

# Limon High School



*Home of the Badgers!*

**Parent/Student Handbook**

2008-2009

## **LIMON SENIOR HIGH SCHOOL AT A GLANCE...**

### **Overview**

Limon Senior High School is a progressive, four-year institution accredited by the Colorado Department of Education. LHS is a member of the Colorado High School Activities Association (CHSAA) and participates in various activities sponsored by this group. Enrollment in grades 9-12 is estimated to be 170 for the 2008-09 school year.

Limon does not discriminate on the basis of race, color, creed, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its educational programs or activities. Inquires concerning Title VI, Title IX, and section 504 may be referred to the school administration.

Limon is a drug free workplace. All employees and students of the school agree to abide by the requirements in the Federal Drug-Free Workplace Act and Colorado State Law.

### **Limon Public Schools Mission Statement**

Limon Public Schools strive to provide a safe environment and develop responsible and productive citizens who have the knowledge and skills to seize their chosen opportunities.

**Limon High School's mascot is the Badger.  
School colors are Black and White.**

**Limon Junior-Senior High School  
874 F Avenue  
P.O. Box 249  
Limon, Colorado 80828  
(719) 775-2350  
High School Office—Extension 360**

**Superintendent of Schools – Mr. Scott Vratil – Extension 361  
Principal (6-12) – Mr. Chris Selle – Extension 355  
School Counselor – Mrs. Shirelle Bandy – Extension 321  
Administrative Assistant—Mrs. Cassandra Vernie—Extension 360**

## **GENERAL INFORMATION**

### **Birth Certificates and Immunization of Students**

The student will not be permitted to attend Limon Public Schools before providing a birth certificate. The student will not be permitted to attend Limon Public Schools before meeting the legal requirements for immunization against disease or before presenting a valid exemption for health, religious, personal or other reasons as provided by the law.

### **Office Hours**

Limon High School office hours are from 7:30 a.m. to 4:30p.m. The automated phone system is available for voice messages on a twenty-four hour basis.

### **Telephone Calls**

Pay telephones located outside the front door and in the foyer of the Activities Building and local-call phones in the hall by the office are available for student use. **Office telephones are for school business and emergency use only.**

### **Visitors in the School**

Any visitor to Limon Junior-Senior High School must register and obtain a visitor's pass from the high school office. *Visitors will only be allowed to visit for half of the school day.* Visitors must observe all school rules and regulations while visiting Limon Public Schools. The principal reserves the right to deny visitation privileges at any time.

### **Financial Systems**

Any fine or bill owed by a student (or organization) shall be paid in the high school office and the student shall receive a receipt for amount paid. Students should keep all receipts (or organization) until the end of the school year.

### **Textbook Responsibility**

Students who have lost or misplaced a book during the school year may check out a replacement from the teacher who issued the original book. Students are responsible for all books or materials, which have been checked out to them; and the identification numbers on the materials or books checked in to the teacher must match the numbers of those checked out. Students will pay for lost or damaged books before being allowed to check out from the district.

### **Lockers**

Each student is assigned a locker for his/her personal use. It is the student's responsibility to secure his/her personal belongings and materials. Lockers will be assigned by the secretary at registration in the fall and checked by advisors for cleanliness in the spring. Lockers are school-owned property leased to the student. If the contents of a student's locker are believed to be in violation of C.R.S. 22-33-106, that student's locker may be searched (*United States Supreme Court decision New Jersey vs. T.L.O. - 1985*).

### **Bus Rules**

Conduct on school buses is held to the same standard as conduct in the classroom. Inappropriate conduct or insubordination by a student may result in the student's loss of bus-riding privileges. Consult the student's route driver for the driver's specific rules.

### **Athletic Passes**

Student Athletic Passes cost \$35.00 and may be purchased at the time of enrollment in the district office. This card will admit one LHS student (6-12) into all high school, home athletic contests. There is a \$1.00 replacement fee for a lost card. The student must bring his/her Athletic Pass to all the athletic events, be on the activity gate list, or pay the regular student admission price. **NO EXCEPTIONS!** Other athletic passes are available through the district office: Family Athletic Pass - \$95.00, Adult Pass - \$50.00, Student K-5 - \$30.00. Passes for Union Pacific League contests are available at no charge to Senior Citizens (65 and over).

### **Media Resource Center**

Circulation rules for books:

- A. Books may be checked out for a two-week period.
- B. Books may be re-checked out for two weeks when deemed necessary.
- C. Reference books do not leave the Media Resource Center unless authorized by the Media Specialist.
- D. Current issues of magazines will remain in the Media Resource Center.

# **THE SCHOOL DAY**

## **Hours**

School will be in session from 8:00 a.m. until 4:00 p.m. on school days. School doors will be open allowing students into the cafeteria for breakfast at 7:45 a.m.

## **Bell Schedules**

1 <sup>st</sup> Hour	8:00 – 9:00	Lunch	12:16 - 12:51
2 <sup>nd</sup> Hour	9:05 – 10:03	5 <sup>th</sup> Hour	12:56 - 1:54
Activity/Acad. Asst.	10:03 - 10:10	6 <sup>th</sup> Hour	1:59 - 2:57
3 <sup>rd</sup> Hour	10:15 – 11:13	7 <sup>th</sup> Hour	3:02 – 4:00
4 <sup>th</sup> Hour	11:18 – 12:16		

## **Lunch and Breakfast**

Breakfast is available to the students of Limon High School from 7:45 a.m. to 8:00 a.m. at \$1.00 per student. Lunch for grades 6 through 12 costs \$2.25 per student. Students who qualify for free and reduced lunches also qualify for the breakfast program.

Students are issued ID numbers to track their accounts. The food program is on a computerized system and bills are to be paid in the high school office (middle and high school students) or the elementary office (elementary students). Checks are to be made payable to **Limon Public Schools** and cannot be combined with any other bills. Statements are mailed to families periodically.

## **Leaving School Grounds - Procedure**

Secondary students may not leave the school grounds during the school day without a "Blue Pass" from the high school office, with the exception of 9<sup>th</sup> through 12<sup>th</sup> grade students during the lunch period. Students must sign out when leaving the school with a "Blue Pass" and sign back in when returning using a "Blue Pass" in the high school office. Students must retain the "Blue Pass" for admittance to classes when they return. *In case of illness*, the student should obtain permission from his/her classroom teacher and report to the high school office. Any arrangements to release the student will be made from the high school office.

## **Cancellation of School and Delayed Start**

If inclement weather threatens the educational process, Limon Junior-Senior High School will use the following procedure:

- *A delayed start may be called for the school day.* A delayed start will mean that school will begin at 10:00 a.m. The junior-senior high school classes will start with 3rd period and continue through the day until dismissal at 4:00 p.m. Buses will run two (2) hours later on a delayed start. The announcement of a delayed start will be made over KOA radio 850, or KUSA Channel 4 on TV. (The Limon Information Channel 12 will be used when possible.)
- *If a delayed start was called and the conditions continue, school will be canceled for the day.* The announcement for canceling school will be made over KOA radio 850, or KUSA Channel 4 on TV. (The Limon Information Channel 12 will be used when possible.)
- *If the weather is serious enough, school will be canceled for the day.* The announcement for canceling school will be made over KOA radio 850, or KUSA Channel 4 on TV. (The Limon Information Channel 12 will be used when possible.)
- *If the threat of severe weather warrants the cancellation of school after students are already in class,* major employers in town are notified, notice of cancellation is posted in *The Limon Leader* window, and buses will run on their regular routes. (The Limon Information Channel 12 will be used when possible.)

***Delayed starts and cancellations will also be announced on the automated phone system at 775-2350 extension #1.***

## **ATTENDANCE POLICY and PROCEDURES**

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

In accordance to *Board Policy JH*, the following shall be considered **excused absences**:

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

An **unexcused absence** is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record. The parents/guardians of the student receiving an unexcused absence shall be notified orally or in writing by the district of the unexcused absence.

*NOTE: A student who has an unexcused absence for any part of the school day OR has not reported his or her excused absence to the high school office by 9:30 a.m. for a morning absence or by 1:30 p.m. for an afternoon absence will not be allowed to practice or compete in any athletic or extra-curricular activity that day. Absences can be reported to the automated phone system by dialing 775-2350 ext. 3. If the parent has not contacted the school before the student returns, the student must provide a written notice, signed by the parent/ guardian, allowing the absence.*

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 permitted on the day returning to class. The student is allowed the number of days absent, plus one day, to complete the make-up work, *i.e., if a student is absent two days, he or she will be allowed three days to gather and complete missed assignments*. Each additional day taken to make up assignments will be subject to grading penalties. Make-up work not turned in prior to a unit final is subject to receive no credit. When the student has a test assigned by a teacher to be taken at a future date and the student is absent on the test day, the student is expected to take the assigned test on the first day he/she returns to school.

Make-up work shall be allowed following an unexcused absence with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. However, this work may be subject to grading penalties. Additionally, a student may receive a 1% reduction in his or her overall semester grades for each unexcused absence. The Attendance Officer may determine whether absences are excused or unexcused when reviewing cases and making a recommendation.

### **Excessive Absences - Procedures**

After a student's sixth (6th) absence from one or more classes per semester, a letter from the building principal will be sent to the parent/guardian. This letter shall emphasize the importance of regular school attendance as well as explain the procedure followed by the district for excessive absences.

After the student's tenth (10th) absence from a class for the semester, the parent/guardian will be notified in writing that their student may receive a 10% reduction in that class (or classes) for excessive absences and asked to meet with the Principal to devise a plan to improve attendance.

After the student's sixteenth (16<sup>th</sup>) absence from a class, the parent/guardian will be notified in writing the student may be denied credit for that particular semester class.

After a student has been absent twenty-four (24) days or has 8 unexcused absences, the Superintendent will review the case and decide whether to make a recommendation to the Board of Education to pursue legal action against the parent, as mandated by the Compulsory School Attendance Law, C.R.S. 22-33-104.

**Appeal Process:** In the event of a serious circumstance (e.g., prolonged illness, family emergency, etc.), a review committee consisting of the principal, counselor, and student's teacher (s) may be petitioned by the student and his/her parent (s) for the purpose of reviewing all circumstances surrounding the absences and rendering a decision as to whether or not the grade consequences shall be waived. The review committee's decision will be binding and final.

**Tardiness** is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, penalties shall be imposed for excessive tardiness. After four unexcused tardies for each period, the student will receive one detention. A fifth unexcused tardy will result in another detention. All additional unexcused tardies will result in consequences determined by the building principal. Students are allowed four excused tardies from a parent for first period **only**.

In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter his next class. Teachers shall honor passes presented in accordance with this policy.

## **ACADEMIC POLICIES and REQUIREMENTS** ***Ensuring All Students Meet Standards (Policy IKE)***

Each student shall meet or exceed applicable state and academic content standards before they transition from grade level to grade level and before they are eligible to graduate.

The Board believes that early identification of students who are not making adequate progress toward achieving standards and effective intervention are crucial. In accordance with the Board's policy on grading and assessment systems, teachers shall assess the teaching and learning process on a continual basis. Teachers shall identify students early in the school year who are not making adequate progress toward achieving state and district content standards and implement an individual learning plan for each such student.

The student's teacher shall develop the plan with input from the student's parents/guardians and the parents/guardians shall agree in writing to support the plan. Neglect by the parents/guardians with regard to participating in development of the plan or agreeing to support the plan shall not affect implementation of the plan.

The plan shall address the specific learning needs of the student. Strategies designed to address those needs may include tutoring programs, after-school programs, summer school programs, other intensive programs and other proven strategies. Teachers are encouraged to collaborate on the development of such plans and to use a variety of strategies consistent with the student's learning style and needs.

Each semester, students with individual learning plans shall be reassessed in the content areas covered by the plan. The plan shall remain in place until the student meets or exceeds all applicable state and district content standards.

In order to provide the services necessary to support individual learning plans, the superintendent shall develop tutoring programs, after-school programs, summer school programs and other intensive programs in the content areas covered by state and district standards. The Board shall commit resources in the budget to support these programs.

Except in special circumstances, as determined by the principal, students not meeting applicable state and district content standards shall not be promoted to the next grade level or allowed to graduate. When students are retained in the same grade level, the teacher shall evaluate the previous teaching and learning experiences of the student, including whether specific aspects of the individual learning plan were appropriate and effective. Based on this evaluation the teacher shall modify the plan to ensure that the student's needs will be met and that the student's educational experience from the previous year is not merely repeated.

Retention due to social, emotional or physical immaturity shall be used on a very limited basis. After consulting with the student's parents/guardians, teacher and other professional staff, the principal shall determine whether it is in the best interests of the student to be retained for such reasons. Retention referrals will be finalized by June 30<sup>th</sup> of each school year.

### Homework

It is important that students come to class prepared and ready to learn. In general, research shows a strong link between successful completion of homework and academic success. Additionally, if a student has not completed his/her homework, then that student is not ready to move on with the rest of the class. A teacher shall recommend detention for a student who repeatedly fails to complete his/her homework. Late homework is subject to grade reduction.

### Grading Scale and System

The school year at Limon Junior-Senior High School is divided into four grading periods (quarters). The grades earned are assigned as A, B, C, D or F. The Limon Jr.-Sr. High School Grading Scale is as follows:

- A – 90 to 100
- B -- 80 to 89
- C -- 70 to 79
- D -- 60 to 69
- F -- 59 down

Some classes are given only an “S” or “U”; an “S” is given for the satisfactory completion of a course, and a “U” is given for unsatisfactory performance in a course or failure of the course.

***Only semester grades are recorded on the student’s permanent record.***

Students need to acquire the following credits to remain on track to graduate with their class: freshmen = 6; sophomore = 13; junior = 19; senior = 26. Students not meeting these requirements will be reclassified accordingly.

### Academic Letter

Any high school student who maintains a 3.5 grade point average for 3, 5, or 7 consecutive semesters earns an 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> Year Academic Letter respectively. The letter is awarded during the spring Academic Awards Night.

### Valedictorian and Salutatorian (Policy IKF-1)

Valedictorian is defined as the student ranking highest academically in the graduating class. Salutatorian is defined as the student ranking second highest in the graduating class. In order to be selected valedictorian or salutatorian, a student must have met the requirements of the Limon School District “honors” diploma.

In any instance of a highest grade point average tie on a 4.0 scale, the student holding the highest percentage grade shall be the class Valedictorian and the student holding the second highest percentage grade shall be the class Salutatorian. This percentage will be calculated to a minimum of four decimal places. All students sharing the highest grade point average will have their cumulative records show them as being number one in their class until the Valedictorian and Salutatorian are selected. This is for college application and scholarship purposes. In all instances the next student(s) will be ranked as number two until the Valedictorian and Salutatorian are selected. This again is for college application and scholarship purposes.

In cases where more than one student has the same percentage, Eleventh Grade ACT Assessment data will be utilized to determine class Valedictorian and Salutatorian between the students with the same percentage. Honors diploma ACT may be taken multiple times. However, the school must have results by April 1 of the student's senior year for use in this comparison. For purposes of comparison, the ACT composite will be the first comparison. Followed, if necessary, and in order, by comparisons of the ACT English, math, reading, and science reasoning SCORES.

In order to be considered as Valedictorian or Salutatorian, a student must have been enrolled in Limon High School from the first semester of the ninth grade or moved with a parent or guardian who establishes a bona fide family domicile within the district and has been in residence for one (1) academic year. Students who have been enrolled at any time from ninth through twelfth grade, in a home school, will not be considered for either award unless they have met the Honors Diploma requirements for graduation from Limon High School as prescribed in Board Policy.

Students shall receive final ranking at the end of the fourth quarter of the traditional senior year. Only grades earned in classes taken during the freshman through senior years shall be used in ranking.

### Grade Computation

The teacher will express grades on report cards in percentage terms. Percentage grades will be used in computing student letter grades at the end of each semester.

When students transfer into the district with letter grades, the counselor will, when possible, convert those grades to percentages. Otherwise, the counselor will use the 4.0 system.

When requested by a public or private school, institution of higher education, or other appropriate organization a student's percentage average will be converted to a grade point average using the 4.0 system where an:

A	=	4 points
B	=	3 points
C	=	2 points
D	=	1 point
F	=	0 points

### Graduation Requirements

To qualify for a high school diploma from Limon School District RE-4J, a student must earn the units of credit required by the selected level of diploma. Incoming freshman will be required to earn a minimum of 26 credits for a General Diploma and 28 credits for an Honor's Diploma. One (1) unit of credit is earned for completion of 2 semesters of coursework. The Board of Education must approve any course(s) that will be substituted for the below listed course graduation requirements.

### Post-Secondary Option Policy

Limon High School will reimburse college tuition for two college courses at a maximum of 3 credit hours per course. Based on an agreement made between Morgan Community College and Limon Public Schools in the spring of 2004, Limon High School will offer colleges classes that students can take and receive dull credit for. However, students are responsible for the initial cost of tuition and books. Tuition costs will be reimbursed for students who earn a C or higher in college courses.

If Limon cannot accommodate a student's schedule or does not offer a particular course, the student may register for as many as two (2) on-line classes with administrator consent. Upon successfully completing these courses (C or higher) the district will reimburse half of the tuition cost.

Advanced Placement courses not offered by Limon High School and available by Colorado Online will have tuition reimbursed upon successful completion (C or higher). Students must meet the gifted and talented criteria or have teacher recommendation to be eligible for this option.

Limon High School will not reimburse students for on line classes taken outside of the school day or during the summer.

## **CONDUCT, DISCIPLINE POLICIES, PROCEDURES and PROTECTIONS**

### **Philosophy -**

We believe that effective student discipline is a prerequisite for sound educational practice and productive learning. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline and socially acceptable behavior.

### **Goals of the discipline program:**

1. To guide students toward a sense of self-discipline and a sense of personal responsibility
2. To ensure a safe and effective environment for all students within an atmosphere of *mutual respect*
3. To have students experience consequences for their behavior and ownership of their problems while maintaining their dignity

### **STUDENT RIGHTS**

1. To receive quality instruction appropriately geared to their ability level
2. To have adequate and appropriate personnel, materials and resources
3. To attend those classes as offered by the Board of Education
4. To participate in appropriate and approved school activities in a safe, healthy and positive environment
5. To be informed of all standards, expectations and evaluation procedures

### STUDENT RESPONSIBILITIES

1. To be present and actively engaged during all regularly scheduled classes
2. To refrain from any practices which result in a disruption of the learning process
3. To follow the prescribed rules, regulations, guidelines and policies of the district
4. To relate to others in a manner which is characterized by courtesy, respect for the property and person of others
5. To approach their involvement in the school with an attitude and spirit of cooperation

### **SPECIFIC CONDUCT CODE AND CONSEQUENCES FOR VIOLATION**

#### LEVEL I: (To be handled by the teacher)

- A. Disruption of learning process through student's actions or language
- B. Use of profanity, vulgar language, or obscene gestures on school grounds
- C. Disrespect directed towards teachers or students
- D. Being in unauthorized areas - Being in unauthorized areas without permission is prohibited.
- E. Food, pop, and candy are allowed in the classroom at the classroom teacher's discretion. Water is permissible in all classrooms.
- F. Not on task, loitering.
- G. Excessive displays of affection (hand holding is the only acceptable physical display of affection)
- H. Not properly returning school materials
  - a. School materials must be returned promptly and in accordance with all library and classroom rules.
  - b. In addition, parents assume financial liability.
- I. Electronic devices (*i.e. cell phones, PSPs, mp3 players, iPods, laptop computers, etc...*) may not be used while classes are in session
  - a. The first violation of this policy will result in confiscation of the electronic device for the day.
  - b. The second violation of this policy will result in a conference with the student's parents.
  - c. Additional violations of this policy will be dealt with as per the building principal's discretion
  - d. Electronic music devices (*i.e. iPods, mp3 players, etc...*) are allowed at the classroom teacher's discretion.

#### LEVEL II OFFENSE:

- A. Habitual secondary offenses (4 secondary = 1 Major)  
**\*After 4 secondary offenses for the same sort of offense, e.g. classroom disruption subsequent offense of similar nature will be written as a "Major" offense.**
- B. Cheating - This is defined as copying the words or ideas of others and submitting them as your own; sharing or using inappropriate or unauthorized materials is not allowed. Student will also receive a zero for that assignment.
- C. Computer violations – accessing inappropriate Internet sites, and other violations of the student Internet agreement
- D. Willfully disobeying or defying supervisors, teachers, administrators, or other school personnel
- E. Engaging in verbal abuse, such as name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence
- F. Tardies – 4 unexcused tardies in one class during a semester.
- G. Cutting class(es) (truancy) - Truancy is defined as not being present in an assigned classroom(s) as scheduled and not having appropriate permission.
- H. Unauthorized leaving of the classroom or school grounds - All students are required to have a pass, signed by a teacher, administrator or authorized school employee, when leaving a classroom.
- I. Failure to attend a scheduled detention.
- J. Defiance/disrespect to school personnel, students, and visitors - All students are required to obey school rules and follow the instructions and directions of teachers, administrators and other school personnel.
- K. Personal threats/intimidation - Personal threats are defined as verbal or physical intimidation. This includes any act that extorts, injures, degrades, or attempts to injure, degrade or disgrace a fellow student or person attending Limon Public Schools.
- L. Sexual Harassment – Detailed explanation can be found in a separate area
- M. Dress code violations - Detailed explanation of the dress code can be found in a separate area.
- N. Student vehicles
  1. Reckless driving, speeding on school grounds. May also result in loss of parking privilege on school grounds.
  2. Once school has begun, students are not to get into their vehicles except during lunch, without the permission of authorized school personnel.
- O. Gambling - Gambling in any form while at school or at a school activity is prohibited.

- P. Giving false information to the school
  1. This includes forgery, falsifying or altering parental correspondence, passes or readmits.
  2. Giving false information when being referred for a disciplinary action is also included.
- Q. Possession, use, or distribution of tobacco within school jurisdiction is not allowed.
- R. Being in possession of fireworks - Possession or use of firecrackers or other fireworks is prohibited.

**Major offenses will result in:**

**1st Major offense** - result in a student/principal conference in which the inappropriate behavior is identified and is discussed, and the school discipline code is reviewed. A consequence such as detention or cleanup may be assigned, and if circumstances warrant, the student may be suspended. Parents will be notified of the infraction.

**2nd Major offense** - Parents will be notified that the student has incurred a second major offense. The principal will visit with the student to review the consequences for continued misbehavior, and to examine potential resolutions for behavior modification. A consequence such as detention or cleanup may be assigned, and if circumstances warrant, the student may be suspended.

**3rd Major offense** - may result in suspension up to 5 days. A conference with the student, parent(s), principal, and other school personnel present as needed, will take place to examine potential resolutions for behavior modification.

**4th Major offense** – school suspension for up to 10 days pursuant to Board Policy JKD/JKE. A conference with parent, student, teacher, principal, counselor and/or other resource personnel will be required, at which time a behavior contract may be implemented.

This conference will also include a review of circumstances and actions taken in the first three levels, and a preview of level 5 consequences.

**5th Major offense** - out of school suspension for up to 10 days pursuant Board Policy JKD/JKE. The school principal may initiate proceedings for expulsion in accordance with district policy (JKD/JKE), student suspension and expulsion. Parents may request a hearing with the superintendent regarding expulsion or placement out of the regular school setting or in an alternative educational plan.

**LEVEL III OFFENSE:**

- A. Fighting - Intentionally causing or attempting to cause physical injury to another person
- B. Fire-setting - Fire-setting or attempted fire setting, including the activation of false alarms or tampering with emergency equipment is prohibited.
- C. Disruption of school or school activities - Willful disruption of the school or interfering with the peaceful conduct of the activities of the school is a violation of the discipline code.
- D. Intentionally causing or attempting to cause damage to school or private property, stealing or attempting to steal school or private property. Parents assume financial liability for damages incurred.
- E. Theft of personal or school property
  1. Theft is defined as the unlawful taking of personal or school property. Being in possession of another person's property without permission is prima facie evidence of theft. Law enforcement will be enlisted when the theft exceeds \$50.00 in value in one or more thefts, whenever items are not recovered, when in the judgment of the administration it is warranted or would be beneficial. Restitution may be a necessary condition for a satisfactory conference for re-admittance.
  2. In addition, parents assume financial liability for the stolen items.
- F. The use or possession of paraphernalia or distribution of illegal chemical substances (including alcohol) and the misuse of legal drugs and substances
  1. This section covers any student who drinks or uses illegal chemical substances at school or a school activity, has intoxicating beverages or illegal chemical substances in his possession at a school activity, or attends school or a school activity having consumed alcoholic beverages or illegal chemical substances.
  2. This section also includes misuse of legal medicines and other chemical substances.
  3. This section also includes possession of drug related paraphernalia
- G. Carrying, bringing, using or possessing of any knife, regardless of the length of the blade, in any school building, on school grounds, in any school vehicle or at any school-sponsored activity. \*If said knife fits the “dangerous weapon” criteria C.R.S. 22-33-106 because of size or intent, mandatory expulsion will be initiated pursuant to C.R.S. 22-33-106.
- H. Substantive threats of great bodily injury, or against the lives or property of any student, teacher, staff, or community member.
- I. Computer violations- Hacking of any sort.
- J. Sexual Harassment – Detailed explanation can be found in a separate area
- K. False Reporting of a staff member – Detailed explanation can be found in “Staff Protection” area

**Extreme offenses will result in:**

**1st Extreme offense** - may result in a suspension up to 10 days. When appropriate, a one-day in-school suspension with the parent present to review the student's educational progress will be offered in place of a one-day out-of-school suspension.

**2nd Extreme offense** - school suspension for up to 10 days pursuant to Board Policy JKD/JKE. A conference with parent, student, teacher, principal, counselor and/or other resource personnel will be required. This conference will include: (1) a review of circumstances and actions taken in level one, (2) implementation of a behavior contract, (3) a preview of level 3 consequences.

**3rd Extreme offense** - out of school suspension for up to 10 days pursuant Board Policy JKD/JKE. The school principal shall initiate proceedings for expulsion in accordance with district policy (JKD/JKE), student suspension and expulsion. Parents may request a hearing with the superintendent regarding expulsion or placement out of the regular school setting or in an alternative educational plan.

***Mandatory 3-day Suspension:***

*Intimidating/threatening behavior to school staff - This includes physical attack, upbraiding, insulting, threatening or verbally abusing teachers or other school personnel.*

**Pursuant to Board Policy and Colorado Law, the following behaviors will result in mandatory expulsion:**

- A. Possession of dangerous weapons on school grounds or at school activities
  - 1. A firearm, whether loaded or unloaded, or a firearm facsimile that could reasonably be mistaken for an actual firearm;
  - 2. Any pellet or "bee-bee" gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air;
  - 3. A fixed blade knife with a blade that measures longer than three inches in length or a spring loaded knife or a pocket knife with a blade longer than three and one-half inches; or;
  - 4. Any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury.
- B. Sale of illegal chemical substances, including alcoholic beverages - Colorado State Law requires that any person selling such substances be expelled from school.
- C. Habitually disruptive students - These are students who are continually disruptive regardless of the efforts of the teachers to correct his or her behavior. Colorado State Law requires that such students face expulsion for their behavior.
- D. Committing an act which if committed by an adult would constitute robbery or assault, as defined by state law; robbery pursuant to Part 3 of Article 4 of Title 18, C.R.S., or assault pursuant to Part 2 of Article 3 of Title 18 C.R.S. other than the commission of an act that would be third degree assault under section 18-3-204, C.R.S. if committed by an adult.

*Expulsion shall be mandatory for student age ten years or older.*

**Discipline - Special Education Students/Handicapped Students**

The student's Individual Educational Plan (IEP) shall determine appropriate discipline for students in Special Education. The Special Education Director shall be contacted before the use of disciplinary measures that are not authorized by the student's IEP as additional procedural considerations are required according to the district responsibility under state and federal law.

A special education student whose behavior creates a threat of physical harm to himself or other students may not be expelled if the actions creating the threat are a manifestation of his or her handicap; however, the students shall be removed from the classroom to an appropriate alternative setting within the district or a home bound program. Within ten days administration shall arrange for a re-examination of the student's (IEP) to amend the plan as necessary to insure that the needs of the student are addressed in a more appropriate manner or setting that is less disruptive to other students.

A special education student whose behavior is determined to be a manifestation of his handicap may not be expelled but shall have his IEP reviewed by the appropriate IEP team. The team shall review the IEP for appropriateness of services and the need for a more restrictive or alternative placement. Legal counsel and the special education director shall be consulted before consideration of expulsion of a special education student for misbehavior that is not related to his handicapping condition.

Special education students who engage in disruptive activities and/or actions dangerous to themselves or others may be suspended from school by the principal following Board policies for all students. Such suspension shall not be considered a change of placement. In extreme cases in which the district and the parents disagree about the placement of a disruptive special education student, the Board of education may seek a court injunction allowing the district to place the student over the parent's objection. None of the above procedures shall prohibit an IEP team from establishing consequences for disruptive or unacceptable behavior as part of the student's IEP. The plan shall be subject to all procedural safeguards established by the IEP process.

### **Sexual Harassment**

Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws that prohibit sex discrimination. A learning environment that is free from sexual harassment shall be maintained. 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.

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's educational development.
2. Submission to or rejection of such conduct by an individual if used as the basis for education decisions affecting such individual.
3. Such conduct has the purpose of affecting or unreasonably interfering with an individual's educational performance or creating an intimidating, hostile or offensive educational environment.

Sexual harassment as defined above may include but is not limited to:

1. Sex-oriented verbal "kidding," abuse, or harassment.
2. Pressure for sexual activity.
3. Repeated remarks to a person with sexual or demeaning implications.
4. Unwelcome touching, such as petting, pinching or constant brushing against another body.
5. Suggesting or demanding sexual involving, accompanied by implied or explicit threats concerning one's grades or similar personal concerns.

Students may file a formal grievance of sexual harassment through the use of the following grievance procedure. If the individual accused of harassment is the principal with whom a grievance routinely would be filed, the student may file the grievance with the counselor. All matters involving sexual harassment complaints shall remain as confidential as possible. Filing of a grievance or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect grades.

### **Sexual Harassment (Grievance Procedure)**

1. Students who believe that they have been subject to sexual harassment will report the incident to the Principal, who will be referred to as the grievance officer.
2. The grievance officer will attempt to resolve the problem, if warranted, in an informal manner through the following process:
  - First, the grievance officer will confer with the charging party to obtain a clear understanding of the basis of the complaint.
  - Next, the grievance officer will then attempt to meet with the charged party to obtain a response to the complaint.
  - Then, the grievance officer may hold as many meetings with the parties as is necessary to gather facts, and will obtain statements from witnesses if available.
3. On the basis of the grievance officer's perception of the situation, the grievance officer may:
  - Attempt to resolve the matter informally through conciliation.
  - Report the incident and transfer the record to the superintendent or his designates, and so notify the parties by certified mail.
4. After reviewing the record made by the grievance officer, the superintendent or designates may attempt to gather any more evidence necessary to decide the case and from then on impose any sanctions deemed appropriate including a recommendation to the Board for disciplinary action.

### **Inappropriate Display of Affection**

Any inappropriate display of affection (kissing or more physical contact than holding hands) by any student shall not be permitted. This rule includes inappropriate displays of affection in the hallways during the school day, on the bus, and any other time that students are under school supervision.

### **Staff Protection**

The following procedures shall be followed in instances of assault, disorderly conduct, harassment, knowingly false allegations of child abuse, or alleged criminal offense by a student directed towards a teacher or school employee.

A student shall follow these procedures in instances of damage to the personal property of a teacher or school employee occurring on school district premises.

The teacher or employee shall file a written complaint with the building principal, the superintendent's office and the Board of Education.

The principal, after receipt of both the complaint and adequate proof of the charges, shall suspend the student for three days in accordance with established procedures.

The superintendent shall initiate procedures for the further suspension or expulsion of the student when injury or property damage has occurred.

The superintendent or his designee shall report the incident to the district attorney or the appropriate local law enforcement agency to determine the appropriateness of filing criminal charges or initiating delinquency proceedings.

A copy of this policy shall be distributed to each student in the student handbook.

### **Students Complaints and Grievances**

Any student aggrieved by a decision or condition falling under the guidelines of Federal Anti-Discrimination legislation has the right to file a formal written complaint. The first step is to file the complaint with the compliance officer, who is the school's counselor. A grievance is a complaint in writing presented by student to the compliance officer indicating one or more of the following:

1. The rule is unfair; and/or
2. That the rule in practice discriminates against or between students; and/or
3. That the school personnel used an unfair procedure in assessing a form of punishment against a student.

### **Dress Code**

Students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school. Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. In this case, there shall be no further penalty.

The following guidelines will be followed in school buildings, on school grounds, or at school activities:

1. Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length will not be allowed
2. Sunglasses and/or head attire will not be worn inside the building
3. Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, pants worn low enough to reveal undergarments, etc.) that bare or expose traditionally private parts of the body will not be allowed
4. Tank tops or other similar clothing with straps narrower than 1.5 inches in width will not be allowed
5. Pajamas or other types of sleepwear will not be allowed
6. Shoes will be required at all times
7. Hair must be kept clean, tidy and in a condition that will not prove to be a distraction to others in the school. Male students must be clean-shaven at all times.
8. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
  - Refer to drugs, tobacco, alcohol, or weapons
  - Are of a sexual nature
  - By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
  - Are obscene, profane, vulgar, lewd, or legally libelous
  - Threaten the safety or welfare of any person, i.e. chains, choke collars and bracelets with spikes or rings
  - Promote any activity prohibited by the student code of conduct
  - Otherwise disrupt the teaching-learning process
9. Any visible body piercing jewelry except earrings

**EXCEPTIONS:** Appropriate athletic clothing may be worn in physical education classes. Clothing normally worn when participating in school-sponsored extra curricular or sports activities (such as cheerleading uniforms) may be worn to school when approved by the sponsor or coach.

### **Secret Societies/Gang Activities**

Limon Public Schools desire to keep district students free from the threats of harmful influences of groups or gangs that advocate the use of drugs, violence or disruptive behavior.

The presence on school premises, in school vehicles or at school related activities of any apparel, jewelry, accessory, notebook or manner of grooming, which by virtue of its color, arrangement, trademark or any other attribute denotes membership in gangs that advocate drug use; violence or disruptive behavior is prohibited by Limon Public Schools.

### **ELECTIVE, ATHLETIC, CLUB and ACTIVITY INFORMATION**

**Participation in extra-curricular activities is a privilege, not a right. Participant's attitudes and conduct should reflect this point.**

### **Music Department Uniforms, Fees and Rentals**

Many letters of information are sent home with students throughout the year with regard to special performance/concert dates, musical opportunities, practice schedules and deadlines. In addition, a weekly article is in the Limon Leader newspaper under a column called *Music Notes*. Students are responsible for communicating that information with parents. Families should make every attempt to schedule around music department performances, as every member is vital to the group. The following information is important for an efficient year in the music department.

#### **CADET BAND UNIFORM REQUIREMENTS**

*Regular Band Members:* Black dress pants, white button-down long-sleeved shirt, Black canvas tennis shoes (cheap!), white athletic socks

*Flag Corps:* same as above

*Twirlers:* Must rent a special uniform for \$10.00

*All Cadet Band Members:* Must rent a Cadet Band jacket and hat for \$10 total. This hat and coat may only be worn for official Cadet Band events such as home football games and parades and MUST be returned in the Spring. Replacement cost for a lost uniform: Jacket - \$30.00; Hat - \$8.00

#### **SENIOR BAND UNIFORM REQUIREMENTS**

*All Senior Band Members:* Must rent a complete band uniform for \$15.00.

*All new Senior Band Members:* Must buy band shoes for \$25.00 (from the school). *Twirlers:* *Twirlers* (if any): Must also rent twirler uniforms for \$10.00.

#### **CADET BAND AND SENIOR BAND CONCERT REQUIREMENTS**

*All Senior Band and Cadet Band Members must wear the following for concerts and contests:*

***Senior Band:*** Full Uniform minus the hat.

***Cadet Band:*** Black slacks (no jeans), white button-down long-sleeved shirt or blouse, black dress shoes, and black dress socks. Boys must wear a tie.

#### **LIMON HIGH SCHOOL CHOIR UNIFORM REQUIREMENTS**

*All Choir members must wear the following for concerts and contests:* (Unless otherwise advised) Black slacks for boys (no jeans), long black skirt for ladies (at least mid-calf), white button-down long-sleeved shirt or blouse, black dress shoes, and black dress socks or black hose.

**Please refer to the Choir Syllabus for additional information on concerts, attendance, lettering requirements, etc...**

#### **OTHER SPECIAL FEES OR RENTALS**

1. Students who participate in Honor Choir and/or the CHSAA Solo and Ensemble Festival will be charged a small fee for both events.
2. Choir students may be responsible for purchasing a supplemental book and/or for costume rentals.
3. Students are responsible for buying or renting their instrument(s) from either a private instrument company or the school.
4. Students are responsible for purchasing equipment necessary for the proper use of their instruments, i.e., books, reeds, valve oil, sticks, etc. (Available from the Music Department.)
5. Additional fees may be assessed for the misuse, loss or damage of books, music, equipment, uniforms or other department materials of value.
6. Music Bills will be posted quarterly and are to be paid in the Superintendent's office.

### Athletic Eligibility

LHS eligibility rules comply with those of the Colorado High School Activities Association (CHSAA), of which our school is a member. Space does not permit the listing of all of the rules, but the following are the most important ones:

1. The student must be considered a good citizen of the school and community by the high school principal.
2. The student must enroll at the beginning of the semester and must attend school regularly.
3. The student must be passing in at least 5 subjects, and not failing in over one subject.
4. The student must have earned at least four (4) credits during the previous semester.
5. The student must not be in any serious disciplinary trouble, either in or outside of school.
6. The student must have a physical examination before practice for participation in any sport.
7. The student must not have reached his 19th birthday before August 1.
8. The student may not play on any team other than a school team without written consent of the principal.

The coaches/sponsors and the Activities Director establish training rules and other rules governing athletics and organizations beyond those above. Students will be informed at the beginning of the various seasons of these rules and regulations.

### Class Organization

It is the policy of this school to organize classes in grades 6 through 12 to carry on the class activities throughout the year. Each of these classes will organize early in the school year by electing a President, Vice-President, Secretary, Treasurer, and Student Council Representative(s). The school principal assigns sponsors for the various classes.

### High School Student Councils

The purposes of Student Council is to:

1. Promote fellowship among students and cooperation between the students and faculty.
2. Help show the responsibility of the student body to the community.
3. Serve the students as a governing body.
4. Elevate the standards of scholarship, leadership, citizenship, and school spirit.
5. Approve student fund raising activities (High School Student Council)

The Student Council is regulated by school policy according to the administration and the Colorado High School Activities Association with the high school principal and Student Council sponsors having the power of veto. The membership of high school student council consists of the elected officers, one representative each from grades 9 through 12, and each class president from grades 9 -12. All clubs and organizations recognized by the administration and according to the school policies having received Student Council approval of their constitution will be represented. All the above representatives must be elected within two weeks after the start of school.

### School Social Activities Code

- A. All activities, dances and other affairs sponsored by various classes or the Student Council and Principal must approve organizations **at least two weeks** before the event.
- B. School dances and parties are to be conducted by and for Limon High students. The only exceptions to this rule are as follows:
  1. *For students of opposing school athletic contest.*
  2. *For college students home on vacation and alumni who may be invited by tickets signed by the sponsor of the affair or the principal.*
  3. *Public dances for moneymaking projects.*
- D. If students leave a dance they are not allowed to return.

### Activity Transportation and Conduct

All students who participate in school activities must ride the bus to and from such activities. The sponsor may release a student to travel with his or her parent/guardian if the student gives the sponsor a request dated and signed by the student's parent/guardian. Students will be released ONLY to their parent/guardian following a school activity unless other travel arrangements have been made with the principal at least a day before the activity.

Conduct on school buses is held to the same standard as conduct in the classroom. Inappropriate conduct or insubordination by a student may result in the student's loss of bus riding privileges.

Each sponsor will state, in the rules of conduct for that activity, what procedure will be used to determine any penalty to be imposed. Specific penalties may be listed. Sponsors may also meet, as a group during a trip to determine which penalties will be imposed.

School board policy dictates that use of alcohol and/or drugs during a school activity will result in immediate suspension from school. Limon High School policy, as approved by the School Board, provides for a five (5) day suspension if there is a violation of the above policy concerning the use of alcohol or drugs. Sponsors are obligated to inform students of this policy.

### Fund-raising

School Board Policy allows only fund-raisers, which are **NOT** “door-to-door” or direct sales. Clubs and organizations may set up tables or booths at school functions for the purpose of fund-raising. Private or non school-related organizations will not be allowed to solicit funds on school grounds. **All student fund raising activities must be approved by the high school Student Council.**

### National Honor Society

Membership in the National Honor Society is a prestigious honor bestowed upon a student to promote enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character.

#### **Selection:**

1. Student eligibility is based on the following criteria:
  - a. Student must either be a sophomore, junior or senior.
  - b. Candidates must have a cumulative grade point average of at least 3.5 (on a 4.0 scale).
2. Candidates are evaluated on the basis of service, leadership and character as set forth by the national guidelines.
3. High School faculty members assist the faculty council by rating eligible candidates via secret ballot on a scale of “1” to “4” (with “1” being low and “4” being high) on each of the three areas listed in #2.
5. The faculty council reviews the selections and makes the final decision based on suggested score of (10).
6. Each year the National Honor Society members are re-evaluated by the faculty council to determine if they still meet the criteria for membership. If it is determined that a student no longer meets the criteria, the council will meet and make decisions based on the NHS/Limon Constitution and By-Laws.

### "L" Club

The Letterman's Club, or “L” Club, is for Senior High individuals who have lettered in at least one sport. Athletes must earn their letter according to the requirements of each sport. New members are presented with the iron "L" at a formal banquet.

The function of this club is to foster the growth of the athletic department through fund-raising projects and other worthwhile activities, and to uphold the spirit and pride of Limon High School athletics. Continued membership and privileges of the "L" Club membership will be dependent upon continued participation in the sport of the letter and in adherence to the regular rules of the Limon High School Athletic Department.

### Alma Mater

**Limon High School we are proud  
 To stand and honor you;  
 Ever fighting, ever striving,  
 Set your goals anew.  
 Black and White will reign forever-  
 None will e'er surpass  
 Show your spirit, Badgers, always  
 Rise to meet the task!**

## Limon School District RE-4J SENIOR CLASS TRIP POLICY

- Philosophy:** The Senior Class Trip is a tradition at Limon High School that the Board of Education believes is a positive, educational experience that all students should be encouraged to take part in, as long as the following guidelines are upheld.
- Location:** No class will be permitted to take a trip more than 400 miles (as a bird flies) from the Town of Limon.
- Transportation:** All trips must be taken in the form of Ground Transportation.
- Time/Date:** The Senior Class Trip will take place after the L Club Banquet on the Monday before Commencement, and must return by 4:00 p.m. on the Friday before Commencement. Note: The Baccalaureate Ceremony will be held the Sunday prior to Commencement.
- Planning Timeline:** On the first day of school, class officers will be elected (if they were not chosen on the last day of the preceding school year). This policy will be presented to the class at their first class meeting.
- The Class Sponsors, Officers, and Parents, as well as any interested student, will have a meeting no later than September 15<sup>th</sup> to go over this policy and to start planning their trip and the fundraisers planned for the year.
- At the October Board of Education meeting, the class sponsors and class president will present a proposed itinerary and budget for their proposed trip. By that time, the class must have deposited 65% of the money necessary for their proposed budget (excluding the Class of 2006).
- At the January Board of Education meeting, the class sponsors and class president will present their final itinerary and final budget for approval. By this time, the class must have raised 100% of the money necessary for their trip.
- Contracts:** Each member of the Senior Class will sign a contract (attachment A of this policy) by September 15<sup>th</sup>, stating that they are aware of this policy and the eligibility requirements to attend the trip and the penalties for violations on the trip. By January 10<sup>th</sup>, they must finish their contract with a final Yes or No that they will or will not participate on the trip. If a student does not sign a contract in September, they will not be allowed to be added to the trip later. NOTE: The Board of Education requires the signature of both the student AND their parent or legal guardian, regardless of the student's age.
- Class Funds:** If a student chooses not to attend, or cannot attend the trip, they will forfeit all claims to the funds of the class, and therefore not be required to participate in class fundraisers.
- Trip Eligibility:** Students may lose eligibility to participate in the Senior class trip by violating any of the extreme offenses in the High School Parent/Student Handbook. Violation of some of the major offenses in the High School Parent/Student Handbook may result in loss of trip eligibility as well. Students who violate rules C or D in the Student Activities Contract of the Extra-Curricular Activities Handbook will likely lose their eligibility to participate in the Senior class trip. Violations of rules B, F, J, and K may also result in loss of eligibility. Also to be eligible to participate in the trip, students must work all class fundraisers starting with their sophomore year of school. If students do not finish their required number of concession stand hours, they will need to pay the class \$10.00 per hour.

- Trip Sponsors:** One (1) Faculty Sponsor must accompany the class (the class will be responsible for paying the substitute teacher's pay and benefits at the current rate). This Faculty Sponsor will be in charge for the entire trip. A list of all parent sponsors accompanying the class must be submitted to the Board of Education by their January meeting for approval, so the sponsors can be issued contracts. The ratio of students to sponsors must remain at one sponsor per eight students (rounding down). Priority of Sponsorship duties will go to Bus Drivers who are parents of seniors first, excluding the Faculty Sponsor.
- Health Insurance:** All students participating in the senior trip must have a health insurance policy active for the duration of the trip. Proof of Insurance and an Emergency Treatment card must be submitted to the sponsors by May 1<sup>st</sup>.
- Trip Violations:** While on the Senior class trip, any student that violates the guidelines in the "Trip Eligibility" section will not be permitted to take part in the Commencement Ceremony. They will be able to arrange to pick up their diploma at another time.
- Also, the student's parent/guardian will be responsible for coming and picking up their student early from the trip at their own cost within 24 hours of being notified. If the parent/guardian cannot arrive before the class's scheduled departure time, one sponsor will remain with the student until his parents/guardians can arrive. The student's parents/guardians will be responsible for paying all costs necessary for the sponsor's time, including his/her return trip, as well as a \$100 stipend per student, per day for staying late with the student.
- Parent Notification:** A copy of this policy (summarized) shall be put in all future Limon High School "Parent/Student Handbooks" so parents will be aware of this policy.
- Amendments:** After this policy has been approved by the Board of Education,
- Any amendments made during a school year will take effect with the next senior class, not the current senior class.**
- Adopted:** August 15, 2005  
**Revised:** April 21, 2008

## Limon School District RE-4J SENIOR TRIP CONTRACT

I \_\_\_\_\_ have been given a copy of Board Policy # JJH-R regarding the Senior Class Trip. I further understand the eligibility criteria and penalties for violating them before or on the trip. I will not hold the Limon School District, its school board, administration, staff, or my trip sponsors liable for any of my actions or any other's action or in-action, including the sponsors, school board, administration, and staff of Limon School District related to my participation in the trip. I also understand that I must have a health insurance policy for myself while I am on the trip and must provide proof of this policy to the sponsors by May 1<sup>st</sup>. I have entered this contract, understanding that I have until January 10<sup>th</sup> to notify the Class Sponsors that I do not intend to participate in the class trip. After that date, if I cancel my trip, I may be subject to certain financial penalties necessitated by my cancellation of my trip, as determined by the class sponsors and school administration. Also, my parents/guardians, who have signed below, understand the penalties and that they are required to come and pick me up from the trip at their cost as defined in the school board policy if I violate any rules on the trip.

**DEADLINE:** This form must be signed and returned to the class sponsor by September 15<sup>th</sup>.

Student Signature	Date	Parent/Guardian Signature <small>Required regardless of the student's age</small>	Date
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**DEADLINE:** By January 10<sup>th</sup>, I must notify the Class Sponsors that I will or will not attend the trip.

\_\_\_\_\_ I will attend the Senior Class Trip      \_\_\_\_\_ I will **NOT** attend the Senior Class Trip

Student Signature	Date	Parent/Guardian Signature <small>Required if student is canceling his/her trip</small>	Date
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**School Use Only:**

\_\_\_\_\_ Contract received by September 15<sup>th</sup> ~ Date Received \_\_\_\_\_

\_\_\_\_\_ Notification of Student's intention or cancellation of trip by January 10<sup>th</sup> ~ Date \_\_\_\_\_

\_\_\_\_\_ Health Insurance Proof received by May 1<sup>st</sup> ~ Date Received \_\_\_\_\_

\_\_\_\_\_ Emergency Treatment Card turned in to Sponsor by May 1<sup>st</sup> ~ Date Received \_\_\_\_\_

\_\_\_\_\_ No Eligibility Violations...therefore the student is eligible to participate in Trip

Principal Signature	Date	Sponsor Signature	Date
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### Highly Qualified

As a parent of a student at Limon Public Schools RE-4J, you have the right to know the professional qualifications of the classroom teacher who instructs your child. This is a requirement for all districts that receive Title 1 funds. Federal law allows you to request certain information about your student's classroom teacher. The law requires the district to give you this information in a timely manner upon request. Listed below is the information about which you have the right to ask for regarding each of your student's classroom teachers.

- Whether the Colorado Department of Education (CDE) has licensed or endorsed your student's teacher for the grades and subjects taught.
- Whether CDE has decided that your student's teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees, and, if so, the subject of the degrees.
- Whether any teachers' aides or similar para-educators provide services to your child and, if they do, their qualifications.

Please contact the Limon Public School district office if you would like to receive any of this information.

### No Child Left Behind Report to the Public

In compliance with No Child Left Behind, Limon Public Schools No Child Left Behind Report to the Public is available for public review. This report can be found on the Limon Public Schools web site and [www.limonbadgers.com](http://www.limonbadgers.com), or can be obtained at Limon Public Schools District office at:

Limon Public Schools  
874 F Ave.  
Limon, CO 80828

### Public Notice

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

Limon School District RE4J does not unlawfully discriminate on the basis of race, color, national origin, sex, handicap in admissions, or access to, or treatment, or employment in educational programs or activities which it operates.

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

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

Scott Vratil  
Limon Public Schools  
874 F Ave.  
Limon, CO 80828  
719-775-2350 ext. 361

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

Scott Vratil  
Limon Public Schools  
874 F Ave.  
Limon, CO 80828  
719-775-2350 ext. 361

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

## School Crisis Team

In light of the events that have occurred across our nation, we feel that it is very important to reassure our community that our school has a crisis plan and a crisis team that meets annually. Our Crisis plan has been in place since 1999. In 2001 our administration gathered numerous crisis plans to develop our own school crisis plan. Each year since 2001 our local plan has been updated. The staff is also updated and trained each year with crisis simulations and information. In 2003 our school crisis team went through an extensive one day training with the CSSP (State-wide Crisis Response) entitled Developing Consistency in School Crisis Response. In 2005, Mrs. Bandy was fortunate to attend a training session with Platte Canyon and Columbine's counselors that provided information about the lessons that they have learned. This information was shared with the crisis team and our current plan was updated with these suggestions. Last year our school participated in an extensive Critical Incident Training with local law enforcement as well as participating in the National Incident Management System trainings offered throughout this year.

### Crisis Team Members Consist Of:

School Administration	School Rep from each school	Plains Medical Counselors
School Counselor	Medical Rep.	Police Support Representatives
District Secretaries	Lincoln Community Hospital Rep.	Head Custodian
Parent Rep.	Centennial Mental Health Counselor	Social Services Rep.
Victims Advocate Rep.	Community College Rep	Fire Department Rep.

### In the Event of a Crisis Situation .....

- Please do not call or go to the school (this will only intensify the crisis situation)
  - Look at our website for updates!

**[www.limonbadgers.com](http://www.limonbadgers.com)**

The relocation facilities are...

- **Elementary** (Grades KD—5) is the Life in Christ Church located at 630 E Ave. (formerly known as the First Baptist Church)
- **Middle School** (Grades 6-8) is the Methodist Church located at 770 B Ave.
- **High School** (Grades 9-12) is the Hi-Plains Baptist Church located at 1001 H Ave.

You may go to these facilities in the event you hear there is a situation at the school and updates will be provided through these facilities.

Limon school district has an open school policy which allows parents and board members reasonable access to observe classes, activities and functions at a public school with check in procedures at the administration office.