

# Primero School Student Handbook

2020-  
2021

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## **Primero RE-2 School District Vision and Mission:**

*Primero School District will be an exemplary 21<sup>st</sup> century learning community in which graduates are prepared to excel in a complex, interconnected changing world.*

The mission of Primero School District is to build collaborative partnerships, in a safe and secure environment, among educators, students, parents and our community so our students acquire the knowledge and skills they need to thrive and contribute in a world where change is constant and learning never stops.

***We believe in the  
success of all  
learners!***



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## WELCOME TO PRIMERO!!

Dear Parents, Guardians and Students:

The Primero School District faculty and administration look forward with anticipation to the 2020-2021 school year at the home of Paw Pride! High expectations and a focus on individualized, accelerated student learning remain the predominant goal of our service. Our emphasis on a safe learning environment, student achievement, and advancing 21<sup>st</sup> century skills with the most current access to technology ensures that we can deliver the most efficient and effective educational platform to every student in every classroom.

We request that you partner with us in supporting academic success by:

**Expecting your child to use unscheduled time productively, especially when “Virtually Learning”,  
Supporting your child’s regular attendance,  
Maintaining regular communication with your child’s teacher,  
Promoting a healthy lifestyle**

We are glad you made Primero your choice for your child’s public education. At Primero, we pride ourselves on establishing a close working relationship with all of our families. Your support is paramount in helping our staff prepare your child for life’s journey. Our teachers and support staff are here to ensure that your child receives the quality education that he/she deserves. We have an open door policy and are glad to assist you with any concern that you have at any time. Please explore the many communication options that we have to assist you with keeping track of activities, schedules, and real time information by accessing our website, [www.primeroschool.org](http://www.primeroschool.org), Parent Connect, and social media platforms Primero School District on Facebook or our Twitter handles @PrimeroSchool or @PrimeroAthletics. Together, we can ensure that our students are prepared to compete with their counterparts in the 21<sup>st</sup> century.

We look forward to a wonderful school year and again, welcome to the Primero Family.

Sincerely,

Mr. Bill Naccarato,  
Superintendent

Mr. Blake Byall,  
Principal

## Education in the time of COVID-19: School plans dealing with Pandemic:

### Basic School Operations and Schedule

Primero will operate on a modified schedule until further notice. The Elementary School (Kindergarten to 5th Grade) will attend live instruction each day (Monday through Thursday) in classrooms where safe distancing between seating shall be observed. Accommodations have been made to the schedule to isolate students in their specific age (class) designation, without mixing classes for specials classes, recess, breakfast, etc. Provisions have been established to ensure social distancing and co-horting occurs when using support facilities, restrooms, and other locations. Special sanitizing

protocols have been established to account for the use of all places students visit and to clean and disinfect all equipment and supplies students contact.

All students age 11 or older will wear face coverings/masks at school, along with the entire staff. Staff shall access the building through one controlled point where health screening and temperature checks will take place on arrival and departure. All non Pre Kindergarten Students shall enter the building through the Cafeteria entrance. Those students coming via a bus shall enter straight away, while students who arrive by private vehicle—either self driven or parent-transported—shall follow the same health screening as the staff prior to entering the Cafeteria. Pre Kindergarten students and any student arriving late, shall also follow the standardized health screening and temperature check, however their access point will be the main access entry doors to the building.

All Secondary Students will be at school two days per week, and engage in E-learning on the other two days. We have moved all secondary classes to a 2 hour block schedule each day. Mondays and Wednesday will encompass Periods 1, 3, 5, (all on 2 hour block) and Period 7 (normal one hour), while Tuesdays and Thursdays will see Periods 2,4,6 (on block) and Period 7 (normal one hour). Assisting with crowd reduction and co-horting efforts will be the Hybrid system put into effect this year. All Middle School students (6-8th Grade) will only attend “live” schooling on Mondays and Tuesdays. They will engage in E-Learning on Wednesdays and Thursdays. High School students (9-12) will do the opposite, as they come to Primero on Wednesdays and Thursdays, following E-learning on Mondays and Tuesdays. We have a select few students wishing to complete all courses remotely. We will be set up to accommodate this request.

**Cafeteria Modifications:** The cafeteria will be utilized by 6-12<sup>th</sup> Grade students on a split lunch rotation, meaning never more than 35 students will ever be in that area at the same time. On Wednesday and Thursday, that number drops closer to 20 students. Breakfasts will all be “grab and go”, so that students are not congregating in one area. Elementary Lunch time will be adjusted to meet the needs of all students. We have the adaptability to convert our old gym into a serving/eating area, in order to encompass greater numbers than the cafeteria can hold. For all lunches, the salad bar will be out of commission until further notice, and line spacing, traffic flow, and other crowd considerations have been added.

Sanitation and decontamination processes shall be enforced in the cafeteria following the morning breakfast distribution time AND between each designated lunch period. The entire custodial crew has been rescheduled and trained to make disinfecting the school on a continual basis a major emphasis of the work day.

**Locker Room Changes:** All athletic locker rooms will be off limits until the threat of COVID is reduced. Hallway Locker Room access will only be allowed for 6-8th Grade students. In an effort to spread the student body out over a relatively confined space, we shall only use every-other locker available. All areas normally frequented by high

numbers of students, including the Locker Room, shall be monitored for use and the practice of congregating and socializing shall be eliminated.

## **Classroom/Workspace Considerations**

In addition to conducting daily temperature checks of all employees and students, Primero will be on high alert for monitoring the health of all people in the building and dealing with potential issues that may arise.

This includes:

Monitoring symptoms of employees/students.

Primero employs a full-time nurse who will be the primary health care provider and contact person for dealing with health related issues during school hours. Her regular office will be utilized for dealing with all non-illness health concerns, while we have set up an additional room to be used for COVID related issues. We have the means to examine, monitor and isolate any student or staff member who may be showing signs of illness worthy of further consideration. The COVID Room, and all other rooms that have contact with potential or overtly ill individuals, will be subject to deep cleaning after each use. All individuals who may be suspected of being ill, or showing flu-like symptoms, will be quarantined in a separate room set up for that purpose, until such time as they can be removed from the building.

Advising follow-up action.

All quarantined individuals will be advised to seek further assistance from health officials. This may include COVID testing and consultation. Primero personnel will **neither test nor classify individuals** as being COVID positive. If individuals are asked to be removed from the building they will not be allowed on the premises again for a minimum of 72 hours in which they show no symptoms. Individuals testing positive for COVID will be isolated for at least 14 days. They will only be allowed back in school following further testing in which case a “negative” result is confirmed by doctor’s notice.

For the immediate time being, NO volunteers, parents, visitors, or other non-essential personnel will be allowed into the school building.

**Employee Considerations:** As effectively modeled during the Summer School session at Primero, the building and district staff shall follow the following protocols:

Ensure all school employees wear face coverings/masks whenever possible, including all in-person instruction. Refer symptomatic employees and students to the CDPHE Symptom Tracker. Require employees to remain at home if family member/self is experiencing symptoms. Engage and encourage frequent hand washing for a minimum of 20 seconds. Students will be retrained if necessary on the correct process and time to effectively wash hands. Train staff on specific protocols and procedures during the teacher in-service days preceding the start of the school year.

Ensure 6-foot distancing at all times, where possible.

Regularly (multiple times daily) clean high-touch surface areas such as but not limited to:

- Desks/tables -Door handles - Light switches - Common tools (i.e. staplers, tape dispensers). Regularly (daily) disinfect education tools such as but not limited to:
- Books -White boards/erasers/markers - Computers/Chromebooks. Ensure proper ventilation per OSHA guidelines by keeping all classroom doors open, maintaining window openings, and allowing the positive pressure flow of the HVAC system to function.
- All restrooms will be cleaned and disinfected on a schedule commensurate with the usage of these facilities. Procedural sheets are hung up in all rooms to serve as guidance and documentation for cleaning methodology.

**Transportation:** Implement curbside health checks/temperature verification. Hire Health Monitoring Personnel to assist bus drivers with the daily task of safely screening all bus riders prior to their loading on the bus. Mandate students age 11 or older to wear face coverings/masks at school, and **ALL** bus riders regardless of age. Establish clear guidelines for parents on: Temperature checks, home hygiene, attendance/reporting procedures, requiring students/parents to remain at home if a child/family member is experiencing symptoms, not leaving the bus area until health screens are complete, etc.

Parents must take children home--without getting on the bus--if temperature exceeds 100 degrees OR child demonstrates illness symptoms.  
 Require children/parents with underlying health conditions stay home if possible/avoid coming into school buildings.

**ADMINISTRATION**

Superintendent/Transportation Director	Bill Naccarato
<b>Principal</b>	<b>Blake Byall</b>
<b>District Vehicle Coordinator</b>	<b>Darryl Abeyta</b>
<b>Business Manager/Human Resources/Title IX</b>	<b>Kristen Alfonso</b>
<b>Assistant Business Manager</b>	<b>Eric Davies</b>
<b>MS/HS School Counselor</b>	<b>Paula Maldonado</b>
<b>Elementary School Counselor</b>	<b>Gene Langowski</b>
<b>Athletic Director</b>	<b>Jose Esquivias</b>
<b>Facilities Manager</b>	<b>Gerald Duran</b>
<b>IT Director</b>	<b>Richard Garrison</b>
<b>Director of Safety and Security</b>	<b>Nick Mattorano</b>
<b>Administrative Assistant</b>	<b>Tina East</b>

## JUNIOR AND SENIOR HIGH SCHOOL FACULTY

Art K-12	Stephanie Warren
Business Education/Technology Coordinator	Brandee Gallegos
English	Ruth Stodghill, Patricia Johnson
Industrial Arts	Roger Diller
Yearbook	Patricia Johnson
Mathematics	Alicia Pratt, Carrie Gongaware
Science	Josette Andrews, Alicia Pratt
MS/HS Health	Gene Langowski
Social Studies	Benjamin Gandy, Risa Byall
K-12 Physical Education	Gene Langowski, Jose Esquivias
Spanish/ELL/Special Education Teacher	Mike Duran
Secondary GT Coordinator	Alicia Pratt

## ELEMENTARY SCHOOL FACULTY

Preschool	Kathy Ritz, Tiffany Harris
GT Coordinator	Holly Massarotti
Kindergarten	Mary Hill
Title I	Risa Byall
Grade 1	Denise Fernandez
Grade 2	Shirley Duran
Grade 3	Holly Massarotti
Grade 4	Tamera Kingham
Grade 5	Roxann Fernandez
Special Education Teacher	Mary Beth DiPaola
Paraprofessional Teacher Aide	Francine Garcia, Briana Duran, James Vigil, Elise Mangino
K-12 Music Teacher	Jean Di Lisio

## SUPPORT STAFF

Nurse	Cindy Abeyta
Custodians	Joy Medina, Ed Ortiz, Brian Topping
Food Services	Cindy McKorkle
Grounds	Dave Lopez

## **NOTICE TO STUDENTS, PARENTS AND EMPLOYEES OF NON-DISCRIMINATION**

Applicants for admission and employment, students, parents, persons with disabilities, employees, and all unions or professional organization holding collective bargaining or professional agreements with the Primero RE-2 School District are hereby notified that this school district does not discriminate on the basis of race, color, national origin, sex, age, or disability admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the schools compliance with the regulations implementing Title VI, Title IX, the American with Disabilities Act (ADA) or Section 504 is directed to contact Bill Naccarato, Superintendent at (719)-868-2715 or at 20200 State Highway 12, Weston, CO 81091. Mr. Naccarato will coordinate efforts to comply with the regulations regarding non-discrimination.

### **STUDENTS RIGHTS AND RESPONSIBILITIES**

You have the right of free access to an education. Your school, in addition to providing educational experiences, provides an environment where you, as a student, have the freedom to exercise your own judgment and to make responsible decisions. If you act irresponsibly, however, the rights of others must be protected.

Rules and regulations have been designed to protect the rights of everyone, to respect the individual and diversity of students and staff, and to ensure that school is conducted in an orderly fashion. They are designed to protect your right to an education. All of the responsibilities, regulations and disciplinary actions listed in later sections of this handbook are designed with one purpose in mind – to ensure and protect the rights of all students to receive free access to an education in a safe academic setting.

#### **It is the student's RIGHT to:**

- Attend school in the district until graduation or other legal disengagement requirements are met.
- Obtain access to an education at public expense and to participate in the school requirements.
- Help in making decisions affecting school life and activities, and be represented by a student government.
- Express opinions in an appropriate and acceptable manner.
- Expect the school to be a safe place for all.
- Be provided, upon request, a review of charges relating to possible suspension in accordance with procedure for due process.
- Expect anonymity to the extent legally possible when circumstances require giving information in discipline cases involving others.
- Know exactly what requirements are for each course in which he/she is enrolled and be evaluated fairly.
- Peacefully assemble on the school grounds during non-class time.

#### **It is the student's RESPONSIBILITY to:**

- Pursue and complete courses of study prescribed by the state, the school district, and the school.
- Make course selections based upon interest, need, and district program, know the requirements for each course selected, and be on time and complete all course assignments to the very best of his/her ability while enrolled at Primero School District.

- Express opinions, ideas or exhibit behaviors in a manner which will not offend, intimidate or slander others.
- Follow all rules and regulations for student behavior and conduct.
- Dress and be groomed within the regulations of the dress code to meet reasonable standards of propriety, safety and health (more details under Student Dress Code section).
- Volunteer information and cooperate with school staff in disciplinary cases.
- Help the school staff in running a safe school.
- Respect the school administrators' authority to make the final decisions affecting school life.
- Comply fully with non-loitering and respect the school's authority to control the times and places of assemblies of students and the school's authority to require advance notice of such assemblies.

## STUDENT USE OF ELECTRONIC COMMUNICATION DEVICES

The Board of Education recognizes that electronic communication devices can play a vital communication role during emergency situations. However, ordinary use of electronic communication devices in school situations disrupts and interferes with the educational process and is not acceptable. For purposes of this policy, "electronic communication devices" include cell phones, beepers, pagers, walkie-talkies, and any other telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor (e.g., Blackberry, Palm Pilot, etc.).

Students may carry electronic communication devices **but these devices must be turned off inside school buildings, on school buses, at school-sponsored activities and on field trips**. In these locations, electronic communication devices **may be used only during emergencies or when under the direct guidance of a teacher in the execution of classroom instruction**. For purposes of this policy, "emergency" shall mean an actual or imminent threat to public health or safety, which may result in loss of life, injury or property damage.

Electronic communication devices with cameras are prohibited in locker rooms, bathrooms, or other locations where such operation may violate the privacy rights of another person.

It is the student's responsibility to ensure that the device is turned off and out of sight during unauthorized times. Violation of this policy and/or use that violates any other district policy shall result in disciplinary measures and confiscation of the electronic communication device. The principal or designee may also refer the matter to law enforcement, as appropriate.

**Teachers may utilize a drop box in their classroom for students to store their cell phone during class.**

**First offense: Lunch detention/confiscation/Office pick up at the end of the day.**

**Second offense: Short term ISS (in school suspension)/confiscation/parent pick up.**

**Third offense: Long term ISS/Confiscation/parent pick up.**

The district shall not be responsible for loss, theft or destruction of electronic communication devices brought onto school property.

(Adopted July 2012)

## STUDENT USE OF THE INTERNET AND ELECTRONIC COMMUNICATIONS

The Internet and electronic communications (email, chat rooms and other forms of electronic communication) have vast potential to support curriculum and student learning. The Board of Education believes they should be used in schools as a learning resource to educate and to inform.

Use of the Internet and electronic communications requires students to think critically, analyze information, write clearly, and use problem-solving skills, and hone computer and research skills that employers demand. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals, and locate material to meet educational and personal information needs.

The Internet and electronic communications are fluid environments in which students may access materials and information from many sources, including some that may be harmful to students. While it is impossible to predict with certainty what information students might locate or come into contact with, the district shall take reasonable steps to protect students from accessing material and information that is obscene, pornographic or otherwise harmful to minors, as defined by the Board. Students shall take

responsibility for their own use of district computers and computer systems to avoid contact with material or information that may be harmful to minors.

### **Blocking or filtering obscene, pornographic and harmful information**

Software that blocks or filters material and information that is obscene, pornographic or otherwise harmful to minors, as defined by the Board, shall be installed on all district computers having Internet or electronic communications access. Students shall report access to material and information that is obscene, pornographic, harmful to minors or otherwise in violation of this policy to the supervising staff member. If a student becomes aware of other students accessing such material or information, he or she shall report it to the supervising staff member.

### **No expectation of privacy**

District computers and computer systems are owned by the district and are intended for educational purposes at all times. Students shall have no expectation of privacy when using the Internet or electronic communications. The district reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of district computers and computer systems, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through district computers and computer systems shall remain the property of the school district.

### **Unauthorized and unacceptable uses**

Students shall use district computers and computer systems in a responsible, efficient, ethical and legal manner.

Because technology and ways of using technology are constantly evolving, every unacceptable use of district computers and computer systems cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following.

No student shall access, create, transmit, retransmit or forward material or information:

- that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- that is not related to district education objectives
- that contains pornographic, obscene or other sexually oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex or excretion
- that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in violation of the district's nondiscrimination policies
- for personal profit, financial gain, advertising, commercial transaction or political purposes
- that plagiarizes the work of another without express consent
- that uses inappropriate or profane language likely to be offensive to others in the school community
- that is knowingly false or could be construed as intending to purposely damage another person's reputation
- in violation of any federal or state law or district policy, including but not limited to copyrighted material and material protected by trade secret
- that contains personal information about themselves or others, including information protected by confidentiality laws

- using another individual's Internet or electronic communications account without written permission from that individual
- that impersonates another or transmits through an anonymous remailer
- that accesses fee services without specific permission from the system administrator

### **Security**

Security on district computer systems is a high priority. Students who identify a security problem while using the Internet or electronic communications must immediately notify a system administrator. Students should not demonstrate the problem to other users. Logging on to the Internet or electronic communications as a system administrator is prohibited.

Students shall not:

- use another person's password or any other identifier
- gain or attempt to gain unauthorized access to district computers or computer systems
- read, alter, delete or copy, or attempt to do so, electronic communications of other system users

Any user identified as a security risk, or as having a history of problems with other computer systems, may be denied access to the Internet and electronic communications.

### **Safety**

In the interest of student safety, the district shall educate students and parents about appropriate online behavior, including cyber bullying awareness and response, and interacting on social networking sites and in chat rooms.

Students shall not reveal personal information, such as home address or phone number, while using the Internet or electronic communications. Without first obtaining permission of the supervising staff member, students shall not use their last name or any other information that might allow another person to locate him or her. Students shall not arrange face-to-face meetings with persons met on the Internet or through electronic communications.

### **Vandalism**

Vandalism will result in cancellation of privileges and may result in school disciplinary action, including suspension or expulsion, and/or legal action. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse or disrupt operation of any network within the school district or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or district-owned software or hardware. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

### **Unauthorized software**

Students are prohibited from using or possessing any software that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees owed to the software owner.

### **Assigning student projects and monitoring student use**

The district will make reasonable efforts to see that the Internet and electronic communications are used responsibly by students. Administrators, teachers and staff have a professional responsibility to work together to monitor students' use of the Internet and electronic communications, help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals. Students shall have specifically defined objectives and search strategies prior to accessing material and

information on the Internet and through electronic communications.

Opportunities shall be made available on a regular basis for parents to observe student use of the Internet and electronic communications in schools.

All students shall be supervised by staff while using the Internet or electronic communications at a ratio of at least one staff member to each 25 students. Staff members assigned to supervise student use shall have received training in Internet and electronic communications safety and monitoring student use.

#### Student use is a privilege

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of the Internet and electronic communications is a privilege, not a right. Failure to follow the use procedures contained in this policy shall result in the loss of the privilege to use these tools and restitution for costs associated with damages, and may result in school disciplinary action, including suspension or expulsion, and/or legal action. The school district may deny, revoke or suspend access to district technology or close accounts at any time.

Students and parents/guardians shall be required to sign the district's Acceptable Use Agreement annually before Internet or electronic communications accounts shall be issued or access shall be allowed.

School district makes no warranties

The school district makes no warranties of any kind, whether express or implied, related to the use of district computers and computer systems, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the district of the content, nor does the district make any guarantee as to the accuracy or quality of information received. The district shall not be responsible for any damages, losses or costs a student suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the student's own risk.

***Note: The Primero Student Tablet Handbook and User Terms and Conditions Agreement Form will be sent home with students on the first day of school and must be signed and dated by both parents and students and returned to school by September 24 or within five (5) days of enrollment.***

### **CODE OF CONDUCT**

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

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
4. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
5. 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.
6. Engaging in "hazing" activities, i.e., forcing prolonged physical activity, forcing excessive

consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.

7. Violation of the district's policy on bullying prevention and education.
8. Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of students or staff.
9. Violation of district policy or building regulations.
10. Violation of the district's policy on weapons in the schools. Expulsion shall be mandatory for using or possessing a firearm in accordance with federal law.
11. Violation of the district's alcohol use/drug abuse policy.
12. Violation of the district's violent and aggressive behavior policy.
13. Violation of the district's tobacco-free schools policy.
14. Violation of the district's policy on sexual harassment.
15. Violation of the district's policy on nondiscrimination.
16. Violation of the district's dress code policy.
17. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
18. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
19. Lying or giving false information, either verbally or in writing, to a school employee.
20. Scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
21. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
22. Behavior on or off school property which is detrimental to the welfare or safety of other students or school personnel.
23. Repeated interference with the school's ability to provide educational opportunities to other students.
24. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.

## **PUPIL TRANSPORTATION RULES**

It is our responsibility to provide safe transportation for the students to and from school. In order to do this, it is the student's responsibility to follow the school rules set up to protect your child. These rules include:

1. Students are to follow the bus driver's instructions the first time they are given.
2. Students are not allowed to consume food or drink on the bus. Students may still bring food or drink in their backpacks and then go to the cafeteria when they arrive at the school and eat it there.
3. No tobacco products of any kind or alcohol are allowed on the bus or school property

4. The student is not to be standing or changing their seat once the bus starts its trip.
5. The student shall not be throwing any objects in the bus.
6. Keep hands, feet, books, objects to self.
7. The student shall not be yelling or using abusive language on the bus; no swearing, rude gestures, cruel teasing or put-downs to fellow students and drivers.
8. No weapons or facsimile of any kind.
9. Fighting shall not be tolerated on the bus.
10. The student is not to destroy anything on the bus.
11. Do not bring anything alive or dangerous, i.e. live animals, glass containers or sharp objects.
12. For the 2020-21 school year: All students must wear masks while on the bus.

### **ALL SCHOOL RULES ARE IN EFFECT WHILE STUDENTS ARE ON THE BUS**

School transportation presents a special set of circumstances that require a separate set of rules above and beyond normal school rules.

Please note that if a student violates any of the school rules for bus conduct the following procedure shall be followed:

**FIRST OFFENSE:** The bus driver shall write up the student. The student will meet with the Principal and receive a verbal and written warning. The parents will be notified. The incident will be documented.

**SECOND OFFENSE:** The student shall be written up by the bus driver. This will result in an automatic ONE-WEEK SUSPENSION FROM THE BUS. The parents will be notified. Parents must provide transportation for the student during this time. A meeting with the student, parent, transportation director and principal to develop a behavior plan for the bus will be scheduled if the student wishes to have privileges reinstated. Other progressive school disciplinary consequences may apply. The incident will be documented

**THIRD OFFENSE:** The bus driver shall write up the student. The student shall lose their bus privileges for THE REMAINDER OF THE SEMESTER. Parents shall be notified. A meeting with the student, parent, transportation director and principal to review and modify the behavior plan for the bus will be scheduled if the student wishes to have privileges reinstated. Other progressive school disciplinary consequences may apply.

**FOURTH OFFENSE:** The student shall be written up by the bus driver. The student shall lose bus privileges for one calendar year. Parents shall be notified. Other progressive school disciplinary consequences may apply. A meeting with the parent, student, transportation director and principal must occur before the student is allowed to ride the bus again after one year. A revised behavior plan shall be in force.

Note: Severe infractions, i.e. weapons, drugs, fighting, etc, escalate the steps of consequences and could result in suspension and/or expulsion according to school board policy.

### **STUDENTS COMMITTING VANDALISM ON A BUS WILL BE REQUIRED TO PAY FOR DAMAGES**

**Questions about the transportation rules and disciplinary procedures should be referred to Mr. Byall 719-868-2715.**

## Behavior Expectations for non-classroom areas

The PBS Committee worked to define expectations for non-classroom areas. Teachers should still plan on adopting and following their own rules and expectations for the classroom

### ***Assembly Expectations:***

- Enter/leave the gym or media center quietly
- Voice level silent.
- Keep your hands and feet to yourself
- Listen at all times.
- Respect speakers, performers, and others enjoying the assembly.

### ***Cafeteria Expectations:***

- Enter/leave the cafeteria in a quiet, orderly manner.
- Walk – never push or run.
- Voice level low.
- Raise your hand when you need something and do not leave your seat without permission
- Keep hand, feet and food to yourself.
- Eat only in the cafeteria or designated area, and clean up after yourself. (This includes food that has been dropped on the floor).
- DO NOT PLACE GUM ON YOUR TRAY
- No glass containers are allowed in the cafeteria

### ***Athletic Trip Expectations:***

- Voice level silent/low/medium (teacher discretion).
- Represent your school in an appropriate manner.
- Treat everyone with respect.
- Follow all rules and instructions set forth by your bus driver and coach.

### ***Media Center Expectations:***

- Voice level silent/whisper.
- Walk quietly in the media center.
- When needing adult assistance, stand patiently in line and wait respectfully to be acknowledged.
- Speak quietly with teachers and classmates.
- Take care of business promptly and use your time effectively.
- Treat all library books and materials with respect.
- Keep your hands and feet to yourself.
- Help keep the media center clean and orderly.

### ***Bus Expectations:***

- Be on time and stand in line patiently
- Stay in line and walk quietly when entering/leaving the bus.
- Voice level low.
- Remain seated at all times
- Keep your hands and feet to yourself.
- Respect the bus driver.

### ***Computer Lab Expectations:***

- No food or drink (NO EXCEPTIONS)
- Voice level silent/whisper.
- Speak quietly with teachers and classmates.
- Log in quickly and begin working on your program.
- Treat all equipment and materials with respect.
- Keep your hands and feet to yourself and away from the foot panels.
- Keep headphones in place on the computer.
- When needing adult assistance, wait respectfully to be acknowledged.
- Help keep the computer lab clean and orderly.

### ***Hallway Expectation:***

- Walk quietly on the right side of the hall.
- Keep your hands and feet to yourself.
- Respect materials on the wall.
- Be careful when turning corners.
- Return to your classroom in a promptly.

### ***Office Expectations:***

- Wait in line patiently for assistance.
- Treat office staff with respect.
- Do not enter the office without permission.
- Wait quietly in the lobby area before and after school
- Return to your classroom promptly.

### ***Restroom Expectations:***

- Voice Level low.
- Keep restrooms clean
- Respect others that are using the restroom
- One student from each class is allowed to use the restroom at one time unless it is an emergency situation.  
Return to the classroom promptly.

## **Bullying Prevention and Education**

The Board of Education supports a secure school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental or emotional harm to another person. Bullying can occur through written, verbal or electronically transmitted expression or by means of a physical act or gesture. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry or the need for special education services, whether such characteristic(s) is actual or perceived.

Bullying is prohibited on district property, at district or school-sanctioned activities and events, when students are being transported in any district vehicle, or off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event.

A student who engages in any act of bullying and/or a student who takes any retaliatory action against a student, who reports in good faith an incident of bullying, is subject to appropriate disciplinary action including but not limited to suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made. Bullying behavior that constitutes unlawful discrimination or harassment shall be subject to investigation and discipline under related Board policies and procedures. Students targeted by bullying when such bullying behavior constitutes unlawful discrimination or harassment also have additional rights and protections under Board policies and procedures regarding unlawful discrimination and harassment.

The superintendent shall develop a comprehensive program to address bullying at all school levels. The program shall be aimed toward accomplishing the following goals:

1. To send a clear message to students, staff, parents and community members that bullying and retaliation against a student who reports bullying will not be tolerated.
2. To train staff and students in taking proactive steps to prevent bullying from occurring.
3. To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.
4. To initiate efforts to change the behavior of students engaged in bullying behaviors through re-education unacceptable behavior, discussions, counseling, and appropriate negative consequences.
5. To foster a productive partnership with parents and community members in order to help maintain a bully-free environment.
6. To support victims of bullying by means of individual and peer counseling.
7. To help develop peer support networks, social skills and confidence for all students.
8. To recognize and praise positive, supportive behaviors of students toward one another on a regular basis.

## PRIMERO DISCIPLINE MATRIX

INFRACTION	1 <sup>st</sup> incident	2 <sup>nd</sup> incident	3 <sup>rd</sup> incident	4 <sup>th</sup> incident
Arson/Combustibles/ Fireworks	3 OSS and/or Expulsion Referral to local law enforcement			
Assault	3 OSS and/or Expulsion Referral to local law enforcement			
Blatant disrespect/Abusive language/threat to employee	3 OSS	5 OSS	9 OSS/Expulsion	
Bomb Threat /Acts of Terrorism	3 OSS Expulsion Referral to local law enforcement			
Cell phone misuse Electronic Device Misuse Teachers may utilize a drop-box in their classroom for students to store their cell phones during class.	Confiscation Lunch detention Office Pickup Student will be required to sign a cell phone contract	Confiscation Short term ISS Parent Pick up Contract	Confiscation Long term ISS Parent pick up	
Cheating/Plagiarism	Teacher imposed academic consequences  Teacher is to communicate incident with both parent and student  Referral to Principal for documentation  Lunch detention.	Teacher imposed academic consequences  Teacher is to communicate incident with both parent and student  Referral to Principal for short term ISS	Teacher imposed academic consequences  Teacher is to communicate incident with both parent and student  Referral to Principal for 3 OSS	

INFRACTION	FIRST INCIDENT	SECOND INCIDENT	THIRD INCIDENT	FOURTH INCIDENT
Destruction of school property Vandalism Misuse of property	Restitution Short term ISS/ Long term ISS	3 OSS	5 OSS	9 OSS/ Expulsion
Display of affection (PDA)	Warning (document) Lunch Detention	Short term ISS	Long term ISS	
Detrimental behavior	3OSS	5OSS	9 OSS/Expulsion	
Dress code violation  Failure to wear mask on school bus or on school premises	Required to change or have parents bring appropriate clothing.	Short term ISS Contract Failure to wear mask a second time results in parents	Long term ISS  Third mask infraction will result in 3 days OSS	

	<b>Written documentation</b>	<b>coming to school for child</b>		
Extortion	3 OSS Referral to local law enforcement Expulsion			
Fighting	3 OSS Referral to local law enforcement	3 – 5 OSS	5 – 10 OSS	5 – 10 OSS Expulsion
Fighting-Encouraging Bullying Harassment Intimidation	Short term ISS Written documentation and or/3OSS	3 – 5 OSS	5 – 10 OSS/Expulsion	
Gang Affiliation display	3 OSS Referral to local law enforcement	5 OSS	5 – 10 OSS	5 – 10 OSS Expulsion
Alcohol / Drug Violation/Paraphernalia  Alcohol/Drug Distribution	3 OSS Referral to local law enforcement/and or expulsion/classes 10 OSS Expulsion Referral to local law enforcement			
Insubordination/ Lack of cooperation/ Defiance/Disruptive behavior Disrespect	Written warning Lunch detention/ISS	1 – 3 ISS	3 – 5 OSS	5 – 10 OSS
<b>INFRACTION</b>	<b>FIRST INCIDENT</b>	<b>SECOND INCIDENT</b>	<b>THIRD INCIDENT</b>	<b>FOURTH INCIDENT</b>
Misuse of technology (Chrome Book)	Written warning Lunch detention Suspension from device	Short term ISS Suspension from device	Long term ISS Suspension from device	
Profanity	Written warning Lunch detention Or ISS	1 – 3 ISS	3 – 5 OSS	5 – 10 OSS
Sexual harassment Immoral Conduct	Written warning Short term ISS Counseling or in severe cases Referral to local law enforcement Expulsion	Long term ISS Counseling 3 OSS Or in severe cases Referral to local law enforcement Expulsion.		
Sexual Assault	3 OSS Expulsion Referral to local law enforcement Expulsion			
Social Media Misuse	Warning/ISS	1-3 ISS	3-5OSS	5-10 OSS

Tardies – After 3 in any class – Quarter	Lunch Detention (Each additional tardy will result in an added lunch detention)	At 6 tardies: Short term ISS Tardy Contract *Attendance policy		
Theft	Restitution Short terms ISS Referral to local law enforcement Expulsion	Restitution 3 OSS Referral to local law enforcement Expulsion		
Tobacco Violation	Short term ISS	3 – 5 OSS	5 – 10 OSS	5-10 OSS/Expulsion
Tuancy	“0” for work missed	1-3 ISS		
Weapons	3 OSS Expulsion Referral to local law enforcement Expulsion			
Reckless/Careless driving	Written warning Parent contact	Ticket issued	Privilege revoked	
Unauthorized Area	Written warning Lunch Detention Short term ISS	Short term ISS	Long term ISS	

The administrator will notify the parents/guardians of any disciplinary action. Students with disabilities who have Individual Education Plans (IEPs) will not be suspended for more than 10 days per school year without a manifestation determination hearing being conducted by the IEP team.

### SAFE-2-TELL

The *Safe-2-Tell* Hotline is available for students to make an anonymous report if they witness threatening behaviors or activities endangering them or someone they know. *Safe-2-Tell* can be reached at 1-877-542-7233 or by submitting a tip through the following website <http://safe2tell.org>

### **PRIMERO SCHOOL ACTIVITIES/ATHLETICS**

The purpose of the contract is to create a set of guidelines for students involved in extracurricular activities for grades 6-12 at Primero. These guidelines are expected to be followed at all times during the entire year - 365 days.

It is understood that participation in any extra-curricular activity is voluntary and constitutes a privilege and not a right. Due to the representative status of these activities, certain expectations or standards may exceed those applied to academic expectations. The following rules of conduct apply to all students participating in extracurricular activities. As used throughout this contract, the term “athlete or athletic” shall apply to all students and activities governed by the Colorado High school Activities Association and the Primero School District.

### ELIGIBILITY

- a. Eligibility will be determined on a weekly basis.
- b. Grades will be based on the following grading scale:

A	90-100
B	89-80

C	79-70
D	69-60
F	59 and below

c. Beginning the third week of each semester eligibility will be pulled at 9 a.m. on Monday morning and the following will apply :

- 1) Failing: a student with an F average
- 2) Any student deficient will be considered to be on probation at least until the next weekly progress check
- 3) Any student failing one class will be ineligible for that week. If the failing status continues in any combination of classes for three weeks, the student may be dismissed from the team. PLEASE NOTE THAT THIS IS THREE TIMES IN A SEMESTER AND DOES NOT NEED TO BE CONSECUTIVE.
- 4) Any student declared to be ineligible will have a phone call and written notices sent to their parents.
- 5) Eligibility will cover **all** extracurricular activities offered by this district.
- 6) Ineligible students and or athletes will not be allowed to attend any school sponsored extracurricular activity or event.

#### Athletic Requirements

- 1) Abide by all CHSAA rules and bylaws
- 2) Students must attend school all day on the day of an extracurricular event, such as a sport, concert or play in order to attend or participate in that event. A student who is absent, regardless of the reason for the absence, may not participate in any extracurricular activities that day unless approved by administration.
- 3) If an athlete has an unauthorized absence from school on the day of or the day before the scheduled event, he/she will not be allowed to participate.
- 4) If an athlete is injured and attending school, the athlete will be required to make arrangements with the head coach regarding their responsibilities concerning practice.
- 5) The athlete must comply with Primero School Districts "Player Dress up Day". Male athletes must wear slacks/dress pants, a collared shirt and tie. The shirt must be tucked in at all times and the entire tie must be visible at all times. Female athletes must wear dress slacks or dress skirts with a dress shirt or dress blouse. Dresses are also acceptable. No denim, corduroy or spandex material of any kind will be allowed. ALL CLOTHING WILL MEET THE PRIMERO DISTRICT'S DRESS CODE.
- 6) Taunting, teasing, cursing, arguing, bullying or fighting will not be tolerated within the team or towards the competition or the umpires/referees. These behaviors will be dealt with immediately and severely up to and including being removed from the team. Remember, "*Cheer for your team, not against your opponent.*"
- 7) A suspension or expulsion will result from conduct not appropriate for a Primero athlete. Recommendations will be made by the coach and/or Athletic Director and reviewed by the Superintendent.
- 8) All athletes will sign-in and watch the SPORTSMANSHIP video provided by CHSAA in a group meeting held by the coach/coaches. This video will be required viewing by all athletes prior to the beginning of the season.

#### **SUBSTANCE ABUSE:**

The athletes must follow the school's student handbook policy for substance abuse. During the year an athlete shall not:

- a) Consume a beverage containing alcohol or use illegal drugs.

- b) Consume, have in possession, buy, sell or give away any controlled substance, or illegal drug which includes any and all forms of tobacco.

**PENALTIES:** The Athletic Director may determine the level of infraction and can use any and all of the following as a recommendation to the Superintendent.

- The athlete may be suspended for a specific period of time.
- The athlete may be suspended for the sports season.
- The athlete may be suspended for a calendar year.
- The athlete may be suspended from any further participation at Primero School District.

**TRANSPORTATION:**

All athletes and coaches will board the bus at school prior to leaving for the event and returning from the event. Athletes may board at a predetermined site in Trinidad if it is a weekend contest. The head coach will take attendance at both locations. At the end of the activity players may be released to parents/legal guardian once the parents/legal guardians have signed their athlete out with the coach. If an athlete is to be released to another adult or relative, the parent/legal guardian must submit a note to the office prior to leaving for the activity. Siblings who are still in school will not be allowed to drive the athlete's home from the activity without written consent from the parent/guardian. If parents/guardian is not present or has not submitted written consent for the athlete to leave with another adult or sibling, the athlete will return on the bus with the coach and the team.

**COMMUNICATION:**

Throughout the season, some decisions will be made by coaches which may not be the same as athletes or parents would have made. Coaches are not to be approached at the activity. Parents can set up a meeting with the Athletic Director which would include the parent, coach and Athletic Director. Opinions are valued but at the same time they will not dictate what goes on in the program. Coaches have complete control of line-ups, number of players on the team, playing time and position assignments.

**LETTERING CRITERIA:**

Lettering in any sport will be a collaborative decision made by the Head Coach and the Athletic Director of Primero. Athletes must make every effort to attend all practices, contests and events pertaining to their sport. Only with prior, written, verified approval by the Athletic Director and School Administrator will an exception be considered.

**EXCUSED/UNEXCUSED ABSENCE:**

An absence from practice must be cleared with the **HEAD COACH** before the absence occurs. Only in an emergency situation will a student report an absence to either the Athletic Director or an assistant coach. Individual coaches can communicate however they feel is most effective when holding practice on non-school days. A doctor's /dentist's note must accompany the student to school in order for the absence to be excused or the school or coach must be informed by the parent/guardian on the same day of the illness. Any absence, even and excused absence, **MAY** prohibit an athlete from being in the starting lineup for the next scheduled event. Each **HEAD COACH** will have different ways of handling their players' absence during the season. Each **HEAD COACH** will hold his/her own team meeting at the beginning of each season and explain the procedures for dealing with unexcused/excused absences.

## **PRIMERO SCHOOL ATTENDANCE POLICY**

Regular and timely attendance is an educational requirement of all classes at Primero School, and is the responsibility of the student and parents or guardians. Primero's policies regarding student attendance are carried out with concern for the student and with the objective of helping to instill the importance of regular and timely school attendance. Primero students are expected to be on time and in attendance every day school is in session. All absences have a negative effect on instructional continuity, regardless of the cause of the absence or the attempts to make up the work missed. Primero students are expected to attend school from the first day through the last scheduled day; vacations during school days are discouraged.

Whether or not credit will be granted, students must attend school according to the Compulsory Attendance Law of Colorado.

Parents or guardians are urged to make every effort to schedule travel plans during times when school is not in session.

### **DAILY ATTENDANCE**

**Please see Board Policy JH: Student Absences and Excuses**

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

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

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

### **NOTIFICATION OF ABSENCES BY PARENT TO SCHOOL**

Parents/guardians have the responsibility to contact the office on the day of a student's absence due to illness or emergency and on any subsequent day of illness. Please contact the office by 9:00 a.m. Parents/guardians should also notify the office at least five days prior to the first day of a series of anticipated absences (see ARRANGING FOR WORK PRIOR TO AN ABSENCE). If the parent or guardian must be out of town, he or she is responsible for notifying the office in writing as to who will have the authority to excuse student absences.

### **NOTIFICATION OF ABSENCES BY SCHOOL TO PARENT**

School personnel are responsible for communicating with the home regarding unexcused student absences or excessive excused absences. When a student is absent from school and no contact has been received from parents or guardians, the office will make reasonable efforts to promptly inform parents of the absence by the automated phone system or personal phone call.

## **Excused absences**

The following shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours.
2. A student who is absent for an extended period due to physical, mental or emotional disability.
3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
5. A student who is suspended or expelled.

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

\*Any student who presents a falsified note will automatically be subject to discipline (see forgery)

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 participation 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.

\*An absence is any time missed from school, ranging from one class period to a full day.

## **Unexcused absences**

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record.

- **3 unexcused absences = 3 day warning letter** – Parent will receive a phone call and letter from the school indicating that the student has missed three days of school as a warning that the student is nearing the loss of credit/attendance plan and/or truancy proceedings.
- **5 unexcused absences = 5 day warning letter** – Parent will receive a phone call and letter from the school explaining that the student has missed five days of school and reminding the parent of the importance of regular school attendance. The parent will be encouraged to meet with the son or daughter's Counselor/ Principal to discuss attendance.

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

The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is (14.5) days during any calendar year or school year or (4) days per month. The absenteeism count will not start over each semester but carry over the entire year.

## **Chronic absenteeism**

When a student has an excessive number of absences, these absences negatively impact the student's academic success. For this reason, a student who has (14.5) total absences in a school year, whether the

absences are excused or unexcused, may be identified as "chronically absent" by the principal or designee. Absences due to suspension or expulsion shall not be counted in the total number of absences considered for purposes of identifying a student as "chronically absent."

If a student is identified as "chronically absent," the principal or designee shall develop a plan to improve the student's attendance. The plan shall include best practices and research-based strategies to address the reasons for the student's chronic absenteeism, including but not limited to:

- The school will adopt a tiered series of notifications for students who are missing an increasing number of school days. The school will use a variety of communication measures (e.g., meetings between the Principal/School Counselor and student; phone calls; letters; etc.) to inform parents about their son or daughter's attendance and to connect students and families with resources that support improved attendance.
- **8<sup>th</sup> day absence – Phone call, certified letter and meeting** – Parents will receive a phone call from the school informing them that their son/daughter has missed eight days of school. A certified letter will be sent home from the school requiring that the parent meet with the school's principal or counselor to discuss support that can be provided to facilitate improved attendance as part of an attendance contract.
- **10 days absence – Phone call, certified letter** – Parent will receive a phone call and certified letter informing them that they are in violation of the attendance contract and School Attendance Law of 1963, Colorado Revised Statutes §§22-33-107 to 110 ("School Attendance law"), particularly section 22-33-107 (3) (a), which reads as follows

*As used in this subsection (3), a child who is "habitually truant" means a child who has attained the age of six years on or before August 1 of the year in question is and is under the age of seventeen years having four unexcused absences from public school in any one month or ten unexcused absences from public school during any school year.*

**If the contract is violated, then a notice of court proceedings and truancy filing with the Las Animas County will be sent to the parent through certified mail.**

**Possible actions of violation of contract: Loss of credit in all or certain period's attendance is occurring.**

- **14 day absence – Attendance and truancy center** – Students who miss 14 or more days of school (excused or unexcused) are automatically filed for truancy through Las Animas County Court. This is excluding school sponsored events /activities and administration approval for absences. The Court works with students and their parents to identify supports that would enable the student to attend class regularly, it also serves as a site to "collect" students who are absent and reconnect them to their studies.

When practicable, the student's parent/guardian shall participate in the development of the plan.

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

## **ARRANGING FOR SCHOOL WORK PRIOR TO AN ABSENCE**

If an absence of at least two days is planned, families should notify the office at least five school days in advance of the absence, and the student/parent should request work from the student's teachers. Students must pick up their homework packets from their teachers on the day prior to their absence. Without such notice, students will have to wait until their return to school to receive missed work and materials. In any case, students must check with their teachers upon returning to school for any additional missed materials and/or to schedule make-ups. Students have one day for every day of absence to complete the assignments.

## **MAKE-UP WORK**

Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator or unless the absence is due to the student's expulsion from school. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class. There shall be (1) day(s) allowed for make-up work for each day of absence.

Make-up work shall be allowed following an unexcused absence or following a student's suspension from school with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. This work may receive full or partial credit to the extent possible as determined by the building administrator.

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

## **SCHOOL RELATED ACTIVITIES**

Involvement in school related activities causing a student to miss an occasional class will not be considered an absence. However, students are still responsible for work missed.

## **TARDINESS**

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

In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter the next class. Teachers shall honor passes presented in accordance with this policy. The provisions of this policy shall be applicable to all students in the district, including those above and below the age for compulsory attendance as required by law.

Students who arrive to class after 7:45 a.m., or who are late to any class during the school day, will be considered tardy regardless of the reason for arriving late, other than for medical reasons. A student who is 15 minutes tardy for any class will be considered unexcused absent or truant from that class.

Three unexcused tardies in a quarter = 1 lunch detention and any tardy after will be equivalent to lunch detention up to 5 tardies or 5 lunch detentions

Six unexcused tardies in any class in a quarter = 2 days ISS

Eight unexcused tardies in a quarter = One unexcused absence in the period of tardies and four days ISS and will follow the truancy protocol.

### **15x15 Rule**

No students will be allowed outside of class for any reason other than an emergency during the first 15 minutes and the last 15 minutes of class.

### **HALL PASSES**

No student shall be allowed in the halls during classes without a hall pass, nor should students be allowed to go to other classrooms they are not assigned to during that hour. Teachers should not send a student on an errand without a pass. Special restroom breaks have been added to secondary class periods this year.

### **TRUANCY**

According to state law, every child who has reached the age of 6 years and is under the age of 17 shall attend public school. It is the parent's responsibility to see that the child complies with this law. The law provides that a legal petition must be filed when a student establishes a pattern of truancy. Students absent without the consent of a parent and the school administration are considered truant. Repeated truancy may be cause for interagency follow-up and legal action through the truancy court process. Students are truant if they: leave school for any reason without approved check out in the office, are absent from school without parent and school administrative permission; are absent from individual classes without administrative permission; obtain a pass to go to a certain place and do not report; become ill and go home without authorization or stay in the restroom instead of reporting to the office; or come to school but do not attend classes. Students who are truant will receive a "0" for work missed and will not be allowed to make up the work.

**Habitually Truant Students:** The Attendance Officer and/or Truancy Advocate shall make reasonable efforts to notify the student and the parent or guardian to review and evaluate the reasons for the child's absences. Appropriate consequences may be applied when there are repeated unexcused absences, including disciplinary measures, the imposition of academic sanctions, and/or the initiation of court proceedings to enforce the requirements of the Colorado School Attendance Law. Whenever a student's educational progress becomes affected because of absence, the attendance officer shall notify and attempt to meet with the parent or guardian so that planning for remediation may occur. The plan shall be at the Principal's discretion.

1<sup>st</sup> offense = 2 days ISS

2<sup>nd</sup> offense = 4 days ISS and referral to truancy court

3<sup>rd</sup> offense = 8 days ISS and follow up in truancy court

4<sup>th</sup> offense = Suspension/Expulsion, prosecution in truancy court.

### **ZAPPED (Zero's Aren't Permitted)**

- First line of defense in holding students accountable for work completion.
- Academic intervention programs developed to hold students accountable for missing assignments and/or poor grades. Any student performing in any class at a level below a D (60%) when eligibility is run on Monday morning will automatically be included in the Zapped roster. These students will spend Target Time with teachers, working on assignments to bring their grades up.
- Students will be considered "Zapped" until the next grade check is performed—requiring a one week minimum stay in the program.
- ATHLETES MAY BE PULLED FROM PRACTICE TO COMPLETE THE ASSIGNMENT.

### **RELEASE DURING THE SCHOOL DAY**

**(Primero School is a closed campus. Once students are on school grounds they are required to stay unless signed out by a parent/guardian/written designee)**

If a student must leave during the school day, the parent or guardian should meet the child at the office and sign their child out. For reasons of safety, students will not be released except to their parents or guardians or someone who has been designated in writing by the parents or guardians. If a student returns to school after being released, she/he must check in at the office and pick up a late pass before going to class.

### **FINAL EXAM ATTENDANCE POLICY**

It is expected that all Primero students attend school during finals, which are usually scheduled during the last week of the school year. Please **do not** plan trips during this time. Nevertheless, if a student will miss one or more days of school during finals, written notification must be given to the office **at least two weeks prior to the absence** to allow teachers time to prepare appropriate final activities for that student. This may include taking the final early, taking another version of the final (such as one from previous years), or completing an alternate task at the teacher's discretion. If such absences bring a student beyond the allowable six days in a semester or if the office is not notified within the appropriate time, the absence will be considered unexcused and no credit will be given for the final exam.

### **PERFECT ATTENDANCE**

Perfect attendance is defined by Primero School as not missing any school each semester and physically being in attendance every day each semester 7:45 to 4:05 p.m. If a student has a verifiable excuse, the absence will be excused; **however, the absence will be counted against their perfect attendance.**

### **PRIMERO RE-2 SCHOOL DISTRICT GRADUATION REQUIREMENTS 26 UNITS (Board Policy IKF)**

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

#### **District academic standards**

All students must meet or exceed the district's academic standards prior to becoming eligible to graduate or complete the requirements and goals as listed on a student's Individualized Education Program (IEP), which may include modified academic standards.

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 district's academic standards and to meet the expectations for graduation.

#### **Units of credit needed**

A total of 26 credits earned during grades nine through twelve are required for graduation. A credit is defined as the amount of credit given for the successful completion of a course which meets four (4) days

per week for a minimum of 60 minutes daily for at least 36 weeks or the equivalent. Successful completion means that the student obtained a passing grade for the course.

The District calculates credits in half and full credit amounts. A half-credit is generally awarded to a student who passes a semester course. A full credit is generally awarded to a student who passes a year long course. Quarter credits may be used in transfer situations.

All students entering from outside the District must meet the District graduation requirements. The District reserves the right to approve all credits for transfer from outside institutions from new students and from current students who take off-campus or correspondence courses. The District shall determine if a transfer, online or credit obtained from outside agencies meets the standards necessary to award identical or partial credit.

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

- Achievement in the district's academic standards as demonstrated by mastery of the curriculum which may include, but is not limited to, daily classroom assignments, state and district assessments, classroom assessments, and student participation in, and completion of, assigned projects.
- Completion of 26 credits in grades nine through twelve in the prescribed categories listed below.
- Completion of the requirements and goals as listed on a student's Individualized Education Program (IEP) which may include modified academic standards.

#### **Required credits/courses**

<b>Credits</b>	<b>Area</b>	<b>Specific Courses</b>
4	English	
4	Mathematics	
3	Science	
4	Social Studies (must include Civil Government of the US)	
1	Physical Education	<ul style="list-style-type: none"><li>• Students may earn one-third (1/3) credit per CHSSA approved sport participation for a maximum of three sports per school year, resulting in one full academic credit for physical education. Mandatory regular physical education classes shall be scheduled for all high school students not participating in a CHSSA approved sport. In order for credit to be granted, the student/athlete shall complete the entire CHSSA approved sport for that season.</li></ul>
7	Electives (one elective must be CTE course)	
1	Health	
1	Foreign Language (College bound students are highly advised to take two years)	

1 Economics

26 Total

### **Credit from other institutions and home-based programs**

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 "online" programs, must have prior approval from the principal.

The district shall accept the 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.

### **Credit from a dropout recovery program**

In accordance with applicable state law, college courses completed pursuant to the student's participation in a "dropout recovery program" shall count as credit toward completion of the district's graduation requirements. A student seeking to enroll in a dropout recovery program shall work with his or her high school principal or designee in selecting college courses. **STUDENTS WILL BE CHARGED A FEE OF UP TO \$100 FOR FAILING OR NOT FINISHING A CREDIT REDEMPTION CLASS.**

(Adopted July 2016)

### **Class rankings and grade point averages**

Graduating seniors shall be ranked within the graduating class for each high school upon the basis of grade-point averages for the four-year program, excluding the last semester of the senior year. Averages will be calculated to two decimal places (0.00)

Grades for regular classes will be given the following values: A=4; B=3; C=2; D=1; F=0. The grading percentages are 90-100%=A; 80-89%=B; 70-79%=C; 60-69%=D; below 60%=F.

Grades for advanced placement classes will be given the following values: A=5; B=4; C=3; D=2; F=0.

After a course has been passed, no future grade earned in the same course shall be used to determine class rank or grade point average.

When transcripts of transfer students show grades such as pass or satisfactory, 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**

College courses, with the approval of a counselor and the principal, may be approved for high school credit.

Approved correspondence courses may be taken with the approval of the principal for make-up credit.

Night-school courses approved by the counselor and the principal may be taken for high school credit.

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 freshmen, sophomores, juniors and seniors shall be a minimum of 7 credits per school year. Students who wish to take fewer credits in any given school year must obtain advance permission from the principal.

Class determination is based on achievement as follows:

Freshman: 0-5.9 credits

Sophomore: 6.0-12.9 credits

Junior: 13.0-19.0 credits

Senior: 20+ credits. (26 minimum needed to graduate in the required areas)

### **COMMUNITY SERVICE**

According to Primero School Policy, all students are required to have 8 hours of Community Service per year beginning in their freshman year. Community Service shall consist of services provided to the community during off school hours and students may not receive payment for this service. Graduating class will need a total of 32 hours of community service to meet graduation requirements. (Please see School Board Policy JLN: Community Service)

### **HONOR ROLL**

In order to qualify for the Honor Roll, a student must be enrolled as a traditional student in at least 5 classes and maintain a 3.0 to 3.49 for Honor Roll or 3.5 or higher for High Honors GPA per quarter (9 weeks)

### **NATIONAL HONOR SOCIETY REQUIREMENTS**

Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Students in the tenth, eleventh and twelfth grades are eligible for membership. For the scholarship standard, a student must have a cumulative GPA of 3.5 or better on a 4.0 scale for 3 consecutive semesters. In addition, members must be enrolled as a traditional student and maintain an academic course load that includes the academic areas of study of math, English, science, social science and any other academic solid course (psychology, sports psychology, accounting). The course of study in each area must be progressive. Once inducted, new members are required to

maintain the same level of performance (or better) in all four areas of evaluation that lead to their selection. In addition, each member is obligated to regularly attend chapter meetings held once every month during the school year and participate in individual chapter service projects. Meetings, times and dates will be scheduled. Students must be in good standing in order to be selected as an NHS officer.

### **Valedictorian and Salutatorian Selection**

Following completion of the first semester of senior year the high school counselor will calculate the top two student's GPA averages using the weighted scale as outlined in policy. College academic classes taken for credit each semester will earn 5 credits so proper weighting can be applied. Only academic college class taken toward an AA or AS degree will be calculated as weighted courses.

#### College Preparation

Language Arts – 4 Credits

Foreign Language – 2 Credits

Social Science – 4 Credits (Must include US History and American Government)

Mathematics – 4 Credits (Must include Algebra I, Geometry and Algebra II)

Science – 3 Credits

Physical Education – 1 Credit

Economics/Financial Literacy – 1 Credit

Health – 1 Credit

Electives will satisfy remaining credits for a total of 26

Alternatives may be granted by the counselor with superintendent/principal approval.

### **IKF-2: Graduation Requirements**

(Beginning with the Class of 2021)

In pursuit of its mission to ensure that all students reach their learning potential and are prepared for postsecondary and career opportunities, the Board of Education has established the following graduation requirements for students entering the ninth grade in the 2017-18 school year and each ninth grade class thereafter.

To receive a high school diploma from the district, students must meet or exceed the district's academic standards and measures required by this policy or complete the requirements and goals listed on a student's Individualized Education Program (IEP), which may include modified academic standards.

### **College and career readiness**

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

## English

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

Measure	Cut Score/Criteria
Accuplacer assessment	Classic: Score of at least 62 on Reading Comprehension or 70 on Sentence Skills.  Next Generation: 241 on Reading, 236 on Writing
ACT assessment	Score of at least 18 on English.
ACT Compass assessment	Score of at least 79 on English.
ACT WorkKeys assessment that demonstrates English readiness, as identified on the accompanying exhibit.*	Score of at least 3 (Bronze level).
Advanced Placement (AP) exam that demonstrates English readiness, as identified on the accompanying exhibit.*	Score of at least 2+
Armed Services Vocational Aptitude Battery (ASVAB)	Score in at least the 31st percentile on AFQT  Score of at least 50 or better.
SAT assessment	Score of at least 470 on English.
Concurrent enrollment course that demonstrates English readiness, as approved by the district and included in the student's academic plan of study or Individualized Career and Academic Plan (ICAP).	Grade of at least a C.
Industry certificate that demonstrates academic and intellectual learning in the subject area of English.	Receipt of the industry certificate and approval by the district-designated team.  Must meet criteria in reading.
District capstone project that demonstrates academic and intellectual learning in the subject area of English.	Completion of the district capstone project and approval by the district-designated team.  TBD

## Math

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

Measure	Cut Score/Criteria
Accuplacer assessment	Classic: Score of at least 61 on Elementary Algebra.  Next Generation: 255 on Arithmetic (AR) or 230 on Quantitative Reasoning, Algebra, and Statistics (QAS)
ACT assessment	Score of at least 19 on Math.
ACT Compass assessment	Score of at least 63 on Math.
ACT WorkKeys assessment that demonstrates Math readiness, as identified on the accompanying exhibit.*	Score of at least 3 (Bronze level).
Advanced Placement (AP) exam that demonstrates Math readiness, as identified on the accompanying exhibit.*	Score of at least 2+.
Armed Services Vocational Aptitude Battery (ASVAB)	Score in at least the 31st percentile on AFQT  Score of at least 50
SAT assessment	Score of at least 500 on Math.
Concurrent enrollment course that demonstrates Math readiness, as approved by the district and included in the student's academic plan of study or Individualized Career and Academic Plan (ICAP).	Receipt of the industry certificate and approval by the district-designated team.  Must meet criteria in Math
Industry certificate that demonstrates academic and intellectual learning in the subject area of Math.	Completion of the district capstone project and approval by a district-designated reviewer.  TBD
District capstone project that demonstrates academic and intellectual learning in the subject area of Math.	Grade level of 4

### Exceptions to the Board's required measures and cut scores/criteria

If a student has demonstrated college and career readiness by completing an assessment or other measure that is not included in this policy but is included in the state graduation guidelines, the principal or principal's designee may determine that such assessment or other measure is acceptable and meets the district's graduation requirements.

### **Early graduation**

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

(Adopted July 2016)

### **Acceleration (Whole-Grade Skipping)**

(Please see Board Policy [IKE Ensuring All Students Meet Standards \(Promotion, Retention and Acceleration of Students\)](#))

The Board of Education of the Primero School District believes it is important to encourage, support, and assist each student to develop academically. Given the range of abilities represented in each Primero classroom, it is essential that teachers adapt instruction to meet the wide range of student abilities and skills that exist. In recognition of the diverse needs of students and the benefits associated with instructional adaptations, the Board supports acceleration appropriate to individual students.

If you believe that your student should be allowed to skip a grade or grades you may obtain a [Request for Whole-Grade Skipping Form](#) from the front office.

## **TSJC CONCURRENT AGREEMENT**

Primero High School is pleased to continue our dual credit college opportunities. Please talk with Mrs. Maldonado about what concurrent classes are available. Concurrent classes have their own set of rules and standards:

1. Primero school will pay for up to 6 college credits per semester through concurrent enrollment. Students wishing to take more than six college credits per semester will need administrative approval and any credits over six will be paid for by the student.
2. Payment:  
Students that receive grades below a C for any course will be required to pay for the cost of the course work. Parents must sign an agreement stating that they are responsible for such payment. If payment for the class is not received the student will not be invited to the graduation ceremony. If you need to pay for the class, please make arrangements with the business office.
3. If a student's scores on their SAT are not high enough for placement into a college class, the student wishing to take any college classes must take the Accuplacer/or other required placement test the college requires. They must follow the guidelines set forth by the college to be allowed to take the class for college/dual credit.

4. Honor Credit:

In order for the student to receive “honor credit” for a college course taken the class must be a core class such: Sociology, Psychology, Math, English, Science or History college class. Any other course, honors credit will not be given unless the student makes an appeal with course descriptions to administration for prior approval. No remedial classes will be paid for by Primero School District.

4. Students must maintain G.P.A of at least a 2.5 each semester in order to continue taking college classes, concurrent enrollment and also participate in work release.

**All college course work is subsidized by College Opportunity Fund (COF) stipends. It is the students' responsibility to sign up for COF, otherwise the parent will have to pay the difference in tuition.**

***Students who owe fees from last year will not be allowed to sign up for courses this year until their fee is paid.***

In cooperation with TSJC, Primero School District High School will make these offerings as state guaranteed transfer credits to any two year or four year university in Colorado. If students are planning to attend college out of state, they must check with the college about transfer credits. With this opportunity comes responsibility. Students will be expected to treat these classes as a college class and follow TSJC's and Primero School District standards and expectations. Appropriate behavior, excellent attendance, and college level work ethic are expected.

Qualified students need to fill out the proper paperwork including the Concurrent Enrollment TSJC Registration Sheet and Request for Waiver, if under the age of seventeen. All questions about qualification and registration should be directed to Mrs. Paula Maldonado. In order for your student to be properly enrolled, please complete and return the appropriate forms by the first week. Due to college requirements, students who do not have all paperwork completed in a timely manner may be denied participation in dual credit opportunity. If you have any questions or concerns please contact us.

#### **STUDENT DRESS CODE:**

(Primero High School, Jr. High & Elementary)

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

Approval/disapproval of questionable dress or grooming shall be determined by the Administration.

#### **UNACCEPTABLE ITEMS INCLUDE BUT ARE NOT LIMITED TO**

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:

- Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length
- Sunglasses and/or hats worn inside the building
- Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts

- Tank tops or other similar clothing with straps narrower than 1.5 inches in width
- Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
  - a. Refer to drugs, tobacco, alcohol, or weapons
  - b. Are of a sexual nature
  - c. By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
  - d. Are obscene, profane, vulgar, lewd, or legally libelous
  - e. Threaten the safety or welfare of any person
  - f. Promote any activity prohibited by the student code of conduct
  - g. Otherwise disrupt the teaching-learning process

1<sup>st</sup> Incident – The student will be asked to change into appropriate clothing or make arrangements to have appropriate clothing brought to school. The incident will be documented and a notice sent home to parents. If a student cannot change a written warning will be issued.

2<sup>nd</sup> Incident – The student shall remain in the principal’s office for the remainder of the day and do school work and a follow-up written/verbal notification will be given to the parent.

3<sup>rd</sup> Incident – The student may be subject to suspension or other disciplinary action as outlined in the school discipline code.

**NOTICE TO STUDENTS, PARENTS AND EMPLOYEES  
SECTION 504 OF THE REHABILITATION ACT OF 1973**

Section 504 is an Act, which prohibits discrimination against persons with a disability in any program that receives federal financial assistance. The Act defines a person with a disability as anyone who:

\*\*has a mental or physical impairment that substantially limits one or more major life activity (major life activities such as caring for one’s self performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working); has a record of such impairment; is regarded as having such impairment.

In order to fulfill its obligations under Section 504, Primero RE-2 School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system.

The district has specific responsibilities under the Act, which include the responsibility to identify, evaluate and if the student is determined to be eligible under Section 504 to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specify rights related to educational records. This Act gives the parent or guardian or 18+ year old student the right to:

- a. Inspect and review his/her child’s educational records.
- b. Make copies of these records.
- c. Receive a list of all individuals having access to these records.

- d. Ask for an explanation of any item in the records.
- e. Ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights.
- f. A hearing on the issue if the school refuses to make the amendment.

If there are any questions, please feel free to contact:

Paula Maldonado, School Counselor  
Section 504 Compliance Coordinator – Primero School District RE-2  
20200 State Highway 12  
Weston, CO 81091  
719-868-2715

### **Administering Medicines to Students**

If under exceptional circumstances a student is required to take oral medication during school hours and the parent cannot be at school to administer medications, only the school nurse or delegated liaison will administer the medication in compliance with the following regulations.

1. All directives of the accompanying policy will be followed:
2. Written orders from the student's physician must be on file in the school stating:
  - a. Student's name
  - b. Name of drug
  - c. Dosage
  - d. Purpose of the medication
  - e. Time of the day medication is to be given
  - f. Anticipated number of days it needs to be given in school.
  - g. Possible side effects
  - h. The medication must be brought to school in a container appropriately labeled by the pharmacy or physician.
  - i. An individual record will be kept of such prescription medications administered by school personnel.
  - j. Medication will be stored in a clean, locked cabinet or container.

A permission slip to administer Tylenol (acetaminophen) to a student when his temperature is above 101.5 degrees may be submitted to the school by the parent or legal guardian.

Unless these requirements can be met, medication shall not be administered at school.

File: JLCD-R  
(2)

Procedure:

1. Identify student
2. Identify medication
  - note student's name on bottle
  - note date of medication on bottle
  - note name of medication on bottle

- note dosage of medication on bottle
- note instructions on bottle for giving the medication

1. Compare information on medication bottles with medication record information.
2. Doctor's order should be attached to the medication record or note to be in file.
3. Check to see that another school person has not given the medication already for that day and time.
4. Administer the medication to the student as directed.
5. Record time the medication was given on the student's medication record.
6. Return medication to the locked storage unit.

APPROVED: August 9, 1995  
Primero Re-2 School District, Weston, CO 81091

## **RIGHTS AND RESPONSIBILITIES**

### **A. DELEGATION & THE COLORADO NURSE PRACTICE ACT**

In regard to medication administration, school personnel to whom the school registered nurse delegates medication administration shall not further delegate that task to another individual nor may the task be expanded without the expressed permission of the delegating school registered nurse. Also the school nurse can withdraw the delegation of medication administration at any time. This may occur if there is a change in the child's condition or the nature of the medication to be given.

**Only the registered nurse can make the decision to delegate. A parent, physician or school administrator cannot make it. The decision to delegate cannot be made by a licensed practical nurse.**

### **B. CONFIDENTIALITY AND LIABILITY**

Each school and childcare facility should have a confidentiality policy. Whatever you learn about a child's medication or health condition **MUST NOT** be discussed with anyone unless the parents give their permission. If the parents or guardian want school or facility personnel to know why their child needs medication, they will indicate permission to share such information. Such information may be shared only when the parents or guardian grants written permission.

A breach of confidentiality, the sharing of information without written permission can result in serious consequences. It can lead to lawsuits and liability for the school or facility.

Inappropriate sharing of health information without written permission reveals information about the child, which is the private domain of the family. Such disclosure can cause the child and family great distress and be possible grounds for a lawsuit.

### **MILITARY OPT-OUT** School Board Policy JRA/JRC-E-2

Every school year the military contacts the school asking for contact information (phone, address) of junior and senior students. If you **DO NOT** want this information shared with the military you must request an Opt-Out Form for Disclosure of Information to Military Recruiters and return it to the office by September 1.

## **STUDENT PICTURES**

### School Board Policy JRA/JRC-E-3

Classroom activities and school events are sometimes photographed or videotaped by the school or media groups (newspaper, television, university, district public relations, etc.) In addition, the district or school may want to post articles, video or photography on district or school websites.

This applies to classroom activities and school events that are not open to the public. Public events such as sporting events, theatre productions, etc. are open to the public and are not covered by this form.

If you **DO NOT** want your child's photograph, video and/or electronic image to be published for news media or school publicity purposes, please complete the **Opt-Out Form for Student Image Publishing** and return to the office by September 1. The form may be requested from the school office.

### TEXTBOOKS

Textbooks are furnished by Primero and are issued at the beginning of each school year. Students who damage a book or lose it while it is checked out to them shall pay for the book or damages as determined by school staff.

### LOST AND FOUND

Students who find lost articles are asked to take them to the office where the owner can claim them. If the article is not claimed within a reasonable amount of time, it will be given to charity.

### STUDENT SOCIAL EVENTS

School dances or celebrations may be held at the school under the direction of the sponsor. Those attending such affairs shall not be allowed to re-enter the building once they leave. Students are reminded that the district dress code is in effect at ALL school activities, whether it is at Primero or at another school. Students must be academically eligible to attend these events.

#### Class/Organizations and Sponsors

Class/Organization	Sponsor	Class/Organization	Sponsor
Class of 2026	Mr. Byall	MS Boys Basketball MS Girls Basketball	TBD TBD
Class of 2025	Mrs. Johnson Mr. Vigil	MS Volleyball	Ms. Gallegos
Class of 2024	Mr. Esquivias Mrs. McCorkle	HS Volleyball	Ms. Andrews
Class of 2023	Mrs. Pratt Mr. Duran	Football	Mr. Esquivias
Class of 2022	Mr. Gandy Mrs. Stodghill	HS Boys Basketball	Mr. Kravig
Class of 2021	Mr. Diller Ms. Warren	HS Girls Basketball	Mr. Vigil
Nat. Honor Society	Mr. Gandy	HS Cross Country/Track	Mr. Duran

Student Council	Ms. Andrews	Yearbook and Media Club	Mrs. Johnson
FBLA	Mrs. Gallegos	Science Fair	Ms. Andrews
MS Cheerleading HS Cheerleading	Mrs. East Ms. Alfonso	Knowledge Bowl Gifted/Talented	Mr. Gandy Mrs. Pratt
Robotics	Ms. Warren	Speech and Debate	Mrs. Johnson

## VISITORS

Due to COVID-19 regulations, all non-essential visits inside the school building this year shall be prohibited until further notice from CDE and the Las Animas County Health Department.

## EMERGENCY CLOSURES

The Superintendent or designee shall have the authority to cancel school in case of snow, stormy weather or bad roads. In such cases, an announcement to call off school shall be made in the morning over radio stations KCRT in Trinidad, KRTN in Raton, KOAA TV, KKTU KRDO, and “School Messenger”. This announcement shall be made by the Superintendent early enough so that it can be broadcast by 6:00 a.m.

## FOOD POLICY

Primero School offers free breakfast and lunch to all students and staff. However Primero does participate in the Federal Lunch Program. All parents are asked to fill out the Hot Lunch Form so that Primero can receive reimbursement for those who are determined to be eligible for free or reduced lunch. Students must remain in the lunchroom or outside the lunchroom until the bell rings. **NO SODA POP OR ENERGY DRINKS WILL BE ALLOWED DURING SCHOOL HOURS FROM 7:30 A.M. TO 4:05 P.M.** unless pre approved by Building Principal for specific intent (ie. Class parties/group functions).

## CHANGE OF ADDRESS

Please inform the office if you change your address or telephone number, including emergency contact changes. This current information helps us to serve you better and to locate you or your emergency contacts if your child is left at school after hours or becomes ill or is injured. Address/telephone numbers changes can be done through Parent Connect on the school website at [www.primeroschool.org](http://www.primeroschool.org) under Parent Resources.

## **LOCKERS (only Middle School students will be issued lockers for 2020-2021)**

Lockers are located in specified areas within the building. Students must keep their lockers in good condition. Do not share lockers with anyone else. If students are providing their own lock, the office will need a key or combination to that lock. **PLEASE KEEP YOUR LOCKERS LOCKED AT ALL TIMES AND IF YOUR LOCKER IS BROKEN, PLEASE LET SOMEONE IN THE OFFICE KNOW. PLEASE DO NOT BRING EXPENSIVE ITEMS TO SCHOOL TO STORE IN LOCKER AS WE CANNOT BE RESPONSIBLE FOR LOSSES OR THEFT. IF ANY LOCKERS ARE FOUND TO BE JAMMED OPEN OR VANDALIZED IN ANY WAY, LOCKER PRIVILEGES WILL BE TAKEN AWAY.** To maintain a good building appearance, stickers and other disfigurements are prohibited on the exterior of the lockers.

\*Students shall utilize lockers for storage of classroom materials and personal items necessary for classroom instruction. Students will be required to provide their own lock for their PE locker.

School lockers, desks and other storage areas are school property and remain at all times under the control of the school. All such lockers, desks and other storage areas, as well as their contents, are subject to inspection at any time, with or without notice.

Students shall assume full responsibility for the security of their lockers and/or other storage areas in the manner approved by the administration. Students shall be responsible for whatever is contained in desks and lockers assigned to them by the school, as well as for any loss or damage relating to the contents of such desks and lockers. (Please see school board policy JH Student Interviews, Interrogations, Searches and Arrests) ***Students will be required to pay a minimum of \$25 for any damage they cause to any lockers.***

### **STUDENT AUTOMOBILE USE**

Students who drive cars to school from home shall fill out the parking permit form; turn in proof of insurance, automobile make/model/color and license number to the administration. Students who do not possess a valid Driver's License may not drive a car to school. A driving permit will not be accepted.

**VEHICLES SHALL NOT BE DRIVEN FASTER THAN (5) FIVE MILES PER HOUR ON THE SCHOOL GROUNDS OR ON ANY STREET THAT PASSES THROUGH THE SCHOOL GROUNDS. STUDENTS MUST WAIT FOR ALL BUSES TO LEAVE THE PARKING LOT BEFORE THEY MAY LEAVE AT THE END OF THE DAY.**

Before allowing student passengers, a driver is required to check with his/her insurance company and must obtain written permission from his/her parents and the other student's parents.

Driving a car/motorcycle to school is a privilege that can be revoked by administration if the student fails to operate his/her vehicle "safely" and in accordance with state and school laws.

#### **Vehicles Parked on School Property**

1. Parking permits are non-transferrable and remain the property of PHS.
2. Vehicles parked on campus are subject to search without warning when administration has reason to believe the general welfare or safety of students is threatened by items contained in the vehicle. In order to park on school property, consent must be given to seize items that are prohibited by school or district policy.
3. Students may park only in designated spaces designed for students parking. Parking in faculty, visitor parking, bus lanes, fire lanes in the dirt, grass or any other non-designated area is prohibited.
4. Loitering in parking lots or socializing in vehicles during school hours and after school hours is not permitted.
5. Students with/without parking permits who park illegally will be dealt with administration.
6. Driving recklessly, speeding, playing loud music or creating a hazard may result in driving privileges being revoked and/or other school disciplinary consequences including a call to law enforcement.
7. Vehicles may not be left overnight on campus without prior approval from administration.
8. Primero School District is not responsible for loss or damage that may occur in the school parking lot.

9. For the 2020-2021 school year in light of the ongoing construction process all student drivers need to be aware of potential conflicts with workers and machinery.

## **DRUG AND ALCOHOL USE BY STUDENTS**

Primero RE-2 School District 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 medications 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 on district property, being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event, 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.

Please refer to Board Policy [JICH: Drug and Alcohol Use by Students](#)

## **STUDENT INTERROGATIONS, SEARCHES AND ARRESTS**

(consult school board policy JIH)

The Board of Education seeks to maintain a climate in the schools which is conducive to learning and protective of the safety and welfare of staff and students. Actions that may occur include the following in compliance with Policy JIH :

- **Interviews by school administrators**
- **Interrogations by school administrators**
- **Searches conducted by school personnel**
- **Search of school property**
- **Seizure of items**

### **Appeals**

Within 10 school days after a search, the student may appeal the search decision to the superintendent who shall investigate the reason(s) and circumstances of the search. The superintendent shall issue written findings within five school days after receiving the appeal. The superintendent's decision shall

constitute the final district determination.

### **Primer school has secured the services of a school resource office (SRO)**

**As such this individual is a duly appointed law enforcement officer functioning with all the authority and responsibilities to that position.**

### **Law enforcement officer's involvement**

#### **Interrogations and interviews**

When law enforcement officials request permission to question students when students are in school or participating in school activities, the principal or designee shall ascertain that the law enforcement officer has proper identification. Except when law enforcement officers have a warrant or other court order, or when an emergency or other exigent circumstances exist, such interrogations and interviews are discouraged during students' class time.

The principal or designee shall be present during the law enforcement interrogation or interview unless a court order provides otherwise. It is the responsibility of the law enforcement officer interviewing student witnesses or interrogating student suspects to assure compliance with all procedural safeguards.

Upon request by law enforcement to interview a student witness or interrogate a student suspect, school officials shall notify the student's parent/guardian, except in cases involving investigation of reported child abuse where the suspected perpetrator is a member of the student's family, when law enforcement has a court order directing that the student's parent/guardian not be notified, or when an emergency or other exigent circumstances exist.

If the student is under 18, the student's parent/guardian also shall be present during the law enforcement interrogation or interview unless: (1) the juvenile is emancipated as that term is defined in state law; (2) the student's parent/guardian has not been notified pursuant to this policy; or (3) the student's parent/guardian agrees to the interrogation or interview without being present.

#### **Search and seizure**

The principal or designee may request a search on school premises be conducted by a law enforcement officer. When law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in the search. It is expected that searches by law enforcement will be conducted in accordance with the requirements of applicable law.

#### **Custody and/or arrest**

Students will be released to law enforcement officers if the student has been placed under arrest or if the student's parent/guardian and the student consent to such release. When a student is removed from school by law enforcement officers for any reason, school officials will make reasonable efforts to notify the student's parent/guardian.

It is expected that all procedural safeguards prescribed by law are followed by law enforcement officers conducting student arrests. However, district staff is not responsible for an officer's legal compliance when arresting a student.

(Adopted July 2012)

### **Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED).

1. Political affiliations or beliefs of the student’s parents;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self incriminating, or demeaning behavior;
5. Critical appraisals of other with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as lawyers, doctors or ministers;
7. Religious practices, affiliations, or belief of the student or parents; or
8. Income, other than is required by law to determine the program eligibility.

Receive notice and an opportunity to opt a student out of

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agents, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State Law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Primero School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or of personal information for marketing, sales, or other distribution purposes. Primero School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Primero School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and are provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement.

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

## **RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day of the School received a request for access.

Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the Primero School District to amend a record should write to the school principal, clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under direct control of the school with respect to the use and maintenance of PII from educational records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in the annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *Primero School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202-5920

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

Primero School District does not unlawfully discriminate on the basis of race, color, national origin, sex, handicap in admissions, or access to or treatment, or employment in, education programs or activities which it operates.

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

Specific complaints of alleged discrimination under **Section 504** (Handicap) should be referred to:

Paula Maldonado, School Counselor  
20200 State Hwy 12  
Weston, CO 81091  
719-868-2715, ex 117

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

Kristen Alfonso, Human Resources  
20200 State Hwy 12  
Weston, CO 81091 719-868-2715, ex 104

Complaints may also be filed with:      The Office for Civil Rights  
U.S. Department of Education  
Region VIII, Federal Office Building  
1244 North Speer Blvd., Suite 310  
Denver, CO 80204

FERPA permits the disclosure of PII from students' educational records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parent or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions provided that the conditions listed in §99.31(a)(1)(i)(B)(1) – (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, and the U.S. Secretary of Education or State and local educational authorities, such as the State educational agency in the parent or eligible student’s state (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation or enforcement or compliance activity on their behalf. (§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for aid, determine the amount of the aid, determine the conditions of the aid or enforce the terms and conditions of the aid. (99.31(a)(4))
- To State and local or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38 (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent of IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36 (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37 (§99.31(a)(11))

**SUSPENSION/EXPULSION OF STUDENTS  
(Board Policy JKD/JKE)**

The Board of Education shall provide due process of law to students, parents/ guardians and school personnel through written procedures consistent with law for the suspension or expulsion of students and the denial of admission.

The Board and its designee(s) may consider the following factors in determining whether to suspend or expel a student:

1. The student's age;
2. The student's disciplinary history;
3. The student's eligibility as a student with a disability;
4. The seriousness of the violation committed by the student;
5. The threat posed to any student or staff; and,
6. The likelihood that a lesser intervention would properly address the violation.

As an alternative to suspension, the principal or designee may permit the student to remain in school with the consent of the student's teachers if the parent/guardian attends class with the student for a period of time specified by the principal or designee. If the parent/guardian does not agree or fails to attend class with the student, the student shall be suspended in accordance with the accompanying regulations.

This alternative to suspension shall not be used if expulsion proceedings have been or are about to be initiated or if the principal or designee determines that the student's presence in school, even if

accompanied by a parent/guardian, would be disruptive to the operations of the school or be detrimental to the learning environment.

### **Delegation of authority**

1. The Board of Education delegates to the principals of the school district or to a person designated in writing by the principal the power to suspend a student in that school for not more than five school days on the grounds stated in C.R.S. 22-33-106 (1) (a), (1) (b), (1) (c) or (1) (e) or not more than 10 school days on the grounds stated in C.R.S. 22-33-106 (1) (d) unless expulsion is mandatory under law but the total period of suspension shall not exceed 25 school days.
2. The Board of Education delegates to the superintendent of schools the authority to suspend a student, in accordance with C.R.S. 22-33-105, for an additional 10 school days plus up to and including an additional 10 days necessary in order to present the matter to the Board.
3. Unless otherwise determined by the Board, the Board of Education delegates to the superintendent of schools or to a designee who shall serve as a hearing officer the authority to deny admission to or expel for any period not extending beyond one year any student whom the superintendent, in accordance with the limitations imposed by Title 22, Article 33, of the Colorado Revised Statutes, shall determine does not qualify for admission to or continued attendance at the public schools of the district. If the hearing is conducted by a designee serving as a hearing officer, the hearing officer shall prepare findings of fact and recommendations for the superintendent at the conclusion of the hearing

The superintendent shall render a written opinion in the expulsion matter within five days after the hearing whether the hearing is conducted by the hearing officer or the superintendent.

The superintendent shall report on each case acted upon at the next meeting of the Board, briefly describing the circumstances and the reasons for action taken. Such denial of admission or expulsion by the superintendent shall be subject to appeal to the Board. The appeal shall consist of a review of the facts that were presented, arguments relating to the decision and questions of clarification from the Board.

### **Expulsion for unlawful sexual behavior or crime of violence**

When a petition is filed in juvenile court or district court that alleges a student between the ages of 12 to 18 years has committed an offense that would constitute unlawful sexual behavior or a crime of violence if committed by an adult, basic identification information, as defined in state law, along with the details of the alleged delinquent act or offense, is required by law to be provided immediately to the school district in which the juvenile is enrolled.

The information shall be used by the Board of Education to determine whether the student has exhibited behavior that is detrimental to the safety, welfare, and morals of the other students or school personnel and whether educating the student in the school may disrupt the learning environment in the school, provide a negative example for other students, or create a dangerous and unsafe environment for students, teachers, and other school personnel. The Board shall take appropriate disciplinary action, which may include suspension or expulsion, in accordance with the student code of conduct and related policies.

The Board may determine to wait until the conclusion of court proceedings to consider expulsion, in which case it shall be the responsibility of the district to provide an alternative educational program for the student as specified in state law.

### **Annual reports**

The Board annually shall report to the State Board of Education the number of students expelled from district schools for disciplinary reasons or for failure to submit certificates of immunization. Expelled students shall not be included in calculating the dropout rate for the school or the district.

(Adopted July 2012)

## Suspension/Expulsion of Students

(Hearing Procedures)

### A. Procedure for suspension of 10 days or less

Through written policy the Board of Education has delegated to any school principal the power to suspend a student for not more than five or 10 days, depending upon the type of infraction. Pursuant to policy JKD/JKE, the Superintendent has been delegated the power to suspend a student for additional periods of time. However, the total period of suspension will not exceed 25 school days. As a general rule, a suspension will be 10 days or less.

The following procedures shall be followed in any suspension, unless the student is suspended pending an expulsion proceeding, in which case the expulsion procedures shall apply.

1. **Notice.** The principal, designee or the superintendent at the time of contemplated action will give the student and the parent/guardian notice of the contemplated action. Such notice may be oral or in writing. If oral, such notice will be given in person. If written, delivery may be by United States mail addressed to the last known address of the student or student's parent/guardian.
2. **Contents of notice.** The notice will contain the following basic information:
  - a. A statement of the charges against the student.
  - b. A statement of what the student is accused of doing.
  - c. A statement of the basis of the allegation. Specific names may be with-held if necessary.

This information need not be set out formally but should sufficiently inform the student and parent/guardian of the basis for the contemplated action.

3. **Informal hearing.** In an informal setting, the student will be given an opportunity to admit or deny the accusation and to give his or her version of the events. The administrator may allow the student to call witnesses or may personally call the accuser or other witnesses. The administrator may hold a more extensive hearing in order to gather relevant information prior to making a decision on the contemplated action.
4. **Timing.** The notice and informal hearing should precede removal of the student from school. There need be no delay between the time notice is given and the time of the informal hearing.
5. **If the student's presence in school presents a danger.** Notice and an informal hearing need not be given prior to removal from school where a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. In this case, an informal hearing will follow as soon after the student's removal as practicable.
6. **Notification following suspension.** If a student is suspended the administrator delegated the authority to suspend will immediately notify the parent/guardian that the student has been suspended, the grounds for such suspension and the period of such suspension. The notification will include the time and place for the parent/guardian to meet with the administrator to review the suspension.
7. **Removal from school grounds.** A suspended student **must leave the school building and the school grounds immediately** after the parent/guardian and administrator have determined the best way to transfer custody of the student to the parent/guardian. Suspended students **MAY NOT**

attend school functions, activities, or even be on school grounds UNLESS SPECIFICALLY AUTHORIZED by administration and are chaperoned by appropriate personnel while so doing.

**8. Re-admittance.** No student will be readmitted to school until the meeting with the parent/guardian has taken place or until, in the opinion of the administrator, the parent/guardian has substantially agreed to review the suspension with the administrator. However, if the administrator cannot contact the parent/guardian or if the parent/guardian repeatedly fails to appear for scheduled meetings, the administrator may readmit the student. The meeting will address whether there is a need to develop a remedial discipline plan for the student in an effort to prevent further disciplinary action.

**9. Make-up work.** Suspended students will be provided an opportunity to make up school work during the period of suspension, so the student is able to reintegrate into the educational program of the district following the period of suspension. Students will receive full or partial academic credit to the extent possible for makeup work which is completed satisfactorily.

## **B. Procedure for expulsion or denial of admission**

In the event the Board of Education contemplates action denying admission to any student or prospective student or expelling any student, the following procedures shall be followed:

**1. Notice.** Not less than 10 days prior to the date of the contemplated action, the Board of Education or an appropriate administrative officer of the district will cause written notice of such proposed action to be delivered to the student and the student's parent/guardian. Such delivery may be by United States mail addressed to the last known address of the student or the student's parent/guardian.

**2. Emergency notice.** In the event it is determined that an emergency exists necessitating a shorter period of notice, the period of notice may be shortened provided that the student or the student's parent/guardian have actual notice of the hearing prior to the time it is held.

**3. Contents of notice.** The notice will contain the following basic information:

- a. A statement of the basic reasons alleged for the contemplated denial of admission or expulsion.
- b. A statement that a hearing on the question of expulsion or denial of admission will be held if requested by the student or parent/guardian within 10 days after the date of the notice.
- c. A statement of the date, time and place of the hearing in the event one is requested.
- d. A statement that the student may be present at the hearing and hear all information against him or her, that the student will have an opportunity to present such information as is relevant and that the student may be accompanied and represented by a parent/guardian and an attorney.
- e. A statement that failure to participate in such hearing constitutes a waiver of further rights in the matter.

**4. Conduct of hearing.** A hearing may be requested by the parent/guardian. Such hearing will be conducted by the superintendent. The hearing may be conducted in open session or may be closed except to those individuals deemed advisable by the superintendent but including in all events the student, the parent/guardian and, if requested, the student's attorney. Such individuals as may have pertinent information will be admitted to a closed hearing to the extent necessary to provide such information.

Testimony and information may be presented under oath. However, technical rules of evidence will not be applicable, and the superintendent may consider and give appropriate weight to such information or evidence he or she deems appropriate. The student's written statement, if any, may be presented as evidence in accordance with applicable law. The student or representative may question individuals presenting information.

A sufficient record of the proceedings shall be kept so as to enable a transcript to be prepared in the event either party so requests. Preparation of the transcript will be at the expense of the party requesting the same.

The superintendent will prepare specific factual findings and issue a written decision within five days after the hearing.

**5. Appeal.** Within 10 days after the decision of the superintendent, the student may appeal the decision to the Board. Failure to request an appeal within 10 days will result in a waiver of the right to appeal and the superintendent's decision will become final.

If an appeal is properly requested, the Board will review the record concerning the expulsion or denial of admission. The record includes notices and other documents concerning the challenged action, the transcript of the testimony, if any, the hearing exhibits, the findings and recommendation of the superintendent, the superintendent's written decision, and other documents concerning the challenged action. The student may be represented by counsel at the appeal. Representatives of the district and the parents may make brief statements to the Board, but no new evidence may be presented unless such evidence was not reasonably discoverable at the time of the hearing. Members of the Board may ask questions for purposes of clarification of the record.

The Board will make final determination regarding the expulsion or denial of admission of the student and will inform the student and his parent/guardian of the right to judicial review.

**6. Information to parents.** Upon expelling a student, district personnel shall provide information to the student's parent/guardian concerning the educational alternatives available to the student during the period of expulsion, including the right to request that the district provide services during the expulsion. If the parent/guardian chooses to provide a home-based education program for the student, district personnel will assist the parent/guardian in obtaining appropriate curricula for the student if requested by the parent/guardian.

If a student is expelled and is not receiving educational services through the district, the school district shall contact the expelled student's parent/guardian at least once every 60 days until the student is eligible to re-enroll to determine whether the child is receiving educational services. District personnel need not contact the parent/guardian after the student is enrolled in another school district or in an independent or parochial school, or if the student is committed to the department of human services or sentenced through the juvenile justice system.

**7. Re-admittance.** A student who has been expelled shall be prohibited from enrolling or re-enrolling in the same school in which the victim of the offense or member of the victim's immediate family is enrolled or employed when:

- a. the expelled student was convicted of a crime, adjudicated a juvenile delinquent, received a deferred judgment or was placed in a diversion program as a result of committing the offense for which the student was expelled;
- b. there is an identifiable victim of the expelled student's offense; and
- c. The offense for which the student was expelled does not constitute a crime against property.

If the district has no actual knowledge of the name of the victim, the expelled student shall be prohibited from enrolling or re-enrolling only upon request of the victim or a member of the victim's immediate family.

No student will be readmitted to school until after a meeting between the principal or designee and the parent/guardian has taken place except that if the administrator cannot contact the parent/guardian or if the parent/guardian repeatedly fails to appear for scheduled meetings, the administrator may readmit the student

### **C. Procedure for crimes of violence or unlawful sexual behavior**

The following procedures will apply when the district receives notification that a student has been charged in juvenile or district court with a crime of violence or unlawful sexual behavior, as those terms are defined by state law.

1. The Board or its designee will make a preliminary determination whether it will proceed with an expulsion hearing, based on the following factors:
  - a. Whether the student has exhibited behavior that is detrimental to the safety, welfare and morals of other students or school personnel.
  - b. Whether educating the student in school may disrupt the learning environment, provide a negative example for other students or create a dangerous and unsafe environment for students, teachers and other school personnel.
2. If it is determined that the student should not be educated in the schools of the district, the district may suspend or expel the student, in accordance with the procedures set forth above.
3. Alternatively, suspension or expulsion proceedings may be postponed, pending the outcome of the court proceedings. If the suspension or expulsion proceedings are postponed, the student will not be permitted to return to school during that period. An appropriate alternative education program, including but not limited to, an online program authorized by state law or a home-based education program will be established for the student during the period pending the resolution of the juvenile proceedings. The time that a student spends in an alternative education program will not be considered a period of suspension or expulsion.
4. If the student pleads guilty to the charge, is found guilty or is adjudicated a delinquent juvenile, the Board or designee may proceed to suspend or expel the student following the procedures set forth in these regulations.
5. Information regarding the details of the alleged crime of violence or unlawful sexual behavior will be used by the Board or its designee for the purposes set forth in this policy, but shall remain confidential unless the information is otherwise available to the public by law.

### **APPEAL PROCESS:**

Following the initiation of the expulsion process the parents of the student will be provided with a certified mailing outlining the charges as well as the appeal process. This will occur before the entire Board of Education in closed session who will hear the charges and see all the supporting documentation about the student. The student and parent will then have the opportunity to respond to the charges and

add any additional information about the case. The Board of Education will then convene into executive session to discuss the matter and return to regular session to render their decision.

The parents and Board of Education have the right to have an attorney present and speak for them at the hearing. No one other than the Board of Education will be allowed to be present during the executive session, other than witnesses pre-approved by the Administration and who will only appear for their testimony and then depart the hearing. If the student or parent will have an attorney present, the Administration must be given at least 72 hours notice prior to the hearing.

## **CUSTODIAL AND NON-CUSTODIAL PARENT RIGHTS AND RESPONSIBILITIES**

The following procedures have been developed for situations involving child custody, visitation, and release of records:

1. The enrollment records of the district will include information regarding the marital status of a student's parents. Such status will be reviewed each year. The parents will be informed that this information is requested solely to protect their rights as parents.
2. The school secretary will keep a card file of students whose parents are divorced or legally separated or have other special custody arrangements.
3. If a person whom the office staff does not recognize appears at school requesting the dismissal of a student, the staff shall ask for identification such as a driver's license and call the custodial parent on file.

### **Delegation of Custodial Power by Parent or Guardian**

If Custodial Power has been delegated by parent to someone else the Delegation of Custodial Power by Parent or Guardian form must be completed by the parent and notarized. The form may be obtained in the school office.

### **CHILDREN OF DIVORCED/SEPARATED PARENTS:**

1. Both natural parents have the right to, unless limited by court injunction:
  - a. View the child's school records
  - b. Receive school progress reports.
2. If a student's parents are divorced or legally separated, district personnel will request a copy of the legal document pertaining to child custody.
3. A copy of the court order governing a divorce, separation or delineation of parental rights will be provided by the custodial parent and kept in the student's cumulative record as a temporary record.
4. If the school is aware that the student's parents are divorced or separated and a parent refuses to provide a copy of the court order to the district, the principal will be advised and a statement of the refusal will be noted, including the date and situation. This statement will be filed in the student's cumulative record. The district will provide full access to both parents in this case.

5. A student will not be denied admission to school on the basis of refusing the request for documentation of a divorce, separation or delineation of parental rights.
6. In some instances, two opposing Colorado court orders may be presented to the school. In such an event, the most current order will govern.
7. Joint custody stipulations in a divorce decree will be read carefully in order to understand the rights and privileges allowed each parent. The school will review such decree for residency and visitation rights. Students may be allowed by such a decree to attend two schools on a rotation basis corresponding to custody arrangements.
8. A student will not be released to or visited by a non-custodial parent during the school day unless the custodial parent has provided written permission stipulating the time and date of the release or permission for visitation.
9. If a school official is in doubt of the validity of a request or documentation presented, the official will contact the Superintendent or his designee. The official should request positive identification of any individual making a request for release or visitation of a student.
10. If a parent making a request for release or visitation refuses to leave the school premises at the principal's request, the principal will contact the appropriate law enforcement agency.
11. Contact from an attorney on behalf of a parent may be referred to the school attorney on advice of the Superintendent.

## Special/Modified Bell Schedule

From time to time, Primero will need to enact a unique schedule to account for a special event, Finals Week, or some other reason. These schedules will be created specifically for that day and be distributed to the student body within as timely a manner as possible.

## 2020-2021 Secondary Bell Schedule

1 <sup>st</sup> Hour (M+W)	<b>7:40 – 9:30</b>
2 <sup>nd</sup> Hour (T+R)	<b>7:40 – 9:30</b>
3 <sup>rd</sup> Hour (M+W)	<b>9:33 – 11:23</b>
4 <sup>th</sup> Hour (T+R)	<b>9:33 – 11:23</b>
Lunch	<b>11:23 – 11:53</b>
Advocacy (M-R)	<b>11:56 – 12:26</b>
5 <sup>th</sup> Hour (M+W)	<b>12:30 – 2:20</b>
6 <sup>th</sup> Hour (T+R)	<b>12:30 – 2:20</b>
Target Time (M-R)	<b>2:23 – 3:00</b>
7 <sup>th</sup> Hour (M-R)	<b>3:03 – 4:05</b>

*During periods of inclement weather, road conditions often improve by 9:00 a.m. When it is felt that conditions will improve, a “Late Start Schedule” will be activated. School will begin two hours later than normal. Students are expected to be at the school at 9:30 AM. Teachers and administrators, however, should be at the school by 9:15 AM.*

# 2 Hour Delay Bell Schedule

The delayed schedule will be identical to the normal Bell Schedule, with the exception of beginning the block class structure at 9:33 AM. Depending on the day in question, and whether or not that particular period has been skipped during previous late starts, we will run an alternating system to ensure equal emphasis occurs in deciding which classes to miss for the day.

Example: The first time a delay is called, we will skip 1<sup>st</sup> Period (if the day in question is a Monday or Wednesday) or 2<sup>nd</sup> Period (if the day is a Tuesday or Thursday). On the advent of a subsequent delay, the first class students attend (at 9:33 AM) will be either 1<sup>st</sup> or 2<sup>nd</sup> Period (depending on the day) and either 3<sup>rd</sup> or 4<sup>th</sup> Period will be skipped that day. Should we need a third delay start in any one semester, the 5<sup>th</sup> or 6<sup>th</sup> Period class will be the one sacrificed. We restart the sequence of skipping classes after three days of delays—in the same semester.



**Go Bulldogs...**  
**BARK WITH PRIDE!**

**Behavior**  
**Attitude**  
**Respect**  
**Kindness**



