasing, gossiping, spreading rumors, and writing inappropriate notes are also cause for disciplinary action. Students who feel that they are being treated inappropriately or being put in a situation where they feel uncomfortable, unsafe, or unwelcome at BHS should report the problem to a staff member as soon as possible.

SEXUAL HARASSMENT

Unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's, employment or educational opportunity, 2) educational decisions affecting such individual, or 3) such conduct has the purpose or effect of substantially interfering with an individual's working or learning environment. Sexual harassment as defined herein cannot and will not be tolerated. If violations occur, disciplinary action will be taken. Bayfield School District currently has in place a grievance procedure for discrimination concerns. The district will use this mechanism for resolution of sexual

discrimination and harassment concerns. As a personal legal protection, administration, faculty, staff, and students are cautioned against communicating the charges beyond the institution's designated contact person and/or the person's legal or professional rights representative.

PUBLIC DISPLAY OF AFFECTION

Students are expected to behave in an appropriate manner. Hugging, kissing, petting, and other public displays of affection are considered inappropriate at school. Holding hands is considered an appropriate display of affection. More serious forms of Public Display of Affection will result in a recommendation for expulsion (as determined by the building principal).

LEAVING THE CAMPUS

The office requires a note or a phone call from the parent or guardian before any student may be dismissed during the school day. Once a student arrives on campus, he/she is not to leave for any reason. Therefore, any student who leaves school grounds before the time of dismissal without proper parent and/or office permission will be considered truant and subject to disciplinary action. Any student transporting another student off campus once he/she has arrived and/or during class hours without authorization from the office will lose campus driving/parking privileges and is subject to further disciplinary action.

TRANSPORTATION

School bus transportation for pupils may be provided in accordance with a plan adopted by the end of each school year and routes, bus stops, and other requirements and limitations relating to transportation adjusted as needed at the start of the next school year.

Bus routes shall be established only on city, county, or state dedicated and maintained two lane roadways, with established and adequate turnarounds, when necessary. A bus route will not go into a subdivision. [Bus routes and bus stops shall be provided for children living within one mile from a school of attendance; and so that bus stops are generally not more than one mile from the residence of a student eligible for transportation, such distance shall be determined with reference to the shortest bus route normally available for foot transportation.] Deletions of a bus stop or changes to any bus route will be based on numbers of students and/or route conditions. An additional bus route involves six or more students who are regular/daily riders. Bus routes may be shortened if regular/daily rider ship drops below six students. The Board may approve exceptions to the preceding when it determines an unusual situation exists.

School transportation equipment may be used for pupil field trips insofar as they do not interfere with the regular function of transporting pupils to and from school and are approved by the Superintendent of Schools. Supervision supplied by qualified employees of the School District shall be maintained for all field trips.

School transportation equipment may be used in connection with curricular and co-curricular activities, subject to established regulations by the Board of Education.

Persons not affiliated with the schools, excepting sponsors or chaperones, are not permitted to ride school buses on activity trips unless given prior approval by the transportation director or building principal.

On a regular bus route, transportation will be provided for students only. After route buses are at capacity, only students living on that route, within Bayfield School District boundaries, may ride the bus.

The Board may provide student transportation between schools.

Private transportation for activity trips shall be used only when school bus transportation is not available or feasible.

CONDUCT ON DISTRICT VEHICLES

Bayfield School District provides bus services for those students who live on or near established bus routes. Everyone who rides a school bus will follow state and local School Board safety guidelines. Students who violate safety guidelines or cause disciplinary problems will be referred to the principal.

1. 1st referral: warning and/or suspension of bus privileges for 3-5 days
2. 2nd referral: suspension of bus privileges for 6-10 days
3. 3rd referral: suspension of bus privileges for remainder of school year

District Policy JCC

CONDUCT ON BUSES

Riding a school bus to and from school is a privilege and not a right. The privilege of riding a school bus is contingent upon a student's good behavior and observance of established regulations for student conduct, both at bus stops and on board buses. Students who do not abide by the bus rules shall be dealt with as necessary to protect the welfare and safety of all bus passengers.

The bus driver always shall be in charge of the bus. Rules and regulations, whether written or verbally issued by the driver, must be followed at all times. Parents/guardians may assist by reviewing the rules with their children and insisting that children comply with the school bus regulations.

Drivers are instructed to report any infraction of the regulations to the transportation director. Disregard for the bus driver's verbal directions will be reported to the school principal and the parent/guardians by use of a bus conduct report.

A student who receives three bus conduct reports shall be deprived of transportation privileges following conferences with parents/guardians and school officials. In the event of an infraction of a serious nature, a student may be deprived of transportation privileges even though it may be his or her first infraction. Conferences will be held with the parents/guardians and principal.

In the event that the infraction is severe in nature, the transportation director may request the school counselor meet with the student and give an assessment as to the student's willingness or ability to abide by bus regulations. Parents/guardians will be asked to attend this assessment.

ARMED FORCES

As a parent/guardian, you have the right to opt out of providing directory information to third parties, the opt-out relating to name, address, or telephone number applies to requests from military recruiters. A letter to opt out is mailed from the counselor's office in September of every school year.

District Policy JICH**DRUG AND ALCOHOL USE BY STUDENTS**

Bayfield School District 10 Jt-R shall promote a healthy environment for students by providing education, support, and decision-making skills in regard to alcohol, drugs, and

other controlled substances and their abuse. In order to accomplish this goal, a cooperative effort must be made among the schools, parents/guardians, community, and its agencies.

It shall be a violation of Board policy and considered to be behavior which is detrimental to the welfare or safety of other students or school personnel for any student to possess, use, sell, distribute, or procure or to be under the influence of alcohol, drugs, or other controlled substances. The unlawful possession or use of alcohol or controlled substances is wrong and harmful to students.

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

This policy also includes substances that are represented by or to the student to be any such controlled substance or what the student believes to be any such substance.

This policy shall apply to any student who is on school property, in attendance at school, in a school vehicle, or taking part in any school-sponsored or sanctioned activity or whose conduct at any time or place interferes with the operations of the district or the safety or welfare of students or employees.

Students violating this policy shall be subject to disciplinary sanctions, which may include suspension and/or expulsion from school and referral for prosecution. Expulsion shall be mandatory for sale or distribution of drugs or other controlled substances.

Situations in which a student seeks counseling or information from a professional staff member for the purpose of overcoming substance abuse shall be handled on an individual basis depending upon the nature and particulars of the case. When appropriate, parents shall be involved and every effort made to direct the substance abuser to sources of help.

The Board, in recognition that drug and alcohol abuse is a community problem, shall cooperate actively with law enforcement, social services, other agencies and organizations, parents, and any other recognized community resources committed to reducing the incidents of illegal use of drugs and alcohol by school-aged youths.

Whenever possible in dealing with student problems associated with drug and alcohol abuse, school personnel shall provide parents/guardians and students with information concerning education and rehabilitation programs, which are available.

Information provided to students and/or parents about community substance abuse treatment programs or other resources shall be accompanied by a disclaimer to clarify that the school district assumes no financial responsibility for the expense of drug or alcohol assessment or treatment provided by other agencies or groups unless otherwise required.

The district shall provide all students and parents/guardians with a copy of this policy on an annual basis.

The Board shall conduct a biennial review of its drug prevention program to determine its effectiveness, to implement any required changes, and to ensure that the disciplinary sanctions required are consistently enforced.

TOBACCO USE

The Board of Education is concerned about the health, safety, and well-being of its employees and students and recognizes that the use of tobacco products can affect the health of employees and students by direct or indirect exposure and increased environmental hazards. Therefore, effective December 1, 1992, the use of tobacco products at any school-sponsored event or activity and on all School District 10 JT-R property, including all district buildings, district grounds, district owned and leased vehicles, and sites leased by the district shall be prohibited. This policy applies to all on-duty employees, students, visitors, and all other members of the public.

TOBACCO / ALCOHOL / INHALANTS / DRUGS / POSSESSION / USE BY STUDENTS

Bayfield High School is a drug-free zone. The possession of tobacco or tobacco products, lighters, alcohol, illegal substances, prescription drugs (not prescribed to you), and / or drug paraphernalia is prohibited on school district property and at school / district sponsored activities.

Tobacco use or possession:

1. Possession or use of tobacco products and/or lighters or matches will result in one (1) day suspension from school. Additional disciplinary action may also result if you are involved in sports or other school sponsored activities, clubs, organizations, etc.
2. The second incident involving the possession or use of tobacco products and / or lighters or matches will result in a three (3) to five (5) day suspension. Additional disciplinary action may also result if you are involved in sports or other school sponsored activities, clubs, organizations, etc.
3. Further incidents of possession or use of tobacco products and / or lighters or matches will result in a six (6) to ten (10) day suspension and a possible recommendation for an expulsion hearing. Additional disciplinary action may also result if you are involved in sports or other school sponsored activities, clubs, organizations, etc.

Alcohol use or possession:

1. Possession, delivery, distribution, or use of alcohol on the school campus or at school sponsored activities will result in a five (5) day suspension and a notification of law enforcement.
2. The second incident involving possession, delivery, or use of alcohol on the school campus or at school activities will result in a ten (10) day suspension and a recommendation for expulsion. Law enforcement will be notified. Additional disciplinary action may also result if you are involved in sports or other school sponsored activities, clubs, organizations, etc. for first and/or second offenses.

Illegal drugs and drug paraphernalia:

1. A student involved in delivering, distributing, dealing, selling, and / or under the influence of drugs or in possession of drugs including prescription drugs (not prescribed for you) or drug paraphernalia on school property or at school activities will be suspended for five (5) days, and law enforcement will be notified. Additional disciplinary action may also result if you are involved in sports or other school sponsored activities, clubs, organizations, etc.
2. The second incident in which a student is under the influence of drugs or in possession of drugs, including prescription drugs (not prescribed for you) or in possession of drugs or drug paraphernalia on school property or at school activities will result in a ten (10) day suspension and a recommendation for an expulsion hearing. Law enforcement will be notified. Additional disciplinary action may also result if you are involved in sports or other school sponsored activities, clubs, organizations, etc. for first and/or second offenses.
3. A student involved in delivering, distributing, dealing, or selling drugs or drug paraphernalia on school property or at school activities will be suspended for ten (10) days followed by an expulsion hearing. Law enforcement will be notified.

NOTE: Attending school or a school-sponsored event after having used dangerous or illegal drugs, including alcohol or marijuana, is prohibited. School officials have NO obligation to determine how much of these substances have been consumed.

PROHIBITED ARTICLES

Problems may arise because students bring articles to school that are hazardous to the safety of others or interfere with the instructional process. Such items are undesirable and may be confiscated. These items include, but are not limited to, animals, skateboards, electronic games, laser lights, personal and portable stereos, cell phones, and all electronic communication devices. Confiscated articles will be held in the office for a minimum 24 hour period.

HABITUALLY DISRUPTIVE STUDENT A student who has been declared as “habitually disruptive” may be expelled from the high school and lose credit in the current semester. A habitually disruptive student is defined as a student who has caused disruptions in the classroom, on school grounds, on school vehicles, or at school activities or events more than five (5) times during the school year which has required the attention of the administration. No student shall be declared as habitually disruptive prior to the development of a remedial discipline plan in accordance with the discipline code of the school district.

FIGHTING

Students involved in a fight will be suspended for three (3) days. A parent conference with the principal is required before the student will be allowed to return to regular classes. Students

involved in a second fight will be suspended for five (5) days followed by a parent conference with the principal. Another fighting incident will result in a ten (10) day suspension followed by an expulsion hearing.

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Weapons at School

The Bayfield Board of Education determines that possession and/or use of a weapon by students is detrimental to the welfare and safety of the students and school personnel within the district.

Carrying, bringing, using or possessing a dangerous weapon in any school building, on school grounds, in any school vehicle, on or at designed bus stop, or at any school-sponsored activity is prohibited. A student may seek prior written authorization from the building principal 48 hours prior to bringing or possessing a firearm facsimile that could reasonably be mistaken for an actual firearm on school property for purposes of a school-related activity. A student's failure to obtain such prior authorization is a violation of this policy provision and may result in disciplinary action, including but not limited to suspension and/or expulsion. The principal's decision to deny or permit a student to bring or possess a firearm facsimile that could reasonably be mistaken for an actual firearm on school property shall be final.

If a student discovers that he or she has carried, brought or is in possession of a dangerous weapon and the student notifies a teacher, administrator or other authorized person in the school district, and as soon as possible delivers the dangerous weapon to that person, expulsion shall not be mandatory unless such expulsion is mandatory under State or Federal Law.

As used in this policy, a "dangerous weapon" may mean:

- a. A firearm, whether loaded or unloaded, as defined by State and Federal law;
- b. Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air
- c. A fixed blade knife with a blade that measures longer than three inches in length or a spring loaded knife or pocket knife with a blade longer than three and one-half inches;
- d. Any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used by the student to inflict death or serious bodily injury; or, designed to inflict serious bodily injury or death, regardless of the student's intent.

The length of the expulsion pursuant to this policy shall be for a period of not less than 1 year, except that the Superintendent may modify such expulsion in writing on a case by case basis for a shorter time period.

The district shall maintain records which describe the circumstances involving expulsions of students who bring weapons to school including the name of the school, the number of students expelled and the types of weapons involved as required by law. School personnel shall refer any student who brings a firearm or weapon to school without authorization of the school or the school district to law enforcement, including any student who 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 applicable federal law school personnel shall contact law enforcement regarding any student who brings a firearm or weapon to or on school district property and shall refer to law enforcement as necessary about how to properly dispose of the firearm or weapon or return it to its owner.

Contact the High School, Administration Office, or E-mail School Personnel

Bayfield High School Web Site	http://www.bayfield.k12.co.us
Bayfield High School Principal	884-9521 or mgearheart@bayfield.k12.co.us
Bayfield High School Main Office	884-9521 or pcatron@bayfield.k12.co.us
Bayfield High School Counselor	884-9521 or saveis@bayfield.k12.co.us
Bayfield Administration Office	884-2496

Email addresses can be found on the website: <http://www.bayfield.k12.co.us>

Email addresses for employees of the school district are as follows:

1. First letter of the person's first name
2. Full spelling of their last name followed by: @bayfield.k12.co.us
3. Example: John Doe would be: jdoe@bayfield.k12.co.us

Bell Schedule

Period 1-2	7:55-9:27	(92 MIN.)	
	P1: 7:55-8:40	(45 min.)	2 min. passing time
	P2: 8:42-9:27	(45 min.)	
Morning Break	9:27-9:42	(15 min.)	
Announcements			
Period 3-4	9:42-11:12	(90 min.)	2 min. passing time
Lunch 1	11:14-11:44	(30 min.)	2 min. passing time
Lunch 2	11:46-12:16	(30 min.)	2 min. passing time
Period 5-6	12:18-1:48	(92 min.)	5 min. break
Afternoon Break	1:48-1:53	(5 Min.)	
Period 7-8	1:53-3:25	(92 min.)	
	P7: 1:53-2:38	(45 min.)	2 min. passing time
	P8: 2:40-3:25	(45 min.)	

COMPLAINTS

The Board recognizes that there will be occasions when a complaint(s) is shared with them about a staff member. In an attempt to assure that these complaints are heard and processed and also to assure that the district continually improves its mode of operation, the following process will be followed:

1. The person about whom the complaint is made, as well as his/her immediate supervisor, will be notified of:
 - A. Who is making the complaint.
 - B. The nature of the complaint.
2. There will be an opportunity for the staff member to meet with the complainant so that resolution may be achieved, if at all possible.
3. A written summary of the meeting will be made and returned through the channels to the point where the complaint was originally received.

4. If the complaint is not resolved at the first level, the complainant should contact the next highest supervisor.

5. The general line of communication is by appointment with
- A. staff member first
 - B. principal, athletic director, or supervisor second
 - C. Superintendent third, and then
 - D. Board of Education as the final step

6. Exceptions to the preceding provisions may be made when necessary to preserve a school district law enforcement investigation, when necessary to preserve confidentiality as required by federal or state law, when based on legal advice confidentiality should be preserved, and when the superintendent or the Board of Education determines there is an overriding need to make an exception.

The processing and consideration of complaints where the identity of the complainant is not disclosed, where the specific bases for the complaint are not disclosed, or where the complainant refuses to meet with appropriate staff members and the Board of Education regarding the complaint is generally counterproductive. Therefore, in such situations, unless there is an exception in accordance with paragraph 5 above, any such complaint shall be disregarded.

District Policy AC

Nondiscrimination/Equal Opportunity

The Board is committed to a policy of nondiscrimination in relation to race, color, sex, religion, national origin, age, marital status, disability, or handicap. Respect for the dignity and worth of each individual shall be paramount in the establishment of all policies by the Board and in the administration of those policies by the administration.

In keeping with these statements, the following shall be objectives of this school district:

1. To promote the rights and responsibilities of all individuals as set forth in the state and federal constitutions, pertinent legislation, and applicable judicial interpretations.
2. To encourage positive experiences in terms of human values for children and adults who have differing personal and family characteristics or who come from various socio-economic, racial, and ethnic groups.
3. To consider carefully, in all decisions made which affect the schools, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
4. To utilize educational experiences to build each individual's pride in the community in which he or she lives.

- 5. To initiate a process of reviewing all policies and practices of this school district in order to achieve the objectives of this policy to the greatest extent possible.

The district shall issue a written notice prior to the beginning of each school year that advises students, parents, employees, and the general public that the educational programs, activities, and employment opportunities offered by the district are offered without regard to race, color, sex, religion, national origin, age, marital status, disability, or handicaps. The announcement shall also include the name/title, address, and telephone number of the person designated to coordinate the Title IX and Section 504 and ADA compliance activities.

The notice shall be disseminated to persons with limited English language skills in the person's own language. It shall also be made available to persons who are visually or hearing impaired.

The notice shall appear on a continuing basis in all district media containing general information, including teachers' guides, school publications, recruitment materials, application forms, vacancy announcements, student handbooks, school program notices, summer program newsletters, and annual letters to parents.

District Policy AC-E

**Nondiscrimination/Equal Opportunity
(Sample Notice)**

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 and Colorado law, Bayfield School District 10 JT-R does not unlawfully discriminate on the basis of race, color, sex, religion, national origin, age, marital status, disability, or handicap in admissions, access to, treatment, or employment in educational programs or activities which it operates.

Grievance procedures for Title IX and Section 504 have been established for students, parents, and employees. The following person(s) have been identified as the designated employee(s) to coordinate compliance activities for the district.

Specific complaints of alleged discrimination under Section 504 or the ADA (handicap/disability) should be referred to:

Superintendent or designee
24 Clover Drive
Bayfield, CO
970-884-2496

Specific complaints of alleged discrimination under Title IX (sex) should be referred to:

Superintendent or designee
24 Clover Drive
Bayfield, CO
970-884-2496

Complaints may also be filed with the office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, Colorado 80204.

District Policy ACE**Nondiscrimination on the Basis of Handicap/Disability**

1. Designation of responsible employee

The Board of Education shall designate an individual as the responsible employee to coordinate school district compliance with Section 504 of the Rehabilitation Act and with the Americans with Disabilities Act (ADA).

The designee, the district's Section 504 and ADA compliance officer, shall be responsible for continuing surveillance of district educational programs and activities with regard to compliance with Section 504 and the ADA and all pertinent regulations, including the development of all necessary procedures and regulations.

The Section 504 and ADA compliance officer shall annually notify all students and employees of the district regarding the district's policy and grievance procedures and of his/her name or title, office, address, and telephone number. Notification shall be by posting and/or other means sufficient to reasonably advise all students and employees.

The Section 504 and ADA compliance office shall also be responsible for

1. Establishing and monitoring a Section 504/ADA referral/identification/review process.
2. Maintaining data on Section 504/ADA referrals.
3. Providing staff and parent awareness and training activities concerning Section 504/ADA requirements.
4. Monitoring the Section 504/ADA budget.
5. Consulting with the director of special education.
6. Serving as a school liaison with the state Section 504/ADA coordinator.
7. Serving as the school liaison with the regional Office for Civil Rights.

2. Grievance procedure

All students and employees shall have a ready means of resolving any claim of discrimination on the basis of handicap or disability in the educational programs or activities of the district.

In the event a student or employee believes that there has been a violation of Section 504 or the ADA, he or she shall mail or deliver to the Section 504 and ADA compliance officer a written statement setting out the alleged violations in specific terms, describing the incident or activity; the individuals involved; and the dates, times, and locations.

Within 2 days of receiving the statement, the Section 504 and ADA compliance officer shall provide the individual filing the written statement an opportunity to discuss the matter personally, if requested.

The Section 504 and ADA compliance officer shall make such additional investigation as is necessary to determine the complete facts involved and shall report

to the superintendent his/her findings and recommendations regarding resolution of the matter within 14 days of the initial meeting with the person making the statement. The matter shall be reported to the Board at its next regular meeting for its review and action if it deems further action necessary.

If the student of employee is not satisfied with the handling of the matter by the superintendent, he or she may appear before the Board of Education and present the matter directly to the Board.

A complaint may also be made to the Office of Civil Rights at any time before or during the district's grievance procedure at: The Office of Civil Rights, U.S. Department of Education, Region VII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, Colorado, 80204.

3. Dissemination of policy

The superintendent shall notify applicants for admission, students, parent/guardians sources of referral of applicants for admission, employees, and applicants for employment that it does not discriminate on the basis of handicap or disability in the educational programs or activities which it operates and that it is required by Section 504 and the ADA not to discriminate in such a manner. The notification shall be made in the form and manner required by law or regulation.

NOTIFICATION PERSUANT TO SECTION 22-1-124. C.R.S.
(Information Concerning Sex Offenders)

The Bayfield School District and the Board of Education have been studying and developing a formal procedure for informing parents/guardians of any sex offenders living within the school district boundaries. While the district has been meeting the letter of the law since the law's inception, the Board of Education wanted to become more assertive in ensuring that all parents/guardians were aware of this information.

School law states that each parent/guardian has the right to be informed about sex offenders living within the boundaries of the school district. You will find instructions as to how to obtain such information, should you wish to do so, listed below.

While quality education and learning is obviously the charge of the public schools, our number one priority is the safety and welfare of all students and staff. Accordingly, all schools in the district have also been reviewing and updating their safety and emergency procedures and will be keeping all staff updated with appropriate information.

The Bayfield School District and the Board of Education hope you will find this information valuable in ensuring the safety of your child/children.

You have the right (a) to be informed whether a specific named individual is listed in the central sex offender registry maintained by the Colorado Bureau of Investigation (CBI) and (b) to obtain the name, address, known aliases, photograph, history of sex offense convictions, and

other criminal convictions of all registered sex offenders who reside within the law enforcement jurisdiction of your residence. To obtain this information you may contact CBI at

Colorado Bureau of Investigations
Program Support Unity/Sex Offender Unit
690 Kipling Street, Suite 4000
Denver, CO 80215
Phone: (303) 239-4222 Fax: (303) 233-8336

Some information is posted on the CBI website: www.sor.state.co.us. This includes names, addresses, physical descriptions, and the descriptions of offenses committed by “sexually violent predators, “repeat sexual offenders, and persons required to register as sex offenders who have not registered.

Additionally, information may also be obtained from the La Plata County Sheriff’s Department located at

Sheriff’s Office and County Jail
742 Turner Drive
Durango, CO 81303
Phone: (970) 247-1157 Fax: (970) 247-1618

District Policy ADC

Tobacco-Free Schools

Tobacco smoke in the school and work environment is not conducive to good health. As an educational organization, a school district should provide both effective educational programs and a positive example to students concerning the use of tobacco.

In order to promote the general health, welfare and well-being of students and staff, smoking, chewing, or any other use of any tobacco products by staff, students, and members of the public is banned from all school property.

For purposes of this policy, the following definitions apply:

1. “School property” means all property owned, leased, rented, or otherwise used or contracted for by a school including but not limited to the following:
 - a. All indoor facilities and interior portions of any building or other structure used for children under the age of 18 for instruction, education or library services, routine health care, daycare or early childhood development services, as well as for administration, support services, maintenance or storage. The term does not apply to buildings used primarily as residences, i.e., teacherages.

- b. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
 - c. All vehicles used by the district for transporting students, staff, visitors or other persons.
- 2. "Tobacco" includes cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking, or both. "Tobacco" includes cloves or any other product packaged for smoking.
 - 3. "Use" means lighting, chewing, inhaling or smoking any tobacco product.

Signs will be posted in prominent places on all school property to notify the public that smoking or other use of tobacco products is prohibited in accordance with state law and district policy. This policy will be published in all employee and student handbooks, posted on bulletin boards, and announced in staff meetings.

Any member of the general public considered by the superintendent or designee to be in violation of this policy will be instructed to leave school district property. Employees found to be in violation of this policy will be subject to appropriate disciplinary action.

Disciplinary measures for students who violate this policy will include in-house detention, revocation of privileges, and exclusion from extracurricular activities.

Repeated violations may result in suspension from school. In accordance with state law, no student will be expelled solely for tobacco use.

Exemptions

Pursuant to state law, no exemption shall be granted pursuant to this policy. Any previously granted exemption became invalid July 1, 1999.

VISITORS IN THE PUBLIC SCHOOLS

Bayfield School District 10 Jt-R welcomes visitors into our schools and onto school properties. The district highly respects and honors parents, other relatives, guardians, friends, and other members of the public to come into our schools, see what their tax dollars are providing for our students, see what our schools are offering educationally, and visit with our students and staff. Non-relatives who wish to visit with students will need to have the purpose of their visit approved by the school principal.

To assist in ensuring that visitors are welcome, to assure the safety and security of our students and staff, and to ensure that the district's educational programs function as planned, we ask that all visitors abide by the following guidelines:

* Visitors will respect all students and staff with the same respect that they would expect in return from those students and staff; visitors will dress appropriately.

* Visitors will not interrupt the educational programs or other activities of the school at any time.

* Visitors will not discuss any issues/topics which may be considered controversial and/or contrary to standard expectations in a public school setting with any student or staff member without prior written permission of the school principal and without supervision by a school official.

* A controversial issue/topic is defined as any problem or subject which has publicly evoked opposing viewpoints on the part of any mass medium of communication or of any organized group; any subject that arises in the classroom/school on which strong emotional bias is expressed by members of the classroom/school group; or matters which the Board of Education formally declares as controversial (BSD. Policy H-15).

* To promote the general health, welfare, and well-being of all who enter school property, and pursuant to state law, smoking, chewing, or any use of tobacco products by staff, students, or visitors is prohibited at all time on all school property.

* Persons violating the criminal law by using, selling, or distributing any controlled substance on school grounds, on school buses, transporting students, or within 1,000 feet of the perimeter of the school grounds shall be subject to enhanced criminal penalties.

* Please understand that if any of these guidelines are violated, visitor privileges will be revoked.

Visitors will present themselves to the school office immediately upon entering a school building to check in with the school secretary. The visitor will read this set of guidelines, present proper photo identification, sign in the school's visitor log, and wear an identified school visitor pass while in the building and return the pass and sign out upon leaving the building.

PARENT/SPECTATORS EXPECTATIONS

- ❖ Remember that school athletics are learning experiences for students, and they may make mistakes. Praise student athletes and their attempt to improve themselves.
- ❖ A ticket is a privilege to observe the contest, not a license to verbally assault others.
- ❖ Learn the rules of the game so that you may understand and appreciate why certain situations take place.
- ❖ Show respect for opposing players, coaches, and spectators.
- ❖ Respect the integrity and judgment of game officials.
- ❖ Recognize and show appreciation for an outstanding play by either team.
- ❖ Refrain from the use of alcohol and controlled substances before and during games.
- ❖ Recognize and compliment the efforts of school and league administrators.
- ❖ Be a positive role model through your own actions and by censoring those around you.

Bayfield schools are committed to a high standard of good sportsmanship, citizenship, and sporting behavior. Unruly, threatening, or obscene behavior will not be condoned at our events. We thank you for your cooperation and support. If there are occurrences of misconduct, the following reprimands will take place:

- ❖ **Verbal Warning** given by AD or on-site administrator- reminder given to individuals that they are a representative of the Bayfield School District and the Bayfield community. In the spirit of **GOOD Sportsmanship and Good Sporting Behavior**, they need to control their actions and words.
 - ❖ **2nd Warning/Violation** given by AD or on-site administrator will result in dismissal from the building for that event. If the individual becomes belligerent /argumentative and refuses to leave the building, the Bayfield Marshal's office (884-9636) will be called for their assistance in removal.
 - ❖ **3rd Warning/Violation** given by AD or on-site administrator will result in their dismissal and banning from that sport for that year. – Bayfield Marshal's office (884-9636) or dispatch (385-2900) will be notified if any assistance is required.
- **Any incident of major proportion may/can result in a level three (3) violation and lead to immediate restriction for the year.**

STAFF PERSONAL SECURITY AND SAFETY

Offenses against school employees

The following procedures shall be followed in instances of assault, disorderly conduct, harassment, knowingly making a false allegation of child abuse, or alleged criminal offense 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 administration and the Board by delivering the complaint to the building principal/supervisor and the superintendent's office.
2. The principal, 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 or principal shall initiate procedures for the further suspension or expulsion of the student when injury or property damage has occurred.
4. The superintendent or designee shall report the incident to the appropriate law enforcement agency or officers 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 principal or designee shall communicate discipline information concerning any student enrolled in the district to all teachers and counselors who have direct contact with that student. Any teacher or counselor who is assigned a student with known serious behavior problems will be informed of the student's behavior record. Any school employee who is provided this information shall maintain its confidentiality and shall not communicate it to any other person.

PROMOTION AND RETENTION

The district shall promote pupils only at the end of the school year. In case of children who enter from systems where semi-annual admission and promotion are used, those who have thus finished half a grade when admitted to Bayfield School District 10 JT-R shall be placed in the same grade; however, if it later appears they should be placed in the succeeding or preceding grade, a change may be affected.

A teacher may recommend that a child be retained if he or she has not reached minimum competencies, as determined by the teacher, which would allow the child to progress satisfactorily to the next grade or class. The final decision will be made by the teacher and principal after consultation with the parent.

The teacher involved will ask for a conference with the parents and suggest that the child be retained for one or more of several reasons, such as the child is not sufficiently mature socially or emotionally. The final decision will be made by the teacher, principal, and the parent. In cases of a provisional promotion, a review shall be made within the first 30 school days in the following school year; and if the maturity and achievement are found satisfactory, the child may continue at normal grade level or class.

Notwithstanding the above, the decision as to the placement of a student with disabilities shall be made in accordance with the individuals with Disabilities Education Improvement Act and Colorado's Exceptional Children's Educational Act.

When retention, non-continuation, or non-graduation is being considered, the parent shall be notified by certified mail no later than April 15 or by the middle of the fourth quarter.

When a senior student does not qualify to graduate, the parents shall be notified personally by the principal and by certified mail immediately following completion of final examinations or as soon as known.

Model Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Bayfield School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Bayfield School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Bayfield School District to include this type of information from your child's education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.
-
- Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.
-
- If you do not want Bayfield School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by October 1, of the current school year. Bayfield School District has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]
 - Student's name
 - Participation in officially recognized activities and sports
 - Address
 - Telephone listing
 - Weight and height of members of athletic teams
 - Electronic mail address
 - Photograph
 - Degrees, honors, and awards received
 - Date and place of birth
 - Major field of study
 - Dates of attendance
 - Grade level
 - The most recent educational agency or institution attended

Family Educational Rights and Privacy Act (FERPA)

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

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under

FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

JLCDA

STUDENTS WITH FOOD ALLERGIES

The Board recognizes that many students are being diagnosed with potentially life-threatening food allergies. To address this issue and meet state law requirements concerning the management of food allergies and anaphylaxis among students, the Board sets forth the following requirements.

Health care plan

The school nurse, or a school administrator in consultation with the school nurse, shall develop and implement a health care plan (plan) for each student with a diagnosis of a potentially life-threatening food allergy. The plan shall address communication between the school and emergency medical services, including instructions for emergency medical responders. If a student qualifies as a student with a disability in accordance with federal law, the student's Section 504 plan, Individualized Education Program (IEP), and/or other plan developed in accordance with the applicable federal law shall meet this requirement.

Reasonable accommodations

Reasonable accommodations shall be made to reduce the student's exposure to agents that may cause anaphylaxis within the school environment. . If a student qualifies as a student with a disability in accordance with federal law, the student's Section 504 plan, Individualized Education Program (IEP), and/or other plan developed in accordance with the applicable federal law shall meet this requirement.

Access to emergency medications

Emergency medications for treatment of the student's food allergies or anaphylaxis shall be kept in a secure location accessible to designated school staff. Whenever possible and in a timely fashion, the student's parent/legal guardian shall supply the school with the

medication needed for treatment of the student's food allergies or anaphylaxis, unless the student is authorized to self-carry such medication in accordance with Board policy JLCD, Administration of Medications.

Staff Training

The principal or equivalent school administrator, in consultation with the school nurse, shall determine the appropriate recipients of emergency anaphylaxis treatment training, which shall include those staff directly involved with a student who has a known food