

Genoa-Hugo School

District C113



Student/Parent Handbook

2010-2011

## Genoa-Hugo School District C113

### Contact Information:

Phone: (719)743-2428  
Address: P.O. Box 247  
Hugo, CO 80821

### Genoa-Hugo School Board:

President: Mark Ward  
Vice-President: Jim Capraro  
Secretary: Stacy Vick  
Treasurer: Perry White  
Member: Luke Ewing

### Administration Staff:

Superintendent: Patrick Cullen  
Principal/Counselor: Dave Finley

### Elementary Instructional Staff:

Preschool: Carlene Thelen  
Kindergarten: Tracie Kraxberger  
1<sup>st</sup> Grade: Chrissy Hussey  
2<sup>nd</sup> Grade: Phaedra Piper  
3<sup>rd</sup> Grade: Ardith James  
4<sup>th</sup> Grade: Sue Morrison  
5<sup>th</sup> Grade: Andrea Andersen  
Title 1: Shelly Hines

### Middle School Instructional Staff:

Language Arts: Tracey Weeks/Leslie Markle  
Math: Wendy Simmons  
Science: Will Mallory/Wendy Simmons  
Social Studies: Wendy Simmons/Theresa Towns

- Step 4 The second written incident report will result in loss of bus riding privileges for the balance of the semester or current school year and will be logged as a discipline offense.

Bus rules are posted in each bus. Students will not be permitted to ride a bus other than their regularly scheduled route without a note signed by the parent or principal of the school.

**Pedestrians/Bicyclists:** Students walking or riding bikes to school must use the pathway adjacent to the exit road. Students should walk their bike across the parking lot. Bicycles should be parked in the racks provided. The school is not responsible for loss or theft.

**Lockers:** A locker is assigned to each middle/high school student at the beginning of each school year or at registration. Locker signs are provided to identify the student using that locker, they are not to be altered or removed. The school maintains jurisdiction over all lockers. The number of the locker is to be placed on the enrollment card. Students may not change their lockers without obtaining a change assignment from the office. To maintain a neat appearance in the hallways and for safety reasons, students must store their belongings in their lockers with the doors shut or on the racks (high school) above the lockers. Inappropriate posters, pictures, or signs will not be allowed on the inside or outside of the lockers. Administration will remove such items or will ask the student to remove such items. Items may be returned to the student after school or will be discarded if the student doesn't pick up the items from the office within a specified time.

to bring a visitor to school must have approval from the principal prior to the visit. The principal reserves the right to deny any visitation privileges at any time.

**Lunch:** Students may elect to bring their own sack lunch if they so desire; however, a hot lunch program is available to all students. Students will be charged \$.30 for an additional drink. The costs of the lunches are: Elementary \$1.70, Middle School \$1.85, High School \$1.85, Adults \$2.40. Lunches must be paid one month in advance; notes are sent home to inform parents of lunch account balances. If the overdue lunch account becomes excessive, parents will be contacted by phone when their child may no longer charge lunches. Students will be required to bring their lunch to school until the account is brought up to date. Lunch bills (and other fees) must be paid or participation in the end-of-year activities may be revoked.

**Breakfast:** Students may elect to bring their own nutritional snack if they so desire; however, a breakfast is available at 7:30 AM for all students for a charge of \$.50.

**Bus Transportation:** Bus transportation is provided for the students' and parents' convenience. The school is happy to provide this service but requires that certain standards of behavior be maintained. Contact the school if you have questions about your bus schedule. The driver is in full charge of the students and the bus. Students should obey the driver cheerfully and promptly. The right of all students to ride on the bus is conditional on their good behavior and observance of the bus rules (see the detailed bus rules included with this handbook). Safety demands complete cooperation. The bus driver may require assigned seating. The bus driver and/or administration may remove bus privileges if an incident is serious or if inappropriate behavior is persistent. Discipline procedures for bus incidents use the following four steps:

- Step 1 Conference with the student and bus driver
- Step 2 Bus driver will contact the parent/guardian regarding behavior
- Step 3 Bus drivers will give a written incident report to the principal/superintendent which will result in loss of bus riding privileges for 1 to 2 weeks

### **High School Instructional Staff:**

Math:	Theresa Towns
English:	Leslie Markle
Social Studies:	Will Mallory
Science:	Marguerite Yowell

### **Specials and Instructional Support Staff:**

Instruction and Assessment:	Shari Humphrey
Activities Director and Physical Education:	Mike Clark
Special Education:	Becky Ravenkamp
Music/Band:	Ann Savage
Agriculture/Business Education:	Rachel Vermillion

### **Operational Support Staff:**

Office Staff:	Kara Emmerling Shelly Clark
Bus Drivers:	Joanne Boetger Teena Ludwig Jim Covington Susie Monks Pat Markle
Librarian:	Susie Monks
Custodians:	Lloyd Grauberger Judy Davidson Pat Markle
Cooks:	Bev Palmore Beth Elliott Pat Markle
Para Professionals:	Susie Monks Sue McClendon Mary Jo RavenKamp Connie Bray

## Letter to Parents/Guardians

Thank you for giving us this opportunity to serve and educate your children. We are working hard to improve the quality of education your children receive as well as monitoring their progress on a consistent basis. Our success greatly depends upon the partnership we develop with you as advocates for your children. We have implemented many changes within our school program designed to promote excellence in learning. Your support of these changes is greatly appreciated as we must work together in order to make this a successful school year.

We have implemented a Standards Based Curriculum with an aligned assessment process to help us determine where your child needs assistance with their learning. You will receive more information on this process as the year progresses. Teachers will explain to you at conferences where your child is performing and the processes in place to enhance their learning. All children will be receiving these services. In addition, we are clarifying school rules so we are in compliance with Colorado State Education Laws. Some of these rule changes may be different from past practices but are required by law. If you have any questions or concerns about a particular change, please visit with one of us so we can explain why.

We hope you have a great year and please communicate with us any help or assistance we can provide to help your child's educational growth improve. We appreciate again your support in creating a very successful school year.

Dave Finley, Principal  
Genoa-Hugo Schools C113

Patrick Cullen, Superintendent  
Genoa-Hugo Schools C113

Prescription and non-prescription drugs must be in the original container with the child's name, drug identity, dosage instruction, doctor's name, and prescription date, the child's name, dosage amounts, specific dosage times and other instructions if necessary.

**Immunization:** Immunization requirements will be strictly enforced. Colorado immunization law requires that all parents provide proof of immunizations in order to register in and attend school. Parents have the right to sign an exemption in regards to immunizations. If the record is not up to date, parents are given 14 days to show documentation that the next required immunization has been given and/or sign a written plan for completion of all required immunizations. In addition to the present immunization requirements, the following schedule applies. Contact the school if you have questions on immunizations.

	Pre						
	K	K	1st	2nd	3rd	4th	5th
<b>Varicella Vaccine</b> <i>(or date of Chicken Pox)</i>	x	x	x	x	x	x	x
Proof of Chicken Pox	x	x	x	x	x	x	x
Proof of 2nd MMR	x	x	x	x	x	x	x
Hepatitis B Series <i>(3 Shots)</i>	x	x	x	x	x	x	x

All 7<sup>th</sup> and 8<sup>th</sup> graders are required to have proof of 2 MMRs. All 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders are required to have proof of 3 hepatitis B immunizations.

As of July 1, 2002 all students' grades 9 through 12 must have the second MMR and must have completed the Hepatitis B series. **Parents have the right to sign an exemption in regards to immunizations.**

**Parents / Visitors in the School:** We encourage parents and guardians to visit our school. The partnership between home and school is very important for your children. When you visit, we ask that you contact the school to assure your child's teacher will be available. Any visitor to the school must obtain a visitor pass from the school's office. Visitors are expected to observe all school rules and procedures. Students requesting

## **GENERAL POLICIES**

**Sending Money to School (primarily elementary school):** From time to time, additional money is needed by students for school pictures, plays, books, etc. In such instances a note will always be sent home informing you. When sending money to school please:

1. Seal it in an envelope.
2. Write on the envelope the child's name, amount of money, and what the money is intended for. Students are responsible for any money brought to school.

**Monies (High School):** All classes and organizations sponsoring an evening activity, such as selling concessions, will follow the last paragraph of Board Policy DG-R. All money transactions will be conducted through the business office.

**Library:** It is the student's responsibility to return library books to the return box in the library by the date they are due. If the student has overdue books they will not be allowed to check out more books until the books are returned. If books are overdue by two weeks, a note will be sent to the parents asking for help in locating the books. No food or drink of any kind is permitted in the library. All materials should be checked out from the Library-Media center. The person (student or faculty) who signed out materials is responsible for that material. Any abuse of checking or non-checking or fines of materials from the library-media center may terminate library check out privileges. Audiovisual machines will be kept in the library and must be checked out from the library. If you know in advance that you will need to use a machine on a given day, you may reserve them by checking with the library. **Please return these items to the library as soon as you have finished.**

### **Medication & Immunization**

**Dispensing of Medication:** If a student must bring medication to school, the following requirements must be met:

1. All prescription or non-prescription drugs must be brought to the school office.

## **Table of Contents**

Instructional Expectations:	1
Academic Standards	4
COS and Work Study	11
Computer and Internet Policies	13
Attendance:	15
Usage of Communicational Devices:	15
PBS and Behavior:	16
General Behavioral Expectations	18
Athletics and Activities:	29
HS Clubs and Organizations:	35
General Information:	38
Emergency Procedures:	39
General Policies:	41

## Instructional Expectations

Every student attending Genoa-Hugo Schools is very important to us and we are focused upon providing the strongest learning environment possible. Each child is expected to be in class on time and ready for instruction. Students are not to be roaming the hallways and must have a pass from the teacher with a specific intent or purpose. We also expect students to focus upon the instruction without interrupting the learning of others. Each child will be assessed for benchmark growth three times this school year (Sept., Dec., and April). We are using the NWEA MAPS assessment to provide the information we need to focus upon areas for individual student growth regardless of their performance level. Every child has key growth goals in the areas of Reading, Writing, and Math. We will eventually assess Science as well. These are the areas assessed in CSAP and ACT. This will allow for us to make adjustments to help your child connect with their learning more successfully.

### Students Expectations include:

- 1) Daily attendance
- 2) In class on time, ready to learn
- 3) Focus upon the learning without interrupting the environment
- 4) Perform to the best of their ability
- 5) Complete work assignments on time

### Friday School:

Students who fall behind with their work will have until Thursday noon to complete all missing assignments. Those who do not turn in this work will be recommended to attend Friday School from 9:00 AM until 11:30 AM. During this time, they will have tutorial assistance in helping them to complete their assignments. If a conflict arises, a student must inform the principal and arrangements will be made. Failure to attend Friday School will result in your child falling further behind in their school work leading to lower performance scores. Even though Friday School is not mandatory, it is strongly recommended your child attend so we can help. Parents will be able to check if their child has Friday School by looking at the Daily Planners.

### During a fire drill:

- Students will walk (not run) and remain quiet.
- Teachers will accompany their classes out of the building to their designated areas on the hill beyond the trees.
- Teachers will take their grade books to make sure all students are present.
- Students should reenter the building in a calm, orderly manner when directed by Administration.
- If you encounter a sign during the evacuation which says "FIRE", treat it as if it were a fire. Stay at least 10 meters away. Use an alternative exit.

### Elementary Tornado Emergency Procedures (announced over PA system):

Elementary students and their teachers will proceed in an orderly and quiet manner down the north gym stairs into the girls' locker room. If warning occurs when elementary students are outside, the teacher will bring the students into the girls locker room via the closest entry doors. Students will sit quietly on the floor. The teachers in the far west classrooms will check all elementary rooms and restrooms for students.

### High School Tornado Emergency Procedures (announced over PA system):

High School students and their **teachers** will proceed in an orderly and quiet manner down the left side of the lunch room hall to the south gym stairs and assemble in the new locker/weight room.

### High School Tornado Emergency Procedures (announced over PA system):

Middle School students and their teachers will also use the south gym stairs and assemble in the Middle School boys' locker room. If warning occurs when students are outside, the teacher will bring the students into the locker/weight room via the closest entry doors. Students will sit quietly on the floor.

Any wheel chair students should go through the auditorium to the stairwell that connects to the main entrance hallway. An adult will accompany the wheel chair student to this area.

**Student Dances:** Student dances require the approval of the Student Council and the Principal. All dances must be held at the school; students who leave the dance will not be permitted to return. All dances must be sponsored by at least one male and one female faculty member. Parents are also welcome as sponsors. No high school student dance shall extend beyond 12:00pm. All dances are for Genoa-Hugo school students only. All student dates who are not Genoa-Hugo students must be approved by the Principal and sponsors no later than the last school day before the dance. Genoa-Hugo school rules apply to all who attend.

Dress definitions:

- Formal Dance: tuxedo or suit & tie for males; formal for females
- Semi-formal: suit and tie for males; party dress or formal slacks for females
- Casual: slacks and dress shirt for males; dress slacks or dress for females
- Street clothes: jeans, school clothes, etc.

**Important Telephone Numbers:**

- Genoa-Hugo Public Schools - 743-2428
- Plains Medical Center - 775-2367
- East Central BOCES - 775-2342
- Lincoln County Hospital - 743-2421
- Lincoln County Sheriffs Dept. - 743-2426
- Lincoln County Hospital Gordon
- Highway Patrol (emergency) – 303-239-4501
- Clinic - 743-2120
- Lincoln County Nurse - 743-2526
- Lincoln County Social Services - 743-2404
- Rocky Mountain Poison Control Center 1-800-332-3073 or 629-1123

**Emergency Procedures**

Teachers must post exit routes in all rooms near the door for both Fire and Tornado Emergencies. Teachers will review exit procedures with students. The district has a building safety plan in place to address other emergencies.

**Fire Emergency Procedures (constant sounding alarm):**

Fire exit directions are posted in each room.

Past records show a significant number of students have failed classes because of not submitting their work. We are serious in our efforts to change this pattern and provide students with tutorial assistance. We do not want our students to fail and your support with this program is greatly appreciated. It is unique but has proven to be very successful in other schools who have implemented this approach. Our focus is upon student success and assuring they will have every opportunity to succeed in any direction they pursue upon graduation.

**Grading Scale:**

We have changed the grading scale to benefit the needs of our students. This will allow for equalization of opportunities for scholarships and other programs. The following is the grading scale that will be followed at all grade levels except our primary grades (K-2) which have their own process for reporting student success:

4.00	A = 90-100	Excellent
3.00	B = 80-89	Above Average
2.00	C = 70-79	Average
1.00	D = 60-69	Below Average
0.00	F = 0-59	Failing /No HS Credit

**ILP or Individual Literacy Plan (MS and Elem Only)**

The Colorado Basic Literacy Act mandates all students will be reading at grade level and that reading growth will be carefully monitored. Students not reading at grade level will receive Title 1 services (Targeted Assistance) and placed on an ILP, developed in coordination with the educational team and parents. Districts are required to gather a body of evidence, which will determine the reading level of each student. Our body of evidence will include DIBELS, MAPS, and CSAP results. An additional intervention will be summer school for qualifying students.

### **Title I (MS and Elem Only)**

The Title I program provides specialized individual help in reading/language arts and math. This program is available to students who meet the Federal, State and Local criteria. Title I is considered a supplement, not a substitute, for regular classroom instruction. The Title I department may screen students so the district can better serve their needs. Just because a child is being screened does not necessarily mean that he/she will receive extra help through the Title I program. There are parent information and resource centers available in Colorado.

These sites are:

<http://www.cpirc.org>      <http://www.coparentcoalition.org>

Please contact our title one instructor if you have questions or concerns.

### **Homework (School Wide):**

- You should expect to have some homework each day. The amount of homework you have will often depend upon how well you can use your classroom time.
- Late daily homework will be due by Thursday noon otherwise the student will be required to attend Friday School. Major projects for which due dates have been established well in advance will be defined in the teacher's written guide lines. Late work must be submitted within two weeks to receive credit.
- If a student knows ahead of time about their absence they are to fill out a pre-arranged absence form and bring back to the office to be copied before they leave.
- **After an absence, it will be the student's responsibility to get missed work from the teacher.** The office may gather missed work from the teachers if a parent or sibling is able to pick it up after school.
- All work missed due to an excused absence can be made up during the time granted by the teacher, **at least one day grace for each excused day absent.**
- All work missed due to in or out-of-school suspension may be made up and will receive credit.

### **General Information**

**Meetings:** Class and organization meetings are to be held before or after school, last hour or during lunch. Meetings will be scheduled by the sponsor and will be in the announcements at least one day before the meeting. At meetings, each class or organization should elect a president, vice-president, secretary, and treasurer. Please give a list of officers to the principal's office. Additional meetings may be called as deemed necessary by the sponsors. Classes may not levy dues.

1. No student may serve as an officer in more than two (2) organizations. (This does not include class officers)
2. Officers of classes and organizations must meet the same academic requirements as boys and girls competing in all extracurricular activities to be eligible.

**Fund Raising:** Please keep to a minimum. All projects must be submitted by the sponsor to the principal for approval. Sponsors shall authorize all purchases and expenditures for the activity fund on a purchase order.

**Field Trips:** Teachers are encouraged to schedule field trips as these trips can be extremely important to the students learning. Following are rules for scheduling trips.

- High school field trips shall be sponsored by at least one faculty member.
- The trip must be of educational value.
- All District policies, rules and regulations apply to field trips.
- Teachers who plan trips should make transportation arrangements with the Superintendent at least five days in advance.
- Travel will be by bus only. If there is a conflict, special arrangements may be made for transportation.
- The teachers shall provide a list of students on the trip to all teachers one week prior to the trip. This list may be put in the announcements.
- Students must have parental permission. A signed slip must be on file prior to the trip.



The award program takes place the last Wednesday evening of the school year. Eighth graders and their sponsor organize and run the graduation program.

The awards program includes the following:

1. Eighth grade graduation ceremony recognizing students who have successfully completed the Middle School Program. Students failing one or more of the following courses during 8<sup>th</sup> grade will not be allowed to take part in the Middle School graduation ceremony: Language Arts, Science, Math, Social Studies, or Reading. Students who move into the district during the school year must also pass these classes during their enrollment at Genoa-Hugo.
2. Awards given for top grade percentage in all academic classes in each grade, also a most improved student award for each class is given.
3. Honor roll awards
4. Sportsmanship awards for each athletic program going to athletes who exemplify the definition of sportsmanship. Recognition of team members at this time is appropriate.
5. Special Awards (Music, Agriculture, Science Fair, Knowledge Bowl, Attendance, Presidential Academic Awards, Student Council, etc.)
6. One girl and one boy are selected for a Citizenship Award each year. Students who have remained on the honor roll, have a 95% attendance rate or better, and who did not receive any type of suspensions or detentions are eligible for this award. Eligible students are further evaluated by their extra-curricular participation, their community involvement, and teacher recommendations. The winners are selected by a vote of all teachers involved with Middle School students.

### **FBLA (Future Business Leaders of America)**

FBLA will attend the fall district leadership conference, attend District Leadership competition in February, attend the State Conference in April, may hold a Christmas party, and may sponsor a dance.

Fund Raisers:

FBLA will sell QSP or other company's products throughout the year

### **FFA**

Local FFA activities include: Volunteer to assist with local Farm Safety 4 Just Kids day,-Serve the Lincoln County Stockman's banquet, Participate in National FFA Week, -National Western Stockshow, and Chapter FFA Banquet. District FFA activities: Creed Speaking, Prepared Speaking, Quiz Bowl, District Leadership, Lamar Farm City Banquet, and Career Development Events (Judging contests). State FFA activities: Made for Excellence Leadership conference, Advanced Leadership Development conference, BIG conference, State Career Development Events, State FFA Convention. National FFA activities: National FFA convention (Odd years). Fund Raisers: Fruit Sales, Member auction, and Work the local Pee Wee wrestling tournament.

### **Senior Class Trip:**

The senior trip will be limited to three days in Colorado beginning with the class of 2006. The Sr. Class must submit a detailed itinerary for board approval at or before the May board meeting. Students enrolling during the senior year will be required to pay an average amount earned by the class at the end of the junior year. All graduation requirements, including fees and all obligations to the class or school, must be paid before the student will attend the trip. If a senior is on a remedial behavior plan, he/she will not be permitted to attend the senior trip.

1. Baseball - a student must play a third of the varsity innings.
2. Cheerleading/Dance - a student must follow sport guidelines and participate for a one year.

### **List of High School Clubs and Organizations:**

There is no limit to the number of activities (sports, clubs, etc.) in which a student may be involved as long as eligibility requirements are met. Each organization (clubs and classes) will elect a Student Council representative.

### **NHS (National Honor Society)**

NHS organized reward activities (parties, field trips, etc.) for all high school students on the honor roll. NHS is involved in the Adopt a Highway program and cleans a two mile stretch of Highway 287 twice a year.

### **Student Council**

Student Council runs Homecoming Royalty elections, organizes the Homecoming parade and dance, presents flowers at half time of the Homecoming game to the royalty, and sponsors dances throughout the year. Student Council will also represent the student body with representation on the District Building Leadership Committee as well as the District Accountability Committee.

Fund Raisers: Various Money Makers

### **Cheerleaders**

Cheerleaders plan and promote Homecoming spirit week, organize spirit activities, carry the school banner at the front of the Homecoming parade, may decorate for the Homecoming dance, attend home and away games and support teams, may attend spirit clinics and or regional spirit competitions.

Fund Raisers: Various Money Makers

### **Dance Team**

The dance team will sit together, as a team, behind the cheerleaders at home football and basketball games. In doing so, the dance team will act as "pep club" by yelling the chants and cheers with the cheerleaders.

Fund Raisers: Various money makers to defray as much of the uniform and camp expenses as possible

## **Academic Standards-High School**

### **Requirements for Graduating:**

High School graduation requirements are based upon units of credit earned in grades 9, 10, 11 and 12. Before selecting a subject, be sure that you have completed the required prerequisite course work. College entrance requirements and/or your future vocational plans should be considered in selecting courses. A senior must be in attendance at least one complete semester to receive a Genoa-Hugo High School diploma. Correspondence courses must be completed and results available by May 1 of the senior year for graduation purposes. Seniors must meet all graduation requirements to participate in the graduation ceremony and the senior trip. Money raised is for the class trip or class expenses; class money will not be returned to individual students not attending the class trip. Students enrolling during the senior year who want to attend the senior trip will be required to pay the senior class an average amount earned by the class at the end of the junior year and continue to participate in fund raisers during the rest of the senior year.

### **Diploma Requirements:**

The requirements for graduation are 26 units of credit; classes must be completed with a 60% or above. Students who fail courses will lose the ability to make choices on their schedule. Some courses will have prerequisite requirements, i.e. pass Alg. I before Alg. II; pass Bio.I before Bio.II; pass Physical Science before Physics and Chemistry. Independent study courses must have prior approval; i.e. Bio III, Geology II, Science Fair, COL courses, American School courses. Students transferring into our district will need at least 6 credits to be a sophomore; 12 credits to be a junior; and 19 credits to be considered a senior. To meet graduation requirements all 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade students must be enrolled in 7 periods. Seniors in good standing (on track with credits earned) are the only students eligible for an open period.

Regular Diploma Requirements		Freshman	Sophomore	Junior	Senior
English	4	English 1	English 2	English 3	English 4
Social Studies	4	Geography	World Hist.	Amer. Hist.	Amer. Govt.
Math	3	Basic Math Algebra 1	Geometry	Algebra 2	
Science	3	Physical Science	Biology 1	Botany Biology 2 Geology Enviro. Sci	
Physical Education	1	Physical Education			
Keyboarding	.5	Keyboarding			
Computer Apps.	.5	Comp. Apps.			
Health	0.5		Health		
Elective Courses	8.5				
<b>Total</b>	<b>26</b>				

\*The physical education one-credit requirement may be fulfilled with successful completion of three sport seasons of any combination. NOTE: One season of Dance/Cheer means the student must participate for a full year. If the PE credit is earned through sports participation, the grade will not be calculated in the GPA.

**Honors Diploma Requirements:** High school students may elect to pursue an honors diploma, which would be declared prior to the junior year. The honors diploma will fulfill the minimum CCHE (Colorado Commission on Higher Education) college entrance requirements for Colorado public universities. The honors diploma requirements for graduation are 29 units of credit; specific classes to satisfy these requirements are listed below. Honors students will be recognized at graduation.

from competition. Suspensions may carry over to the next sports season (or next year). Students will be expected to attend all practices/games in support of their teammates.

- Second Offense will result in the two week suspension with the addition of participation in a counseling educational program.
- The Third Offense and Subsequent offenses will result in the two week suspension and participation in a concentrated substance abuse program at their expense.
- All consequences are cumulative from grades 7<sup>th</sup> through 12<sup>th</sup>.

**Honesty Clause (Middle and High School):** - If a student admits the violation to a coach, Activities Director, Counselor or school administration, the school (at its discretion) may adjust the first offense consequences to no less than one quarter of the athletic events for that sport.

**Riding School Vehicles for Activities (Middle and High School):** Students are expected to ride school vehicles to and from the event.

- Parents must sign the coaches' sign-out sheet if it is necessary that the student not ride home on the school vehicle. If the parent is not at the event, any change in travel must be prearranged with the Activities Director or Principal. Coaches will not accept notes asking for travel changes at the event; requests to change travel arrangements must be prearranged or the parent must sign the sign-out sheet at the event.
- Students who do not ride to an event on the school vehicle will not participate in the event unless previous travel arrangements have been made with the Activities Director or Principal.

**Lettering Requirements:** The following varsity lettering requirements will be followed unless otherwise specified by the coach: (Any changes or revisions will be approved by the athletic director)

3. Volleyball - a student must play half of the varsity matches.
4. Football - a student must play half of the varsity quarters.
5. Basketball - a student must play one third of the varsity quarters.
6. Track - a student must participate in 18 events or earn 20 individual points.

**Rules of Conduct (Entire Student Body):** Students are expected to conduct themselves in a commendable manner during all athletic contests and to treat opponents, officials, and spectators with respect. A violation of these rules may result in disciplinary action at the administrative level.

- Consider all opponents and officials as guests and show them proper courtesy.
- Accept all decisions of officials without unbecoming displays of emotions.
- Players, officials, cheerleaders or pep clubs are not to be booed, incited or made fun of.
- Keep quiet when shouts and cheering might disturb a player.
- Cooperate with the cheerleaders, sponsors and coaches at all times.
- Keep off the playing court or field at all times.
- Show good sportsmanship and conduct yourself appropriately at all athletic events.

1. Athletes are further expected to conduct themselves in a commendable manner at all times in the school and the classroom. An athlete may be required to sit out at least one game if he/she is referred to Administration on any second level offense of the student discipline code. The administration and the activities director will be involved in this ruling. Even if disciplined in the classroom, athletes should expect to be disciplined in their sport. Coaches will address this in their individual handbooks.

2. Any student under out-of-school suspension will also be suspended from athletics (events) during that suspension.

3. The possession or use of tobacco (includes chewing tobacco); alcohol or illegal drugs in any form and at any time are prohibited. Parents/guardians will be notified by administration of all substance violations and discipline taken. Coaches are required to report to the principal any use of tobacco, alcohol or illegal drugs during the sport season. Coaches are required to pick up any contraband that is present. Legal authorities may be contacted. The consequences will be as follows:

- First offense: If a student is caught by the school or any outside person/agency, then the athlete will be suspended for one week

Honors Diploma Requirements					
		Freshman	Sophomore	Junior	Senior
English	4	English 1	English 2	English 3	English 4
Social Studies	4	Geography	World Hist.	Amer. Hist.	Amer. Govt.
Math	4	Algebra 1	Geometry	Algebra 2	Trigonometry Calculus
Science	4	Physical Science	Biology 1	Botany Biology 2 Geology Enviro. Sci	Chemistry Physics
Foreign Language	2			Spanish 1	Spanish 2
Fine Arts	1	Music Drama			
Physical Education	1	Physical Education			
Keyboarding	.5	Keyboarding			
Computer Apps.	.5	Comp. Apps.			
Health	0.5		Health		
Elective Courses	6.5				
<b>Total</b>	<b>29</b>				

**Valedictorian and Salutatorian:** Valedictorian(s) and salutatorian(s) will be calculated at the end of the second semester of the senior year based on the cumulative grade point average. A senior must be enrolled on the first day of the school year to be eligible for valedictorian or salutatorian.

**Honor Roll (Middle/High School):** The honor roll will be published at the end of each semester. Most classes count toward semester honor rolls; some classes are not included in the GPA and do not count toward honor roll (i.e. work experiences, study halls). The Superintendent's honor roll is composed of students who have a semester grade point average of 3.8-4.0. The Principal's honor roll is composed of students who have a semester grade average of 3.30-3.79.

### Grading and Eligibility:

- Students must be full time (2.5 credits or 5 classes) to be eligible to participate in any CHSAA activity. (see the Athletic section)
- Progress reports will be sent home at midterm of each semester.
- Students with grades below **70%** will be notified because they will be on the eligibility list and will meet with the principal each Monday to develop an improvement plan.
- Any student receiving one grade below **60%** on the weekly eligibility report will have two weeks in which to raise their grade before losing eligibility, and must attend **Friday school** during this time. They must also attend each practice and game.
- Any student receiving two "Fs" for a semester grade will be declared ineligible until the regain date declared by CHASA.
- Eligibility is to be the cumulative grade average from the first day of the semester to the reporting day. The eligibility week begins on a Monday and goes through to the following Monday.
- Students must have **85% attendance of a class** in order **to receive credit**.
- All work should be turned in by the assigned due date. Late work must be turned in at the end of the week to be considered for the next eligibility period.
- The first eligibility list will be submitted a full three weeks after the beginning of each semester.
- Within the first week of each semester, students will be allowed to drop (add) a class without penalty.
- If a student requests to drop a non-required class after the drop/add period and before the end of a quarter, no credit will be granted. Depending on the time of the request, the current grade may remain on the transcript with no credit given.
- Incomplete grades may be given by the instructor along with a make-up plan; the principal will be notified of incomplete grades. Incomplete grades must be made up according to this plan with time limit not to exceed two weeks or it becomes a grade of "F". Incomplete grades are for extenuating circumstances and not for late work. Incomplete grades will not be given at the end of second semester. A **Letter Symbol** may be placed in the grade book until the work is completed; therefore, the student may be ineligible until the final grade is submitted.

- A. You may not be a graduate of any high school.
- B. Your 19th birthday must fall on or after August 1 of the current school year.
- C. Upon entering high school, your eligibility will continue only until your original class graduates. Once entering ninth grade, you have eight consecutive semesters of eligibility. If you drop out of school, you will not receive additional eligibility.
- D. You are granted a maximum of 4 seasons when you attend a 4 year school.
- E. A total of 9 days of practice in fall sports and 5 days in Winter and Spring are required before participating in any interscholastic game or scrimmage. If the competitive seasons overlap, those participants are exempt from the practice requirements.
- F. Participation resulting from a transfer from one high school to another will be governed by CHSAA rules. If you are involved in a transfer, see the Activities Director.
- G. You may not accept awards except those presented by your school or a group approved by your school. Awards must be limited in value to \$50.00, excluding engraving.
- H. Amateur athletes will not compete with or against professionals, will not accept money or sign professional contracts, will not compete under an assumed name, and will not accept an award in a non-school activity and convert it to cash.
- I. If you are ejected from a contest for unsportsmanship, you will be ineligible for the remainder of that contest and the next contest at any level. Any player ejected from a second contest during the same season shall be ineligible for the next two contests at any level. Any player ejected from a third contest during the same season shall be subject to a penalty determined by CHSAA.

1. The following applies to all ineligible students:
  - a. The student must attend practices while ineligible
  - b. The student will not be allowed to ride a school vehicle to away events.
  - c. The student will not be excused from school to attend away events.
2. Any student receiving two "Fs" for a semester grade will be declared ineligible until the regain date declared by CHSAA. Students who have not met the academic requirements at the close of a semester may regain academic eligibility on the sixth Thursday following Labor Day for the first semester and on the Friday immediately prior to March 10<sup>th</sup> for the second semester. Exception: Winter sport athletes who have been declared ineligible for the first semester and did not participate in a fall sport shall use the formal grading period closest to the beginning of winter practice to determine if eligibility is regained.
3. No facial hair or unnaturally colored hair will be allowed for students participating in extra curricular activities.
4. A student must be eligible according to all policies set forth by the Colorado High School Activities Association. The following rules are a summary of some of the regulations effecting student eligibility. The complete rules are found in the CHSAA Handbook.
- J. A student must be enrolled in at least 2.5 Carnegie units (HS credits) per semester. A student representing Genoa-Hugo School in athletics, cheerleading, and any activity will have his/her eligibility checked weekly. Any student receiving two "Fs" in academics will be declared ineligible until such time the academic standing or conduct has improved (see items 2 and 3 above). Make-up work shall not be permitted after the close of the semester for the purpose of becoming eligible. (Cases involving special circumstances should be referred to the principal's office.) If any ineligible player participates on a Genoa-Hugo School team, the contest must be forfeited.

- The final grades of each semester will be mailed. Report cards for second semester will be held in the office of students owing money until the bills are paid.
- Parent/teacher conferences will be held October 14<sup>th</sup> p.m. the 15<sup>th</sup> a.m., March 10<sup>th</sup> p.m. and the 11<sup>th</sup> a.m. for grades K-12, and progress reports will be given to the parent/guardian at that time.
- Progress reports not picked up by the parent/guardian at conferences will be mailed home.

**Post-Secondary Educational Options Courses (Dual Credit):** The Colorado Post-Secondary Educational Options Act provides students who are juniors or seniors an opportunity to take college classes. Some PSEO courses are available in the regular classroom and some may be night classes. Students will be required to take the MCC college entrance exam before enrolling in PSEO classes. The results of this test and high school grades will be reviewed for placement.

Beginning with the class of 2000, college credits earned will be converted to high school credits using the following schedule:

College Semester Hrs	High School Credit	College Semester Hrs	High School Credit
1	0.25	5	1
2	0.50	6	1
3	0.50	7	1
4	0.50	8	1.5

It shall be the responsibility of the pupil to apply for the College Opportunity Fund stipend ([www.collegeincolorado.org](http://www.collegeincolorado.org)) and pay tuition, books, and fees at the time of enrollment for all PSEO courses taken per academic semester. The student must provide proof of successful completion (grade C or better) for all PSEO courses before the district will reimburse the appropriate tuition. The district will reimburse the student for two courses of the highest credit per academic semester. Classes taken during the summer **will not be paid** for or reimbursed by the district. Both students and parents will sign a PSEO contract. Students receiving free or reduced lunches may request that the district pay tuition at the time of enrollment for two courses of highest credit. For more information regarding the PSEO program contact the counselor or principal.

### **COS (Class On Site) / Work Experience:**

Juniors and Seniors are eligible to participate in one of two programs if they meet the following criteria:

### **COS (Class On Site) Program:**

Students will be allowed to participate in an honor's internship program designed to promote interest in a particular field of study for direction in future goals such as college, vocational, or apprenticeship. Students must be a junior or senior with a GPA of 3.00 or higher, and plan to further their education upon graduation. They must agree to the following expectations for the internship experience:

- Strong attendance record at the site (2 unexcused absences will result in dismissal from the program).
- Work professionally with the COS supervisor on site.
- Willing to meet all grading qualifications of the COS program

Students successfully completing the COS program will receive 1 credit per semester toward graduation as an elective credit, which will count in their overall GPA. COS Internships must be approved by the Principal and contract agreement with the COS supervisor on site completed.

### **Work Study Program:**

Students will be given the opportunity to earn elective credit for work experience completed in the school or community. Work experience placements will be coordinated through the Principal's office and seniors will be given first priority. Students must be 16 years of age and a junior to participate in this program during the school year. Any summer work experience must be pre-approved by administration, can earn no more than 1 credit for this experience, and must have completed their sophomore year. Employers will interview students and select the person who they feel will benefit the most from the experience. Students, parents, employers, and school staff will sign a cooperative agreement stating the program work hours, employment expectations, and goals of the program. **Students will be responsible for providing their own transportation to and from the work experience and also for calling the employer if they will be absent or late.**

excuse on file in the principal's office. See the Attendance section (page 9) for a list of acceptable excused absences. Unless the situation is a true emergency, arrangements must be made previous to the day of participation. If a student misses more than one school period in a day due to illness or oversleeping, they may not attend practice or play that day.

1. The gym may be opened on non-school days for "shooting baskets" or the honing of individual skills according to CHSAA rules (no Sunday or Holiday contact). Players and parents must be informed in advance of the hours the gym will be open and an adult must be supervising the players during the entire time.
2. Only team members, pep club, cheerleaders, managers, and camera persons may be released to attend away games at the designated times.
3. If a team participates in a State competition, the number of team members will be designated by CHSAA rules. For Track and Wrestling, only those individuals who qualify will go to the State competition under school sponsorship.

### **Seasonal Sports Offered**

<b><u>FALL</u></b>	<b><u>WINTER</u></b>	<b><u>SPRING</u></b>
<b>Football</b>	<b>Boy's Basketball</b>	<b>Boy's/Girl's Track and Field</b>
<b>Girl's Volleyball</b>	<b>Girl's Basketball</b>	<b>Baseball</b>

### **Eligibility**

5. A physical exam must be on file in the principal's office before participation. Parents/ guardians must sign a form acknowledging the risks involved with participation in interscholastic athletics and granting permission to participate. Athletes must also have medical insurance and have an emergency contact form on file with the school.
6. The eligibility week begins on Monday and goes through Saturday. Any student with two "Fs" will be ineligible for the following week. See the Academic section of the student handbook for more information regarding grading.

## Athletics and Activities-High School Section

**Practice Rules and Procedures:** Interscholastic athletics and other club/class activities have an important place in the school and are a vital part of the total educational program. Participation has value to the participants, the student body and the community. These various programs will benefit the participants emotionally and socially as well as physically and should be a part of the education of all students who attend Genoa-Hugo High School. The following rules, procedures, eligibility and conduct information applies to activities such as Knowledge Bowl, speech meets, music events, sports, and all CHSAA sponsored events. Coaches will distribute a policy handbook at the beginning of their sport.

**NOTE:** When there are changes and cancellations the school and/or coaches will notify the students as quickly as possible. Students will call parents to inform them of late changes.

1. The only time mandatory practices may be scheduled by coaches/sponsors is on regularly scheduled school days. Mandatory practice may be scheduled on non-school weekdays or in-service days only if there is an event the following day. The practice will be held after the in-service day is completed. Non-mandatory practices may be scheduled on non-school and in-service days when there is no contest the following day.
2. Daily practices shall be no more than two (2) hours in duration during fall and spring sports and practice will end at 7:45 P.M. during winter sports (except for students with rehabilitation needs with parent approval for rehabilitation). There shall be only one practice per day during the regular season (two practices per day may be held in the fall if desired as long as the nine-day CHSAA requirements are met). When a morning practice is necessary, it will not begin before 6:00 A.M.
3. Students must notify the coach the day before a practice they are going to miss.
4. A student must be in attendance in order to compete or practice on any given day, unless the student has an approved or prearranged

The employer will grade the work experience but the grade will not count toward the cumulative GPA. Students will not be allowed to participate in a work experience during the fall or spring semesters if they failed a class the previous semester. Work experience students who are on the down list may be removed from the work experience until grades improve. Students fired from a work experience will not receive credit for any time spent on the job during that semester.

### **Counseling Program:**

The counseling program is based upon individual student differences, and addresses social, career exploration, and post-secondary education issues. **Upon request, counseling may also be available for elementary and middle school students.** The counseling office maintains information on scholarships, financial aid and college requirements. Students should make use of this material early in their high school career. The counseling office holds personal and group workshops for students and their parents with regards to college and career planning. It is important for students who are making plans for continuing their education after high school to attend these workshops. Students contemplating continuing their education after high school should take the SAT and ACT tests. See the Counselor for times, dates, and fees.

### **Summer School, Correspondence / Independent Study Courses, On-Line Courses:**

- The purpose of offering these courses is to provide further opportunities for course work beyond our in-house capacity. These opportunities may be available to provide further academic enrichment to students who are on track for regular or honors diploma.
- Correspondence courses or summer courses taken for credit from an approved program will be recorded on the student's permanent record, grades will be calculated in the GPA, and grades and credits received will apply toward graduation.
- Courses may be used to alleviate schedule conflicts or deficiencies due to failing grades or other hardship situations.
- Any course taken to make up failed credits will be at the expense of the student's parents or guardian. Correspondence and summer school will be at the expense of the student and the student's parents or guardians.

- Correspondence courses will be at the expense of the student/parent when the course is offered in the regular curriculum or is not part of the approved PSEO program.
- Summer school or its equivalent credit accepted by the school toward graduation may be used to make up work from the previous semester for eligibility purposes. See the CHSAA handbook.
- Independent study courses will not be arranged during the regular school year for students who have failed required courses.
- Only those high school courses taken as correspondence or summer school after completion of eighth grade will appear on a student's senior high school permanent record.

Students may be required to pay for an on-line course if they choose an on-line course rather than an available scheduled (same or similar) course. Students dropping a core elective to take a non-core elective (on-line or correspondence) may be required to pay for the on-line course. Students must attempt to exhaust all in-house opportunities before considering on-line courses. These cases will be considered on an individual basis.

#### Computer Internet Policy

- The appropriate use of passwords is expected. At no time should a password be shared with anyone.
- At no time should anyone use another's password or use a computer that has already been logged on by someone else.
- Tampering with the network system, computer settings, computer hardware, computer software, or files is unacceptable and may be deemed a crime that would result in contacting the appropriate law enforcement agencies.
- Students will work in the classroom under supervision of a staff member.
- Students will not seek materials that contain profanity, obscene comments, and sexually explicit pictures, expressions of bigotry, racism, or hate.

Students will not post hateful, threatening, or harassing messages on any internet site or through any means of electronic communication. Posting or social networking, whether originating from **on or off school property**, may result in disciplinary action if inappropriate messages are directed toward students or school personnel.

1. For each sport, coaches will provide written rules and expectations with a copy given to Administration. A schedule of games will be included. Athletes are notified if there are changes.
2. Practices are considered part of the physical education program and, therefore, take place during the school day. Athletics and PE classes will be graded. Students are allowed ten excused absences per semester before missed classes count as a zero. Individual circumstances will be considered. Students who are excused from P.E. may be required to do an alternate assignment related to health and physical fitness.
3. No practices can be held other than the scheduled PE time slot during school days, unless pre-approved by administration. One-day clinics on non-school days are allowed. Voluntary practices with Coop programs are appropriate.
4. The gym may be opened on non-school days for "shooting baskets" or the honing of individual skills. Players and parents must be informed in advance of the hours the gym will be open and an adult must be supervising the players during the entire time.
5. Students must attend practice, even if ineligible for interscholastic play. An ineligible athlete cannot participate in any way during interscholastic competitions. They cannot ride the bus on away games and will remain in school during games that start early.
6. Unlike high school athletics, failing grades received at the semester will result in one week of ineligibility. There is no carry over into the next semester or school year.
7. Only team members and managers will be released from class to attend away games. Students attending an athletic event as a spectator will not be allowed on the field of competition.
8. All injuries and/or illness must be reported to coaches in order to insure the health and safety of all participants.
9. A student must be in attendance that day of their daily classes in order to compete on any given day unless a student has on file in the principal's office a prearranged excuse.

throughout the year when appropriate. Elections are held during the first three weeks of school and involve all middle school students. Election petitions, including 15 student signatures, for candidates are required before campaigning can begin. Appropriate posters and/or signs can be placed in the middle school hall (brick only). No posters or signs allowed on doors, lockers, bulletin boards, in bathrooms or classrooms. Candidates will participate in campaign speeches the day of elections.

Officers: Middle School President (8th Grade Only)  
Middle School Vice-President  
Middle School Secretary

Each class (6, 7, and 8) will then elect the following:

Co-Representatives (one boy, one girl)

This office format allows 9 participants in Middle School Student Council and all officers are invited and encouraged to participate in all Middle School Student Council functions.

The Middle School Coordinator oversees this council and will call meetings when necessary.

Expectations:

Each officer is expected to set an appropriate example at all times. An officer serving a suspension (in or out-of-school) for disciplinary problems will be replaced by appointment of the remaining council.

**Athletic Rules and Procedures:** Athletics for boys and girls are a vital part of the total educational plan. Athletics will emphasize basics, rules, conditioning, and most of all - SPORTSMANSHIP. All middle school students will participate in athletics/PE. Students have the option to participate in a seasonal sport interscholastically except 6<sup>th</sup> grade students do not compete in middle school football games; they can participate in the PeeWee football program.

1. Every middle school student participating in sports must have completed the following forms: physical signed by a physician, signed parent permission form, emergency contact form, and a completed insurance form including policy name and number, unless school insurance is purchased.

- Internet access will be made available to students from 8:00a.m. to 4:00p.m. as part of their regular course work. Instructors will give access to students as needed to complete assignments. Students are not allowed to use the internet for personal use during this time frame.
- Before or after school students may use the internet for personal use with the permission and supervision of a staff member. If a student accesses an inappropriate internet site, they must notify the supervising staff member.
- If a student is reported to administration for an internet violation, administration will determine appropriateness of the accessed site. Violations may result in contacting the appropriate law enforcement agencies. Students are expected to use common sense and good judgment regarding what is appropriate for the school setting when using the internet.
- Students will not be allowed to use internet based e-mail or chat rooms at any time unless under supervision.
- Inappropriate use of computer network or internet will be dealt with under the following guidelines. Appropriate law enforcement agencies may be contacted as deemed necessary.  
**1st offense:** Loss of all computer privileges for 9 school weeks.  
**2nd offense:** Loss of all computer privileges for 18 school weeks and one- day of ISS.  
**3rd offense:** Loss of all computer privileges for one school year and two- days ISS.
- School Administration reserves the right to extend loss of privileges to the next school year on any offense.

**NOTES for network and internet use:**

- Students will not be allowed to use the computer system prior to returning the signed On-line Users' Code of Ethics form.
- Consequence levels may be skipped according to the severity of the offense.
- Any account on the system or internet sites accessed may be audited at any time. Our system is as public as a locker or a desk in the school. Designated personnel may examine history files or contents of computer files at any time, of any individual.

### Attendance: Student Absences and Excuses

Colorado State Education Laws clearly state compulsory attendance is required of all students between the ages of 6 and 16. Under this law, the only absences excused are for medical or family emergency reasons. Students are allowed up to 10 days of absences per semester before it is considered educational neglect and required that it be reported to authorities. It is the responsibility of the parents or guardians to assure students attend school within these guidelines. Student performance is directly impacted by their attendance.

If the student knows of an absence in advance he / she is required to fill out a pre-arranged absence slip and bring it back to the office before the end of the day. A student will have an equal amount of days as they were absent to make up missing work before being assigned to Friday school. We encourage parents not to request students to be dismissed during class time for errands or communication. We will gladly leave a note on your child's locker or with their teacher (elementary) to have them call you as soon as possible. Classroom interruptions impact all students and their learning. If students do leave the school, it is important they sign out in the office prior to leaving.

### 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.)

During the school day (8:00 AM to 4:00 PM) electronic communication devices must be turned off, except for during the lunch break. Electronic

### Middle School Activities Section

**Dances:** School sponsored dances cannot be scheduled on school nights and cannot be scheduled to exceed 10:30 P.M. with required cleanup teams not staying later than 11:00 P.M. **All school-sponsored dances are to be held at the school.**

1. Middle school dances are for the benefit of Genoa-Hugo Middle School students. High school and elementary students will not be allowed at a middle school dance.
2. During a school-sponsored activity, participants are the responsibility of sponsors and the school. Students who leave a dance/activity will not be allowed to return. Parents may be notified if their child has left the activity early.

**Annual Middle School Field Trip:** At the end of each year the Middle School staff along with the administration plans a field trip open to all Genoa-Hugo Middle School students. This activity awards the student body for completing the school year and allows a rare chance for some students to leave the area for a day. The activity may either be educational or recreational in manner and that will be determined by the Middle School Student Council, staff, and administration. All regulations concerning activities remain the same as above except the following:

1. All middle school teachers are expected to participate. Depending on the field trip location, students are separated into smaller groups and are expected to remain with that group to insure the safety of each participant.
2. Permission forms need to include an emergency phone number in case of problems during the trip.
3. Any student who has served an in-school or out-school suspension during the school year will not participate in this activity.
4. **All school fees must be paid in full before the end of school.**

**Middle School Student Council:** A student council allows for "student ownership" in certain school activities, programs, and decisions. The council is sponsored by the middle school coordinator and plans activities

**Rules for blister bars and parallel bars – students should take turns.**

**Students should not:** pull others off, stand on top of bars. (Only 4th and 5th graders are allowed on top of the blister bars.), play chicken on the blister bars.

**Basketball, Football, Baseball, etc.**

1. Follow the standard game rules.
2. Play away from playground equipment.
3. Tackle football is not allowed.
4. Only plastic balls and bats will be used unless special permission is given.
5. Jump ropes should be used for jumping only.

**Activities-Elementary Section**

**Fees:** All school fees (including missing library books, damaged textbooks, and lunches) must be paid in full or participation in end-of-year activities may be revoked.

**Field Trips:** Classes are allowed at least one field trip per year. Parents may be contacted to help sponsor these trips. No other children are allowed to attend field trips except class members. Field trips will take place on Fridays and attendance is not mandatory but highly encouraged. Field trips are considered educational and a part of the learning process.

**Parties:** Three major parties (**Halloween, Christmas, and Valentine’s Day**) are held in the elementary each year. A note will be sent home in the fall asking parents to provide snacks and games for these class parties. A chair-parent will be responsible for contacting other parents to help organize class parties. **Birthday parties** are permissible. Children may pass out treats on birthdays after making arrangements with the teacher. Invitations to birthdays or other parties should not be handed out during school hours. This is mainly because children’s feelings can be hurt if they see invitations being handed out and do not receive one. Remember, only **non-colored drinks** (lemonade, 7-up, apple juice, etc.) should be brought to any class party. This will help keep our carpets stain-free.

communication devices may be used only during emergencies. 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.

**Safe Harbor:** Students may have their device on if they are allowed “Safe Harbor” for a family emergency. Parents will need to send a note requesting a “Safe Harbor” and for what purpose. During this time, the student will be allowed to have their device on vibrate but it must remain on top of their desk during class.

**Student Responsibility:** It is the student’s responsibility to ensure the device is turned off. 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. Confiscated devices shall be returned to the student only after a conference with the Principal and/or parent/guardian. The building principal or designee may also refer the matter to law enforcement, as appropriate. The district shall not be responsible for loss, theft or destruction of electronic communication devices brought onto school property.

**Behavior and Discipline**

**General Policies:** Every student in a public school in the State of Colorado has the right to learn in an environment which is safe, conducive to the learning process, and free from unnecessary disruption. To ensure such an environment, Genoa-Hugo School District has adopted a conduct and discipline code which is based upon the principle that every student is expected to follow accepted rules of conduct and to show respect for and to obey the persons in authority in the school. The conduct and discipline code emphasizes that certain behavior, especially behavior that disrupts the classroom, is unacceptable.

### **Positive Behavioral Support (PBS)**

The staff of the Genoa-Hugo Schools will be participating in the Colorado Dept. of Ed. approved "PBS Program ". We will be training in the strategies of the program during the 2009-2010 school year. It is a program designed to help teach appropriate behavior to students through a systemic approach involving grades K-12. This will involve various themes and celebrations for rewarding students who meet the expectations of the program. Parents are encouraged to attend the quarterly celebrations honoring our students for making good decisions. Time and dates will be announced in advance.

**Disciplinary Action** – At times it may become necessary, for students who make wrong decisions, to have consequences. Initial issues will result in a conference with the Principal and redirection will be the immediate goal. However, repeated incidents will result in further action, such as after school, etc.

**Level 1 Incidents:** Incidents involving the disruption of the classroom will initially be addressed by the classroom teacher. Parents will not be contacted for each incident unless it becomes habitual. The Principal will become involved when the student becomes continuously disruptive and parent intervention is not successful.

**Level 2 Incidents:** Incidents involving disrespect of others will be initially addressed with by the classroom teacher and a parent communication will be required. If a child becomes aggressively disrespectful, they will be referred to the Principal.

**Level 3 Incidents:** Incidents involving safety or dangerous situations will immediately be referred to the Principal and appropriate intervention will take place. Parents will be notified and authorities if necessary.

**Habitual Disruptions** - Colorado Law article 22-33-106(1) (c.5) states that expulsion shall be mandatory for habitually disruptive students. "Habitually Disruptive Student" means a child who has been suspended (in or out-of-school) three times during the school year for causing a material and substantial disruption in the classroom, on school grounds, on school vehicles, or at school activities or events because of behavior which was initiated, willful, and overt on the part of the child. On the third behavior referral to administration a remedial discipline plan will be developed to

4. Depositing all lunch litter in wastebaskets.
5. Returning all trays and utensils to the dish washing area.
6. Leaving the table and floor around your place in a clean condition.
7. Not trading food from lunches.
8. Not bringing pop or candy for lunch.
9. Only take what you will eat from the salad bar table.

### **General Playground Rules:**

1. Students will be outside during recesses unless given permission by the teacher/aide on duty to go inside. Students must bring a note from home if they are to stay inside.
2. The school is only responsible for students on the playground during school hours (8:00 A.M. – 4:00 P.M.).
3. Students are not allowed to be in the north and south parking lots or on the west hill.
4. Students should not use their fingers for pretend guns to play shooting games.
5. Games may be stopped if complaints start. Any student acting carelessly or recklessly will be disciplined.
6. Students bringing school balls outside are responsible for bringing them in.
7. Students should not bring toys and other items from home.
8. Students should not get on the cement when there is water, ice, slush or snow.
9. Students should not throw or kick rocks, gravel or snow.
10. Students should not run, slide or push when lining up.

### **Rules for the large playground unit - students should:**

1. Go up the ladders and slide down the slides.
2. Go one at a time down slides; wait until it is clear before you slide.
3. Go feet first down slides.

**Students should not:** Play chicken on the cross bars, climb or sit on the top of the cross bars, climb on the outside of the slide or tunnels, throw rocks down the slides, slide down the hand rails on the steps, jump off the unit.

### **Rules for the swings - students should sit down and swing straight.**

**Students should not:** Climb the poles, Jump or bail out of the swings or run under ducks, Twist swings. Swing double, Play in front or behind the swings.

**Mandatory Expulsion** - Colorado Law article 22-33-106(1) (d) states that serious violations in a school building or in or on school property, which suspension or expulsion shall be mandatory are:

1. The sale of a drug or controlled substance
2. The commission of an act which if committed by an adult would be robbery or assault
3. Expulsion shall be mandatory for the following violations: Carrying, bringing, using, or possessing a deadly weapon as defined in section 22-33-106(1) (d) (II) (A through D), without the authorization of the school or the school district. [(A) A firearm, whether loaded or unloaded, or a firearm facsimile; (B) Any pellet or "Bee-bee" gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air; (C) A fixed blade knife with a blade that measures longer than three inches in length or a spring loaded knife or pocket knife with a blade longer than three and one-half inches; or (D) Any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury.]

**Denial of Admission** - Colorado Law article 22-33-106(3) states that admission may be denied for the following:

- Having been expelled from any school district during the preceding twelve months.
- Behavior in another school district during the preceding 12 months that is detrimental to the welfare or safety of other students or school personnel.
- Not being a resident of the district.
- Graduation from the twelfth grade of any school or receipt of any document evidencing completion of the equivalent of a secondary curriculum.

**Lunchroom Rules:** All students are required to eat in the lunchroom where they will be supervised, the exception being high school students who leave the campus for lunch. The lunchroom management and your fellow students will appreciate your cooperation with the following rules:

1. Raising your hand for permission before getting out of seat (elementary).
2. Keeping noise level to a minimum.
3. Walking in the lunchroom.

address the child's disruptive behavior and his/her educational needs. The third behavior referral to administration will count as the first of the three allowed disruptions within the same school year under this habitually disruptive law.

**General Behavioral Expectations:**

- **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.
- **Hazing** of any kind, persecuting, or harassing others through the demanding of meaningless or humiliating tasks will not be permitted during Homecoming spirit week or any other time during the school year.
- **Designated areas/gym** - No students are allowed at any time without adult supervision in the gym, auditorium, or stage. Students are not allowed outside designated areas unless permission is granted or class time requires it.
- **Open campus** - High school students (Only) may leave the school grounds during lunch. Elementary and middle school are closed campus.
- **General Student Dress Standards** - Students are encouraged to dress appropriately for all school activities. Any clothing deemed inappropriate by school staff will result in the student being asked to change.
  - Wearing apparel that endangers the student while he/she is participating in classroom activities, such as industrial arts, and shop-type classes will not be permitted.
  - A decent coverage of the body is expected. Active athletic wear (beach wear) are inappropriate. Midriff tops, tank tops, short-shorts, halter tops etc. are not allowed.
  - Undergarments are to be completely covered at all times, including sport practice, games and activities.
  - Pajamas, slippers, and similar attire are not appropriate school dress.

- The length of skirts, shorts and dresses need to be at the end of your fingertips or to the discretion of staff.
- Spandex or lycra shorts must be covered by non-spandex shorts.
- Hats are not to be worn in the building.
- Students will be asked to remove buttons, badges, or other items, whose messages or pictures are inappropriate to the atmosphere of the school, in the opinion of the staff/administration.
- Students will be expected to use proper judgment in what is determined appropriate dress including accessories such as chains, belts, sagging pants, etc.
- Students will be sent home to change apparel if in the opinion of the administration the students' apparel is inappropriate.

**Solicitations** - Students are not allowed to sell items on school property unless sales are connected to a school sponsored activity. **(Unless pre-approved)**

**Detentions** - Detention shall not exceed one hour per day in duration, but may extend over several days. Students will not be excused from detention for any reason except illness and home emergency. A detention excused because of emergency or illness must be made up as soon as the illness or emergency is over. PARENTS: PLEASE REMEMBER THAT STUDENTS WHO RIDE THE BUS WILL SERVE DETENTION. This means that the parent will have to make transportation arrangements for the student to get home. **24 hour notice will be given when students are to serve an after-school detention. Teachers are responsible for monitoring detentions.**

**Student Vehicle Registration and Driving/Parking on School Property** - All cars driven to school must be registered. Application for a car registration may be secured from the office. Cars should be locked and valuable items stored in the trunk. Driving a car to school is a privilege extended to students by the administration and may be revoked for violations.

- 1<sup>st</sup> warning—The student may lose driving privileges for one week
- 2<sup>nd</sup> warning—May lose driving privileges for the remainder of the year

2. Contents of Notice. The notice shall 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 for the allegation (Specific names may be withheld if necessary to shield a witness.)
3. Informal Hearing. The student shall be given an opportunity to admit or deny the accusation and to give his/her version of the events.
4. Timing. The notice and informal hearing should precede removal of the student from school. If a student's presence poses a continuing danger to persons or property or an on-going threat of disrupting the academic process, immediate suspension may be imposed.
5. Re-admittance. No student shall be readmitted to school until a meeting with the parent/guardian has taken place.

Colorado Law article 22-33-105(4) states that, as an alternative to suspension, students may be allowed to remain in school by encouraging the parent, guardian, or legal custodian, with consent of the pupil's teachers, to attend class with the student for a period of time specified by the suspending authority. If the parent does not agree to attend class with the pupil or fails to attend class with the pupil, the pupil shall be suspended in accordance with the conduct/discipline code.

**Criminal Charges** - Colorado Law article 22-33-105(5)(a) states that basic information on a student's criminal charge for an act occurring on or off school property at any time during the year shall be provided to the school district. Upon receipt of such information, which shall remain confidential, the Board of Education of the school district shall meet in executive session for the purpose of conducting a hearing to determine whether the student has exhibited behavior that is detrimental to the safety, welfare, and morals of the other students or of school personnel. If the Board of Education makes a determination that the student should not be educated in the school, the Board shall determine if sufficient grounds exist to expel the student at that time and shall proceed with the expulsion.

- Prior to readmission to school after an expulsion, parents must provide proof of successful completion of an approved drug/alcohol rehabilitation program. This program would be at the parent's expense.
- Students will receive similar consequences for appearing at school under the influence of drugs and/or alcohol.

**Searches** - The Districts shall have the authority to conduct lawful searches of students and their possessions and to seize any materials not legally or rightfully possessed by the students. These include:

Locker/Desk/Storage / Personal Effects / Motor Vehicles

Exceptions are in reference to electronic communication devices. School staff are not allowed to turn on or view information on these devices at any time. If there is reasonable doubt that important information may be stored on the device, parents and authorities will be contacted to review.

**Disciplinary Actions** - Disciplinary action for the more serious deviant behaviors are guided by district policy and Colorado School Law. These actions will use a progressive approach meaning that each time a student is referred to Administration the disciplinary actions will become more severe.

**Suspension and Expulsion** - The Board of Education has delegated to the Principal, or designee, the authority to suspend for not more than five (5) days. The Superintendent, or designee, has been delegated the power to suspend a student for an additional ten (10) school days, plus up to and including another ten (10) days when necessary in order to present the matter to the School Board. School suspensions will follow the procedures outlined below.

1. Notice. The principal at the time of contemplated action shall give the student and/or parent/guardian notice of the action. Such notice may be oral or in writing. If oral, such notice shall be given in person or by telephone. If written, delivery may be by U.S. Mail or by personal delivery. If mailed, delivery shall be deemed to be completed at such time as the notice is deposited in the U.S. Mail addressed to the last known address of the student or his parent/guardian.

**Tobacco Policy** - Possession or use of tobacco products are prohibited on all school property over which the school exercises control including all buildings and areas surrounding them, playgrounds, athletic fields, recreation areas, school vehicles, and parking areas. This also includes school sponsored field trips. "Tobacco" includes cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, cloves, any other product packaged for smoking, and all other kinds and forms of tobacco.

Note: The use or possession of "tobacco" in any form and at any time, or any place by athletes will affect team participation.

- On the first offense the student will serve a one day in-school suspension. Disciplinary measures **may** also include revocation of privileges and exclusion from extra-curricular activities.
- All repeated offenses will be addressed under the discretion of school administration according to the extent or level of the infraction.
- In accordance with state law, no student shall be expelled solely for tobacco use. Student support or counseling will be made available for habitual offenses.

**Drugs and Alcohol** - The possession or use of alcohol or illegal drugs in any form on school property or at any school activity, including field trips, shall be grounds for disciplinary action. Staff members should pick up any contraband that is present and turn it in to the office. Contraband will not be returned to the student.

Note: The use or possession of alcohol or drugs in any form and at any time or any place by athletes will affect team participation.

- On the first offense the student will be suspended out-of-school for five (5) school days.
- On the second offense the student will be suspended out-of-school for ten (10) school days with a recommendation for expulsion.
- Legal authorities will be contacted and parents will be notified of disciplinary action taken.
- The administration will conduct a conference with the parent, student, and counselor prior to the student being readmitted to school.