

Student Handbook 2011-2012



Weldon Valley Junior/Senior High School
Home of the Warriors
911 North Avenue
Weldona, Colorado 80653
970-645-2411

Board of Education

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This planner belongs to:

Name: _____

Grade: _____

Class Sponsor: _____

Locker Number: _____

If found, please return this planner to the main office.

Educational Philosophy/School District Mission:

Weldon Valley School District RE-20J believes that, "All people are capable of Learning. Weldon Valley School District will prepare all students to be the best they can be in a changing world."

It is the purpose of education in Weldon Valley School District to educate all students in a nurturing, challenging, and mentally and physically safe environment. All students will have been offered the opportunity to obtain the basic knowledge, basic skills, self-confidence and motivation to continue to grow toward their full potential.

"We will know our mission has been achieved when all our students utilize the opportunities offered and become responsible individuals who exhibit:

Basic Knowledge -1. Math concepts and processes 2. Cultural, scientific and technological literacy 3. Written and oral expression and active listening
Basic Skills -1. Critical thinking, problem-solving and decision-making skills, and intellectual curiosity 2. Creative expression 3. Original ideas that are intelligent, creative and practical and use leadership and group skills to develop and maintain both personal and organizational relationships 4. Ability to gather, process and communicate information
Self Confidence -1. Physical and emotional well being 2. Self-esteem and respect of others 3. Take responsibility for their actions and use positive values and attitudes to create a positive future
Motivation -1. Set goals and priorities that creates options for their future 2. Contribute time, energy and talent that encourages thoughtful inquiry, stimulates excitement and growth and learning and fosters innovation.

"Our mission outcomes are best achieved through caring interaction and cooperation among students, educators, parents and other members of the community."

Equal Educational Opportunities/Nondiscrimination Disclaimer

Every student of Weldon Valley School District RE-20J shall have equal educational opportunities regardless of race, color, sex, religion, national origin, marital status, disability or handicap. Further, no student shall on the basis of sex be excluded from participating in, be denied benefits of, or be subject to discrimination under any educational program or activity conducted by the district. The Board of Education has designated the superintendent as the responsible employee to coordinate school district compliance with Title IX/ Section 504 of the Rehabilitation Act and their administrative regulations. The Superintendent will serve as the Title IX compliance officer. There is a grievance procedure for students who wish to file a grievance for discrimination concerns. Inquires concerning discrimination should be directed to the superintendent.

ABSENCES: One criteria for a student's success in school is regular and punctual attendance. Frequent absences and tardiness may lead to poor academic work, lack of social development and possible academic failure. When a student is absent or tardy, the parent/guardian should contact the school (970-645-2411) before 8:30 a.m. so we can account for every absent or tardy student.

If a student requests to leave during the school day, whether for illness, scheduled appointments or other approved reasons, parent permission is required. Any student leaving school during school hours MUST have written permission to do so signed by a parent/guardian or office confirmed permission. All students approved to leave school must sign out through the main office and check in at the office upon return to obtain an admit slip.

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 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. Written requests are required for pre-arranged absences. 2. A student who is absent for 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. These absences are coded as " Activity Absences." The school may require suitable proof regarding the above exceptions, including written statements from medical sources.

Unexcused Absences/Truancy- An unexcused absence is defined as an absence that is not covered by the excused absences definitions. Each unexcused absence shall be entered on the student's record. In addition, school work due during the time of an unexcused absence will only receive 50% credit. The parents/guardians of the student receiving an unexcused absence shall be notified orally or in writing by the district of the unexcused absence.

The parent/guardian of a student truant for the first time will be notified as soon as possible by school authorities and the student will be placed on Level II of the discipline code. A second truancy/unexcused absence results in a Level III violation.

Note: Students who accumulate four or more absences per quarter, excused or unexcused, will be required to attend 1 OTL or lunch detention for each absence over four. Excessive absences may result in loss of credit.

Tardiness –Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. (Late arrival of buses and/or participation in a school activity is excluded.) 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. Four or more unexcused tardies in one quarter is a Level II violation.

Make-up Work-If a student knows in advance that they will be absent from school for a school activity or approved absence, they should obtain their school assignments, in advance, if possible. If a student has Pre-Arranged Absence for

one or more days, they should complete the Pre-Arranged Absence Form available in the office to obtain their assignments prior to leaving school. Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator. It is the responsibility of the student to pick up any make-up assignments on the day returning to class. There shall be twice the number of days allowed for make-up work for each day of excused absence. Make-up work shall be allowed following an excused absence with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. However, for an unexcused absence work will only receive 50% credit.

***Extra Curricular Activities**-To be eligible for extracurricular activities, including athletics, students must be in attendance at school for the entire school day in order to participate in any school sponsored activity that is conducted on that day. In cases of emergency or extenuating circumstances, the principal or designee may grant an exception to this limitation. If a student is being excused by a parent/guardian to attend a school sponsored activity or athletic event as a spectator, they must meet academic eligibility to be permitted to leave school during the day and not have prior excessive absences.*

ACADEMIC DISHONESTY: Cheating or plagiarism on assignments or tests is not acceptable. Those caught cheating, either by supplying, receiving or taking material, will receive an automatic zero for the assignment or test.

ACCIDENTS: Any accident that causes injury to a student should be reported on an Accident Report Form, located in the office. Parents of the injured student will be called. If a parent cannot be reached, the student may be taken to the Emergency room at the hospital. All of this will be handled through the office.

ACTIVITY BUS: All participants, spectators and students attending a district activity in a district vehicle who wish to return from the activity in a non-district vehicle may do so only after having their **parent/guardian pre-arrange their return by writing the district office prior to the trip, giving the reason for that request and identifying the person who will be responsible for the student's return.** If prearrangement is not made, students will be required to use district vehicles for their return, or return only with their parents.

ACTIVITY BUDGET: All clubs and classes are expected to keep an accurate accounting of all money collected. All money collected by school organizations is to be deposited with the bookkeeper and a receipt issued for each deposit. Payment of all charges will be made by check from the school office. Purchases must be approved by the Sponsor and Superintendent or his designee before purchase is made. No club or class may write checks or charge unless the charge has been approved by the Superintendent or his designee. All receipts must be returned to the Bookkeeper immediately upon return. All fundraising activities have to be approved by the Student Council and the Principal before planning the event. Clubs and classes will be expected to check with the Bookkeeper each month to balance the books. The ledger books from every organization are to be balanced with the Bookkeeper at the end of the school year and filed in her office.

ACTIVITY SCHEDULING: If a student activity requires the use of schoolrooms, cafeteria, transportation or athletic facilities, the request has to be sent to the student council a minimum of three weeks prior to the date of the activity and then to the Principal for approval. If the activity is approved by the Student Council and the Principal it will be announced and placed on the master calendar. Activities and events are NOT to be advertised before approved.

ASSEMBLIES: At all times, the behavior of students shall be refined and courteous. An indication of the quality of the school is the conduct of its student body. Each student is personally responsible for the impression made by the school as a whole. Students will sit with their teachers during most assemblies.

AUTOMOBILES: Students who will be driving motor vehicles to and from school are required to complete the "Student Driver Information" form and proof of insurance form. Students will be assigned a parking spot and may only park in their own spot. Students are expected to drive responsibly. Failure to do so may result in loss of automobile privileges. Students are not allowed to be in private vehicles during the school day. This includes the student's own vehicle. If a student needs to go to their car, they must obtain permission from the office first.

ATHLETICS: It is the duty of all students who participate in athletics to:

1. Obtain a proper physical examination by a physician as to the physical ability of the player to participate.
2. Have proper insurance coverage.
3. Agree to meet proper training rules and regulations as agreed upon by the coaches and the school administration. These will be issued to students by coaches or activity sponsors at the beginning of each year or sport season. Rules and regulations will be signed by the student and parent/guardian and returned to the school.

BUS RULES:

- I. Students are to be at the loading points when the bus arrives. Students are to be away from the curb far enough to be out of the line of traffic and be in no danger of being struck by the bus when it makes it's scheduled stop.
2. Drivers will not wait for tardy students unless the driver can see the student coming to the bus.
3. Students are not to save seats for other students and are to take their seats promptly after boarding the bus and remain seated until the destination is reached.
4. Students shall not leave their seat while the bus is in motion, nor shall they speak to the driver while the bus is in motion except in case of an emergency.
5. Eating or drinking is not permitted on the bus.
6. Students are not to open or close windows on the bus except when asked to do so by the driver, or tamper with the emergency doors or any part of the bus equipment. Students are not allowed to throw anything out of the window and are to keep their hands, arms and heads inside the window at all times. Students should not shout out the window.
7. The aisle of the bus is to be clear of books, backpacks or any other items at all times.

8. Students are to face the front of the bus when getting off and keep one free hand to grasp the handrail when descending the steps.
9. After getting off the bus, students crossing the road must cross in front of the bus. The driver will tell you when it is safe to cross.
10. Parents should notify the driver when a student will not be riding. Permission to board or get off the bus at other than the designated stop must be cleared through the office ahead of time and a written note given to the driver.
11. Students should report any damage to the bus promptly to the driver.
12. The Weldon Valley School District Code of Conduct applies to all students on a bus.

BUS DISCIPLINE PROCEDURES

A bus driver will call the parent/guardian if there is any questionable behavior on the bus. The first time a rider receives a "Pupil Behavior on School Bus" Form, it will be considered a first warning. The bus driver will call the parent/guardian and discuss the incident. The second time a rider receives this form; the student, the bus driver and the Principal will meet. A copy of the form will be sent to the parent/guardian. The third time the rider receives the form, the Superintendent, Principal, bus driver, parent/guardian and student will meet and discuss the possibility of removing the privilege of riding the school bus. The final decision will be a directive from the Weldon Valley Board of Education through the Superintendent/Principal.

CELL PHONES:

All students are allowed to bring cell phones to school. However, cell phones may not be used in such a way that they disrupt the learning process, lead to academic dishonesty, or cause problems between students (such as sending text messages that would upset or anger another student).

Elementary School

At the elementary level (K-6th grades) students would be allowed to use phones before or after school. All other times, students need to seek permission from both their teacher and the front office prior to using the phone. Usage would be allowed only in the front office and with this permission. Teachers could also choose to let students use phones or other electronic devices for educational purposes. Except before and after school or with specific permission as outlined above, elementary students would need to keep phones off during the school day.

Secondary School

At the secondary level (7-12 grades) students would be allowed to use phones before and after school, during lunch and on break. Teachers could also choose to let students use phones or other electronic devices for educational purposes. No phone usage would be allowed at any time other than those specified in this policy. At all other times, phones must be turned off.

All Students

Students would have to abide by the policies outlined above. Any usage of a cell phone deemed inappropriate by a staff member or otherwise in violation of this policy would result in the cell phone being taken from the student. For a first offense, the phone would be held in the front office for the remainder of the

day and returned at the end of the day. For a second violation the phone would be held in the front office until picked up by a parent, and the student would lose all cell phone privileges for a period of time to be specified by a school administrator. Any serious violation could result in immediate and/or permanent revoking of cell phone privileges. Weldon Valley School District is not liable for lost or stolen phones.

CLASS OR CLUB MEETINGS: Sponsors will meet with their class or club during lunch period or designated after-school meeting times. A list of class/club meeting times is posted at the beginning of the year. The Distance Learning Room and Community Room are approved locations for lunch club/class meetings.

CLASS AND CLUB OFFICERS CODE OF ETHICS/STANDARDS OF BEHAVIOR: Students who become officers of their respective classes, officers of Student Council and/or other school clubs and organizations have special requirements for academic standards as well as standards of personal behavior. These individuals have the responsibility of being role models of the highest order and shall not be allowed to serve unless the following standards are met:

1. Academics: Officers shall maintain a minimum grade of "D" in all classes. If a grade falls below a "D" in any class, the officer shall be removed from office for a minimum of one quarter and until all grades reach a minimum of "D". If an officer receives an "F" at the end of first semester, they shall forfeit their office for the remainder of the year. Any officer found guilty of plagiarism or cheating shall be removed from office for the remainder of the year.

2. Personal behavior: Any officer shall be removed from office for the remainder of the year for reasons which include, but are not limited to the following: Involvement in a serious violation of school rules (Level III), Illegal conduct on or off campus including activities not associated with school (comparable to Level III violations).

3. Responsibility: All officers shall be expected to fulfill all of their responsibilities with a willing and cooperative attitude. Any officer, who in the judgment of the advisor or organization is not meeting his/her responsibilities, may, after three warnings, be removed from office. Serving in a peer leadership role is a serious responsibility. All students who seek such positions shall be expected to treat their responsibilities as an opportunity to serve-not as an opportunity to receive individual gratification.

Club and Class Officers will be asked to sign a form each year indicating their commitment to the Class/Club Officers Code of Ethics.

Parent Notification: If a student is removed from office, or if membership is suspended, the student's parents/guardians will be notified immediately by the sponsor/advisor.

Appeal Procedure: Any appeal of a disciplinary action shall first be made to the advisor. Only disciplinary actions which result in the removal from office or membership for the remainder of the school year may be appealed to the Student Activities Council. All other disciplinary actions are the sole responsibility of the advisor. The Student Activities Council is comprised of the following: 1) Principal 2) 2 Class Sponsors 3) Student Council Advisor

4) 2 Student Representatives. The Council is appointed by the Principal at the beginning of the school year. All decisions of the Student Activities Council are final.

CLUB MEMBERS STANDARDS:

1. Academics: A member of a student organization shall be suspended from membership if the member fails more than one class in one. The student will regain membership at the 4th week of the new quarter if academic standards are met.

2. Personal behavior: Members are held to the same standards of behavior as the officers and shall face the same consequences for failure to meet these standards.

Parent Notification: If a student is suspended, the student's parent/guardian will be notified immediately by the sponsor/advisor.

CLOSED CAMPUS: Weldon Valley School District RE-20J has a closed campus policy. Students are not allowed to leave campus once they have arrived without parent and administrative permission. Students are not allowed to go into their parked vehicles or other vehicles during the school day. Students who receive permission to leave campus must sign out in the office and sign back in when they return. Leaving campus without permission is considered truancy and will be dealt with according to the Discipline Code.

DANCES: Rules for dances are as follows:

1. Doors will open between 8 p.m. and 9 p.m. High School dances will be over at midnight, Junior High dances will end by 11:00 p.m.
2. Guests who do not attend Weldon Valley School District RE-20J must be pre-approved and sign in before being admitted.
3. There will be no re-admittance once a person leaves the dance.
4. Alcoholic beverages, illicit drugs, chewing tobacco and smoking will not be permitted on school premises or at school functions not held on premises.
5. The sponsoring group is responsible for clean up after the dance. This includes checking the parking lot for large amounts of trash. All decorations and materials must be removed by established timelines.
6. Parent chaperones and school staff sponsors are required to be in attendance at school dances.

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 school grounds, in school vehicles or during a school-sponsored activity and in certain cases when the behavior occurs off of school property and the conduct has a direct and immediate effect on maintaining order and discipline or protecting the safety or welfare of other students or staff in the schools.

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. Expulsion shall be mandatory in accordance with

- state law except for commission of third degree assault.
4. Violation of criminal law, which has an immediate effect on the school or on the general safety or welfare of students or staff.
 5. Violation of district policy or building regulations.
 6. Violation of the district's policy on dangerous weapons in the schools. Expulsion shall be mandatory for carrying, bringing, using or possessing a dangerous weapon without the authorization of the school or school district, unless the student has delivered the firearm or weapon to a teacher, administrator or other authorized person in the district as soon as possible upon discovering it, in accordance with state law.
 7. Violation of the district's alcohol use/drug abuse policy. Expulsion shall be mandatory for sale of drugs or controlled substances, in accordance with state law.
 8. Violation of the district's violent and aggressive behavior policy.
 9. Violation of the district's tobacco-free schools policy.
 10. Violation of the district's policy on sexual harassment.
 11. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
 12. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
 13. 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.
 14. 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.
 15. Lying or giving false information, either verbally or in writing, to a school employee.
 16. Scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
 17. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.
 18. Behavior on or off school property, which is detrimental to the welfare or safety of other students or school personnel.
 19. Repeated interference with the schools ability to provide educational opportunities to other students.
 20. 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.

21. Violation of the district's dress code policy.
22. Violation of the district's policy on student expression.
23. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
24. Engaging in any type or form of bullying activities.

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

DISCIPLINE CODE: In order to affect a school climate that is conducive to learning, providing for the safety and welfare of all students, it is necessary to classify improper behavior into three levels. The list, as follows, includes only the most common infractions. Other forms of inappropriate behavior, not listed, will not be tolerated. Colorado law mandates suspension/expulsion in matters, which present danger to the welfare and safety of others, and in cases where a student is habitually disruptive.

LEVEL I VIOLATIONS:

Level I violations will be handled by the classroom teacher, the school personnel on supervision duty, or the school administration. First violation is a warning, time-out and/or detention. Incidents referred to the office for detention will be documented with a written copy mailed home and kept on file. Repeated violations will result in progressively more severe disciplinary actions including parent conferences, behavior contract, and in-school or out-of-school suspension. Level I Violations include but are not limited to the following:

- Consumption of food and drink in areas other than designated areas
- Public displays of affection in violation of conduct rules
- Improper parking or going to a vehicle without permission
- Violation of Code of Conduct for classrooms, playground, cafeteria and any common area, such as the gym, playing fields, or parking lot
- Use of portable electronic devices on school grounds during school hours including cell phones
- Throwing of rocks or snowballs
- Dress code violations
- Pushing or rough play at any time
- Accrual of 4th tardy in one quarter, subsequent tardies
- Accrual of more than 4 absences in one quarter

LEVEL II VIOLATIONS:

Level II Violations will be handled by the classroom teacher, school personnel on supervision duty, or the school administration. Each Level II violation will result in a minimum of a 20-minute detention. School personnel will notify the parents/guardians and a copy of the disciplinary report will be kept on file. Students who fail to show up for scheduled detention or are late or who fail to bring material to work on during detention may have that time doubled. Students

in detention will work on class assignments, work on reading material, or perform clean-up duties in or around the school. Repeated Level II violations will result in progressively more severe disciplinary actions. Students who accumulate any combination of 4 Level I or Level II violations in the classroom or at school or school events will be placed on Level III which will mean immediate suspension.

Level II Violations include but are not limited to the following:

- Bullying
- Language and gestures, which are offensive, vulgar, disrespectful
- Careless or reckless driving on school property or in school zone
- Truancy (1st violation) including leaving campus during school, leaving a school sponsored activity without proper authorization or skipping class (unexcused absences)
- Willful damage to public or private property
- Unethical performance on required competency tests such as CSAP, ACT, and final exams
- First failure to attend detention when required for absences or tardies

LEVEL III VIOLATIONS:

All Level III violations are considered extremely disruptive to the educational climate/learning environment and will be dealt with sternly to protect the safety and welfare of the student body and staff. Incidents of gross misconduct or persistent disobedience will result in suspension. Level III Violations include but are not limited to the following:

(For which in-school suspension, out of school suspension or expulsion will be applied)

- Refusing to obey or respect an adult, including but not limited to the use of obscene or profane language directed at a faculty or staff member
- Fighting (including striking, hitting or punching)
- Physical, verbal or sexual harassment, intimidation, and/or any retaliation
- Second and subsequent failure to attend absence/tardy detention when required
- Overnight trip infraction (may lose overnight trip attendance privileges for one year)
- Forgery
- Stealing
- Truancy (2nd violation)
- Accrual of 4 Level I and/or Level II violations

(For which immediate out of school suspension or expulsion is mandatory)

- Use or possession of alcohol, drugs, tobacco, other controlled substances or paraphernalia in or on school grounds, buildings, vehicles or at school functions
- Drunkenness, under the influence at school or school functions

- Carrying, bringing, using or possessing a dangerous weapon
- Commission of an act which if committed by an adult would be considered robbery or felony assault
- Sale or distribution of alcohol, drugs, or other controlled substances
- Habitually disruptive (more than 3 Level III violations)

DRESS CODE: Your faculty and the Board of Education are concerned about student dress and grooming as it influences the health and safety of students as well as the effect of dress and grooming on the learning process and with the ability of a student to do the work he/she is capable of. Cleanliness of body and dress is vital not only to the individual but also to those with whom the student shares a classroom or locker. Students should not wear clothing or hair that can be hazardous to them in their various school activities, such as shop, labs, athletics, P.E., art, etc. Grooming and dress that prevents the student from doing his/her best work because of blocked vision or restricted movement, or that exposes the students to accidents must be avoided.

Neatness, health, modesty, and common sense are the guidelines that dictate student dress and appearance at Weldon Valley Junior/Senior School. During the school day, dress code guidelines include:

1. All clothing must be hemmed
2. No torn, ripped or cut out clothing
3. No clothing that allows midriff to show
4. No see through shirts, muscle shirts and shirts with narrow straps or spaghetti straps.
5. Shorts must have a minimum 3" inseam. Skirts should be no shorter than approximately halfway between the knees and hip.
6. Spandex biking shorts are prohibited unless covered by acceptable dress code attire or they are required as part of an athletic uniform
7. No hats, scarves, hoods, or sunglasses may be worn in the buildings during school hours
8. No clothing which is disruptive to the educational environment
9. No apparel or accessories are allowed with obscene pictures, language, gestures, double meanings or reference to alcohol or illegal drugs, gang related insignia or weapons on them.
10. Body tattoos which are deemed to be vulgar or offensive in nature will be required to be covered at all times
11. No slippers or pajamas unless on administrative approved special events
12. No clothing which allows any undergarments or parts of undergarments to show
13. No roller shoes

Students in violation of the code will be required to change into appropriate clothing. Habitual offenders of the Dress Code will be placed on Level II of the Discipline Code. Penalties will be determined by the Superintendent/Principal according to the school's conduct and discipline code. This policy is not intended to discourage students, faculty or parent groups from recommending appropriate dress for school or special occasions. It is intended to ensure that a student will not be prevented from attending school or a school sponsored

activity or otherwise discriminated against because of appearance, if style, fashion or taste is the sole criterion for such action.

EARLY STUDENT ARRIVAL: Students are not allowed to come in to the school until 7:30 a.m. unless they are with a teacher or staff member.

ELECTRONIC DEVICES: Students are NOT allowed to use electronic devices in the building during school hours. This includes, but is not limited to, pagers, portable C.D. players, radios, MP3 players, walkie talkies and any other telecommunication devices that emit an audible signal, vibrates, displays a message or delivers communication. Electronic communication devices with cameras are prohibited in locker rooms, bathrooms, or other locations where such operation may violate privacy rights. Electronic devices must be kept in lockers during the school day. First violation- electronic device will be taken away and held in the main office until the end of the day, Second violation- cell phone or electronic device will be held in the main office and a parent conference is required to retrieve the device.

ELIGIBILITY-ATHLETIC/ACTIVITY: All students are academically eligible for the first three weeks of each semester, with the third week serving as a warning week. A student whose grade average falls below 60% (F) for a period of two consecutive weeks will be placed on the ineligible list. A written warning from the teacher will be given to the student as soon as the average falls below 60% and one week prior to the student being placed on the ineligible list. Any student whose name is placed on the ineligible list in any subject will have the opportunity to attend OTL. Students with one "F" will be allowed to participate in activities if they attend OTL. Students with more than one "F" are ineligible that week for activities. Students who do not take advantage of OTL will not be allowed to attend any extracurricular activities until the time is made-up. If a student regains eligibility for a class and student's average again falls below the 60% the student will be placed on the ineligible list the week that his/her average went below 60% and will again be required to attend OTL. Any student placed on out-of-school suspension will be ineligible for one calendar week (7days) from the day of suspension. Ineligibility refers to participation in any extracurricular activity including field trips, dances and transportation to any school activity.

EMERGENCY CLOSING: Any time school is to be closed due to dangerous weather conditions or other emergencies, the notice of closing will be on radio stations KFTM, KSIR, and KOA and television station KCNC Channel 4, Channel 9 News, and WB2 News. All efforts will be made to have this information on between 6 and 7 a.m.

EVACUATIONS AND EMERGENCY PROCEDURES: Fire- Practice drills will be held during the year. At the sound of the fire alarm, EVERYONE is to leave the building. Treat any fire alarm as if it were the real thing-it may be! If you are not in a classroom at the time of the alarm, use the nearest exit. Walk; do not run, completely away from the building (at least 200 feet). Do not re-enter the building for any reason! The teacher should be the **last** person to leave the classroom and should close the door behind them. The bell will be rung as a signal to return to the building. When the "all clear" signal is given, return to the

class that was interrupted. Tornado-Practice Drills will be held during the school year. At the sound of the tornado alarm, teachers and students will walk to their designated shelter areas within the school. Shelter areas and evacuation procedures are posted in the classrooms. When the "all clear" signal is sounded, teachers and students will return to class. Lockdown-Practice drills will be held during the school year. Students will remain in their classroom in a designated area during lockdown. If evacuation is necessary students and teachers will follow the posted evacuation procedures.

FEES: An activity fee of \$10.00 is charged for all JH and HS students. This fee covers admission to all home games, the school play, and the purchase of a yearbook. All fees for projects in classes are to be paid as promptly as possible. Fees must be paid before a student can participate in another project.

FINAL EXAMS: Final exams are administered at the end of each semester in all high school classes. The final exam is cumulative and worth 10% of the semester grade. Students may be exempt from taking final exams by scoring "Advanced Proficient" on state proficiency tests.

FOOD PRODUCTS: Students are required to eat their lunches in the cafeteria unless in a class or club meeting held in the Distance Learning Room or Community Room. No pop or food is allowed anywhere except the cafeteria, commons area, Distance Learning room or Community room.

FUNDRAISING DRIVES: All fundraising events by classes and organizations have to be approved by the Student Council and the Principal at least three weeks in advance of the event. Fund raising drives by non-school agencies are not permitted in the school unless approved by the Superintendent. Tickets to affairs sponsored by and for non-school agencies shall not be sold or taken on any school premises by students or teachers without the approval of the Superintendent.

GRADES, FAILURE AND RETENTION: All students are expected to maintain passing grades. Failure to maintain a passing grade will result in loss of credit for those classes in which a passing grade is not maintained. Two or more failing grades may result in retention if the classes in question are Social Studies, Language Arts, Math and/or Science, each counting one credit and elective courses counting 1/2 credit.

GRADING SYSTEM: Letter grades, as well as percentage, will be recorded on report cards. Letter grades will only be recorded on Official Transcripts and Student Files. The conversion table is as follows for Junior High and High School students: A-100-90, B- 89-80, C- 79-70, D-69-60, F- 59-0

GRADUATION EXERCISES: The Board of Education is responsible for approving the graduates meeting all graduation requirements. The time and date for graduation will be determined when the school calendar is approved and noted on the calendar.

HALLWAY/LOCKER DECORATIONS: Please be aware of rules regarding hallway and locker decorations. Nothing may be stapled or taped to the ceiling tiles, walls or lockers. Before decorating a hallway, the sponsor of the organization, which will be decorating, must indicate to the office the time the decorations will be removed carefully and the persons responsible for removal.

HONOR ROLL/PERFECT ATTENDANCE AWARDS: Honor Roll will be published at the end of each quarter. A student with Straight A's (4.0) will be on the Straight A Honor Roll. A student with a B (3.0-3.9) grade point average, with no grade lower than a C, will appear on the regular Honor Roll. Perfect Attendance awards are computed each quarter. Students with excessive tardies (**5 or more**) will not be eligible for Perfect Attendance Awards.

INSURANCE: Weldon Valley School will send home insurance information with each family at registration. Parents will have the option to purchase this insurance or use their personal health insurance. All athletes must have proof of proper coverage in order to participate in sports. The school district does provide catastrophic insurance for all students. Please review the policy in the office for specifics.

LEAVING SCHOOL EARLY: No one will be allowed to leave school without parental approval and checking out through the office. Students may not leave in their vehicles unless they have a written note or prior approval from a parent/guardian.

LIABILITY POLICY: Weldon Valley School District assumes no liability for any personal vehicles or materials brought to school by students, staff, or patrons.

LIBRARY RULES AND REGULATIONS:

1. All books, magazines and reference materials must be checked out by the librarian.
2. Students using the library should be considerate of others.
3. Library books are checked out for a two-week period.
4. Lost book charges will be assessed at the current replacement cost of the book.
5. Reference books and magazines may be checked out but must be returned the next day. Students may bring reference books back and check them out for an additional day if another student has not reserved the book.

LOCKERS: The Counselor will assign lockers the first day of school. Lockers must be kept neat and clean. They are the property of the school and can be searched at any time. Locks for athletic and P.E. lockers will be supplied through the Head Custodian. Personal locks will not be permitted.

LOST AND FOUND: Articles found in and around the school should be turned in to the office or custodial staff. Students can claim their property by identifying it all lost and found items will be disposed of if not claimed within two weeks of the end of the school year.

LUNCH BREAK: Weldon Valley School maintains a "Closed Campus." Students are not allowed to leave the premises at lunchtime unless they live within walking distance of the school and can walk home and return to school within the 29-minute lunch period. A signed Parent Permission Form is required. Students may not drive when leaving school at lunchtime. **Parents should not call or send a note-excusing student at lunchtime unless it is an emergency situation.** Students may not have food brought in by others that would be in competition with the school lunch program. Fast food from restaurants may not be eaten in the cafeteria during lunch. Parents may sign out

and pick up their child and take them to lunch once per semester as long as the student leaves and returns during the scheduled lunch period (12:05 p.m.-12:34 p.m.) Detention will be assigned if the absence of the student is outside of the scheduled lunch period. Lunch prices for 2009-2010 are \$1.85 for grades 6-12 and \$1.60 for grades K-5.

MAKE-UP WORK: Class credit is associated with the number of hours spent in class. It is essential for students who have been absent from school to make up the work they have missed. The amount of time allowed to complete make-up work is twice the number of days missed if the absence is excused; however, an extension of this time limit may be approved for extenuating circumstances.

MEDICATION AT SCHOOL: Students who need to take medication at school shall have written permission from their doctor and their parent/guardian on file in the office. Medication must be in the original properly labeled container and will be kept in a locked file. This includes aspirin, Tylenol, etc. No over the counter medication will be supplied by the school or school personnel. Students prescribed to carry an inhaler may do so and should have their parents complete a medication approval form. Approval forms for medication at school are available in the main office. **Medication carried by students without proper authorization is a violation of the District Drug and Alcohol Policy.**

NATIONAL HONOR SOCIETY: Selection into National Honor Society shall be made by the Faculty Committee once every year, based on eligible students meeting the requirements of the cumulative grade point average of at least 3.0 for three consecutive semesters, service to school and community leadership and good character.

OPPORTUNITY TO LEARN (OTL): Any student who is failing one or more classes, as reported on the ineligible (I) list, will be invited to attend Opportunity to Learn" or "OTL ", Tuesdays and Wednesdays from 3:45 p.m. until 4: 30 p.m. Notice will be given to the students after the ineligible list has been compiled each week. This is not intended to be a punishment, but a time when students can complete homework and seek help with their schoolwork to regain eligibility. Parents/guardians are responsible for transportation for students attending OTL.

OVERNIGHT TRIPS: All overnight trips for any school class or club must be approved by the Board of Education one month in advance. Cost of the trip, participants and sponsor and any other details pertaining to the trip must be presented to the Board at a regular session. Trips exceeding 300 miles round trip must also be approved by the Board.

SEXUAL HARASSMENT: The district is committed to maintaining a learning environment that is free from sexual harassment. It shall be a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature or to retaliate against anyone that reports sexual harassment or participates in a harassment investigation. Students who believe that they have been subject to sexual harassment may report the incident to any teacher, counselor or principal as outlined in the district sexual harassment policy. All reports received will be

forwarded to the compliance officer. The compliance officer shall attempt to resolve any complaints. The complaint forms may be obtained in the office.

STANDARDS FOR WRITTEN WORK: Although classroom policies guidelines should be applied to all written work:

1. Final drafts should be written in blue or black ink or typed. Daily assignments may be legibly written in pencil.
2. Observe rules for syllabication to divide words at the end of lines.
3. Observe margins for handwritten and word-processed papers.
4. Correct spelling and grammar should be used.

STUDENT DISTRIBUTION OF NON –CURRICULAR MATERIALS:

The student's right to free speech has some limitations in the school setting because of the unique nature of the school community. Students shall be allowed to distribute non-curricular written materials on school property subject to restrictions of time, place and manner of distribution as set by Board policy. Students who wish to distribute non-curricular printed materials on school property or in conjunction with a school activity must notify the principal a minimum of one day in advance so that details may be worked out regarding the allowable content of printed materials and the time, place and manner of distribution.

STUDENT ILLNESS/INJURY: A student who becomes ill while at school will be seen by the school nurse if possible. If a student must be sent home because of illness, the parent/guardian will be contacted and asked to pick up the student. If the parent/guardian cannot be reached, the student's emergency contact will be called. In the case of severe injury or illness threatening to life or limb and requiring immediate medical attention, district personnel will contact 911 to notify emergency health personnel and will also attempt to contact the parent/guardian or emergency contact to inform him or her of the status of the student and to request that the parent/guardian proceed to the hospital immediately.

STUDENT VISITATION: Individuals who visit from another school are allowed to visit Weldon Valley Jr/Sr High for one day per year. One day prior to the visit, the hosting student must have a "Visitor Permission Slip" signed by all the teachers whose classes will be visited. It must also be signed by the Superintendent/Principal. If the visitor will be riding a bus, the bus driver must have a written notice the day before. This notice must include written permission from the visitor's parents and responsibility for liability.

TELEPHONES: A telephone in the main office is designated for student use and may be used by students in emergency situations only after receiving approval from office personnel. Cell phone use is covered in a separate policy. Students should make arrangements for outside activities or changing bus plans ahead of time with a note from their parent. Repeated use of the phone for these reasons does not qualify as emergencies.

TEXTBOOKS AND STUDENT PLANNERS: Regular classroom textbooks and student planners are provided free of charge. Loss or damage will result in students paying a fine to replace the book(s) and planner(s). The replacement

cost for a student planner is \$5.00. Students enrolled in MCC classes, on-line classes or distance learning classes may be responsible for purchasing their own textbooks for those classes.

TUTORING: Tutoring sessions for students in grades 7-12 will be offered on select Fridays during the school year. Please contact the counselor for specific information on “Friday Tutoring.”

CARNEGIE UNITS AND SEMESTER CREDITS: One Carnegie unit is equivalent to a year long course carrying 1.0 credit or two semester courses of .5 value each. One semester credit is the credit earned by a passing grade in any class, which meets four times a week for eighteen weeks. A semester grade is determined by averaging together the first and second nine weeks grades. The semester test should also be considered in the overall grade. The semester credit and the grade earned are recorded on the student’s permanent record. A student will be given a grade at the end of the first semester and at the end of the second semester only. A final yearly grade is not computed or recorded.

GRADUATION REQUIREMENTS: Graduation requirements will be based on the units of credit earned in grades 9-12. Credit will be given at the rate of 1/2 unit per semester per class in which the student achieves a passing grade. Each semester of a course must be successfully completed. In the event of failing a semester of a one-year required course, the student will be responsible for re-taking and completing the failed semester until a passing grade is achieved. (Grade levels on this document are general guidelines.) A minimum of 24 Carnegie Units is required for high school graduation.

ENGLISH: (4 UNITS)

English I	(1 unit, grade 9)
English II	(1 unit, grade 10)
English III	(1 unit, grade 11 or 12)
Speech	(1/2 unit)
English Elective	(1/2 unit)

SOCIAL STUDIES: (4 UNITS)

World Geography/World Studies	(1 unit, grade 9)
U.S. History	(1 unit, grade 10)
U. S. Government	(1 unit, grade 11 or 12)
Social Studies Elective	(1 unit)

SCIENCE: (3 UNITS)

Physical Science	(1 unit, grade 9)
Electives	(2 units)

MATHEMATICS: (3 UNITS)

Algebra I*	(1 unit)
Elective	(2 units)

*Note: Three units of Math are required in high school. Two of those units must be of equal or higher level than Algebra I, based on the math teacher's recommendation

COMPUTER SCIENCE: (1 UNIT) (1 unit, grade 9, 10, 11, or 12)

HEALTH: (1 UNIT) (1 unit, grade 11 or 12)

PHYSICAL EDUCATION: (1 UNIT) (1 unit, grades 9, 10, 11, or 12)

FINE ARTS OR INDUSTRIAL ARTS: (1 UNIT) (1 unit of the following combination in grade 9, 10, 11, or 12-Industrial Arts, *Voc. Ag, Art, or Music*)

BUSINESS: (1UNIT) (1 unit grade 9, 10, 11, or 12)

ELECTIVES: (5 UNITS)

**Note: Students who are identified as Special Ed and are receiving services will meet graduation requirements as specified by the Individual Education Plan.*

POST-SECONDARY OPTIONS/CONCURRENT ENROLLMENT: The Board believes that students who are capable of and wish to pursue college level work while in high school should be permitted to do so. It is the goal of the Weldon Valley School District to provide the best educational programs possible to the students of our district. There are two options in state law available to high school students meeting specified criteria for post-secondary study.

Post-Secondary Options Program: Any 10th, 11th or 12th grade student who is under the age of 22, who is deemed by the student and his/her parent/guardian on the advice of his superintendent/principal to be in need of course work at a higher academic level than that available at his/her school, who is deemed by the school to show a high degree of maturity and responsibility, who is deemed by the high school to be in need of a different environment, and who has given two months' written notice to the school district shall be eligible to apply to an institution of higher education for enrollment through the post-secondary options program. The written notice shall specify the courses in which the student intends to enroll. The student and parent/guardian will be required to sign a Post Secondary Program Contract. Academic credit granted for course work successfully completed by a student under this program shall count as high school credit toward graduation requirements unless credit is denied by the principal and the denial is upheld by the superintendent on the basis that such credit is inappropriate. An appeal with the Board of Education may be provided in the event a student is denied high school credit. A student participating in this program shall still be considered as enrolled in the district and eligible for all high school activities. The program is not available for summer school. When a student enrolls in courses at an institution of higher education for high school credit, the school district and the participating institution shall enter into a written cooperative agreement, which shall include payment of tuition. The agreement shall include statements that any courses taken by students under this program also shall qualify as credit toward earning a degree or certificate at the institution of higher education. The school district will not pay for books. The school district shall pay tuition for the first two post-secondary courses taken by a student for high school credit in anyone academic term. The student and/or his parents shall pay the tuition charged by the institution of higher education for the third and each additional course per academic term.

Course tuition will be paid by the student and their parent at time of the enrollment then reimbursed by the school district upon successful completion of

the course with a grade of “C” or higher for the first two classes as outlined above.

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

Regular Bell Schedule

1st Period	7:50 -8:49
2nd Period	8:52-9:51
Break	9:51-10:01
3rd Period	10:04-11:03
4th Period	11:06 -12:05
Lunch	12:05-12:34
5th Period	12:37 -1:37
6th Period	1:40-2:40
7th Period	2:43 -3:43

Early Dismissal Bell Schedule

1st Period	7:50-8:32
2nd Period	8:35-9: 17
3rdPeriod	9:20-10:02
4th Period	10:05-10:47
5th Period	10:50-11:32
6thPeriod	11:35-12:17
Lunch	12:20-12:55
7th Period	12:58-1:40

ELO Bell Schedule

ELO	7:50-8:47
1st Period	8:50-9:34
2nd Period	9:37-10:21
Break	10:21-10:31
3rd Period	10:34-11:18
4thPeriod	11:21-12:05
<u>The afternoon schedule is the same as the regular schedule.</u>	

Parent/Teacher Conference Bell Schedule

1st Period	7:50-8:39
2nd Period	8:42-9:31
Break	9:31-9:41
3rd Period	9:43-10:34
4th Period	10:37-11:26
5th Period	11:29-12:18
Lunch	12:18-12:46
6th Period	12:49-1:38
7th Period	1:41-2:30