

Las Animas Junior High/High School

Student Handbook

2026-2027



Mission Statement

The community of Las Animas Junior High & High School are dedicated to providing opportunities in a safe environment for students and staff to grow academically, socially, emotionally, and physically through positive systems of support.

School Hours: 7:45-4:00 Monday through Thursday

Home of the Trojans
School Colors: Blue & White

300 Grove Avenue
Las Animas, CO 81054
Telephone: 456-0211
Fax: 456-0932

Updated: 6/15/2026

Annual Public Notice for Non Discrimination

Las Animas School District is committed to a policy of nondiscrimination in relation to disability, race, creed, color, sex, sexual orientation, transgender status, gender identity, gender expression, national origin, religion, ancestry, age, and protected activity in its programs and activities and provides equal access to designated youth groups. Any harassment/discrimination of students and/or staff, based on the aforementioned protected areas, will not be tolerated and must be brought to the immediate attention of the school principal, compliance/grievance officer- Superintendent.

NONDISCRIMINATION COMPLIANCE COORDINATOR:

Lana Gardner, Superintendent has been designated to coordinate compliance with:

- 1) Equal Pay Act of 1963,
- 2) Civil Rights Act of 1964, as Amended,
- 3) Age Discrimination in Employment Act of 1967,
- 4) Title IX – Education Amendments Act of 1972,
- 5) Section 504 of Rehabilitation Act of 1973,
- 6) Pregnancy Discrimination Act of 1978, and
- 7) Americans with Disabilities Act of 1990

For additional information, contact the Las Animas School District Office
1021 2nd Street, Las Animas, Colorado 81054
E-mail: lane.gardner@la-schools.net
Phone: 719-456-0161, Fax: 456-1117

Las Animas JH/HS Staff

Mrs. Addie Wallace
Mr. Joshua Japhet
Ms. Jenn Pointon
Mrs. Jody Sniff
Mrs. Elisha Garcia
Mr. Ernie Vigil
Mrs. Acelynn Japhet
Mrs. Ann Marfil
Deputy Bo Garcia

JH/HS Principal
Dean of Students/HS Science
School Counselor
Mental Health Counselor
Administrative Assistant
Athletic Director
AD Administrative Assistant
Librarian and Attendance Officer
School Resource Officer

Instructional Staff

Mr. Elijah Aragon
Mrs. Ashley Armstrong
Mr. David Armstrong
Ms. Jimmi Boyd
Mr. Case Buford
Ms. Reahgan Collins
Mrs. Imelda Ensong
Mr. Arturo (AJ) Hernandez
Mr. Cody Hines
Mrs. Kaley Hines
Ms. Gizelle Jasim
Mrs. Carly Koch
Mr. Anthony Legario
Mr. Carl Lindauer
Mrs. Katie Lockhart
Mr. Harry Marlow
Mrs. Rosa Martinez
Mrs. Wyllynn McKnight
Mr. Dennis Montoya
Mrs. JoEllen Netherton
Mrs. Karina Northern
Mrs. Rebecca Pena
Ms. Shelli Raynor
Mrs. Lauren Six
Mrs. Esmeralda Snow
Mrs. Eilene Van Vleet
Mr. Tyson Vigil

Paraprofessional
Small Group/ISS Teacher
HS English Language Arts
HS Science
JH/HS Physical Education
HS English Language Arts
HS Math
Paraprofessional
JH English Language Arts
HS Business Teacher
JH Math
HS Social Studies
HS Math
JH/HS Agriculture
JH/HS Health and Food Science
JH/HS Visual Arts
Paraprofessional
Paraprofessional
JH Science
JH/HS Agriculture
Paraprofessional
HS Visual Arts/Foreign Language
Paraprofessional
Special Education Teacher
Special Education Teacher
Paraprofessional
JH Social Studies

Support Staff

Mr. Gary Tyscka
Mr. DJ Magana
Mr. Randal Borth
Mr. Kale Reyher
Mr. Carlos Garcia
Ms. Chasity Duran
Ms. Kayla Gallegos
Ms. Jasmine Avila

Head Custodian
Custodian
Custodian
IT Director
IT Services
Food Service Director
Food Service
Food Service
School Nurse

General Information

Handbook and District Policy

All students and families are responsible for the policies set forth in this handbook and all policies set forth in the Las Animas School District Handbook. This handbook can be found in the JH/HS office, District office or online at www.la-schools.net.

Building Hours

The JH/HS buildings are open to students in the morning at 7:35am and are closed at 4:15pm Monday through Thursday. Friday school hours will be 8:00am to 12:00pm. Staff may supervise students or a group outside of these hours.

Family and Community Involvement

The administration and staff of Las Animas Junior High and High School welcome and encourage community involvement on the following committees: Multi-Tiered Systems of Support (MTSS) team, Building Accountability Committee (BAC), District Accountability Committee (DAC), Community Board, Booster Club or chaperoning activities and volunteering to tutor or help students.

Student Dismissal Procedures (For full policy description, refer to *District Policy JLIB & District Policy EEAG*)

Las Animas High School has an open campus procedure for students during lunch. Any other time JH/HS students leave school, permission should be obtained prior to signing out in the office. Permission must be granted by family associated with the student file.

In the case student has permission to leave campus via the Family Permission to Leave Campus Form, students must sign in and out in the JH/HS office. Students may ride in school personnel vehicles with prior approval from the superintendent.

Student Vehicles (For full policy description, refer to *District Policy JIHB*)

Students are allowed to bring vehicles to school and park them in the designated parking spaces in the main parking lot in front of the high school building. Students must present a current driver's license and complete a driver's guidelines form. Student are asked to park in the school parking lot south of the high school main entrance in the second row and row of parking along 3rd street on the north side. Parking on the south side of 3rd street is reserved for guests/families/community members and parking on the north side of the parking lot is reserved for guests and staff during school hours. Students and families are reminded that there is a 10 mph speed limit in the school zone and 5mph speed limit in the parking lot. Vehicles on school grounds are subject to search by school administration.

Student Registration

Registration at Las Animas Junior High or Las Animas High School will be complete when the school receives the appropriate documents from the family and from the previous school. A meeting will be scheduled with the administration and school counselor to determine schedule and start date. If students are transferring from an alternative environment or alternative school, if registered, the student will be placed in an alternative environment or school. A meeting with the family will occur to determine transition.

Student Withdrawal

Students withdrawing from Las Animas JH/HS must obtain a sign-out form from the school office. A student is officially withdrawn when the student and family complete the sign out form and return all school property, pay all fines, and return the form to the office. Students should be accompanied by their families to have written verification of permission to withdraw before the end of the school year.

Student Fees, Fines and Charges (For full policy description, refer to *District Policy JQ*)

Fees may be assessed for use of consumable supplies in elective courses. The following is a list of courses and the fees that may be charged. Other courses may also charge fees. It is expected that students shall return textbooks to the school in good condition except for ordinary wear.

Item	Cost
Class Fees	Class Voted Annually (Not to exceed \$20)
Official Transcript	\$2.00
School Issued Books (lost or damaged)	Replacement Cost
Copied Materials	\$.10 per page/copy
Food Science Classes	\$15.00 per semester
Photography	\$25.00 per semester
National Honor Society	\$20.00 per year
FFA	See advisor
FBLA	\$20.00 per year
Athletics	As determined by sport
Concurrent Enrollment/College Classes	As determined by cost of tuition
Reserved Parking Spaces	\$10.00-\$30.00 per year
Online Recapture Classes	\$150.00 per course
Art (HS Only)	\$5.00 per semester
Technology	Replacement Cost—See agreement
Computer Mice	\$5.00—must purchase
Milk/Extra Meal Items	\$0.50-\$1.00 per item

All fees for textbooks, expendable supplies and materials, and miscellaneous fees shall be waived for students in out-of-home placements, as that term is defined by C.R.S. 22-32-138.1.e. If a student is graduating, the district may deny the privilege of participation in the graduation ceremony if the student has failed to pay fees by the last school day prior to the ceremony. Alternative payment methods, such as installment plans or school service, shall apply to students who are unable to pay with administrative approval prior to the last school day. C.R.S. 2018-22-32-110.jj.

Health and Emergency Illness

Do not send a sick student to school. If your student becomes ill while at school, you or your emergency contact person will be contacted immediately to pick him/her up. Notify the office with respect to any chronic illness that your student has or any concerns that you have regarding your student's health, as well as updates on medications that your student takes and immunizations that your student receives. Personnel are present in all schools that are certified in CPR and First Aid. Only qualified personnel shall give emergency care. Medical help will be summoned in case of emergency.

Medication (For full policy description, refer to *District Policy JLCD*)

Students are not allowed to carry medication of any kind (prescription or over-the-counter) on their person without signed documentation by the school nurse or doctor and must be on file in the nurses office. Any student distributing medication on school grounds is subject to disciplinary actions. Any student requiring medication to be taken during school hours must have a permission form on file at the Las Animas JH/HS. This form may be obtained from the school nurse or office and requires both a doctor and family member signature annually. Distribution of medicine by school personnel is not allowed without this form on file. Families may come to the school to administer medications to their student. Medications not picked up the last day of school will be properly disposed.

Screenings (For full policy description, refer to *District Policy JLC*)

Seventh grade, ninth grade and all new students are screened for vision and hearing. If you do not want your student to participate in these screenings, contact your school nurse at (719)-456-0211.

Child Abuse Reporting (For full policy description, refer to *District Policy JLF*)

Any staff/sponsor who has reasonable cause to know or suspect that a student has been subjected to abuse or neglect or who has observed the student being subjected to circumstances or conditions which would reasonably result in abuse or neglect, as defined by statute, shall immediately upon receiving such information report or cause a report to be made.

Social Services and law enforcement have the authority to conduct investigations in the schools and with students. The methods in which such investigations are conducted are within the exclusive authority of law enforcement and social services. Notification to families in such cases will come from law enforcement agencies or social services.

Safe2Tell Reporting

Safe2Tell reporting provides counseling and/or mediation strategies to address problems. Students who feel that they are being harassed, intimidated, or put in a situation that makes it a problem for him/her to feel safe at school should report the problem to a staff member as soon as possible. Students may also report concerns anonymously through Safe2Tell at 1-877-542-SAFE.

School Sponsored Extracurricular Activities

Student Activities/Clubs and Organizations

With the belief that there is much more to education than attending classes, clubs and organizations are formed to meet the interest of the student body. Listed are the Las Animas JH/HS clubs and organizations that are currently active:

Clubs and Organizations offered at Las Animas Junior High are: Pure Gold, JH Student Council and JH Knowledge Bowl, **Crochet Club, Lego Club and Fellowship of Christian Athlete (FCA).**

Clubs and Organizations offered at Las Animas High School are: FFA, FBLA, HS Knowledge Bowl, True Blue, HS Student Council, Square Dancing, Science Olympiad, **and FCA.**

Future Business Leaders of America (FBLA)

FBLA is an organization for those students who are enrolled in business classes or anyone else who is interested in joining or is one of the most exciting and enthusiastic organizations you can be a part of. It provides a greater learning experience in leadership conferences, community service projects, fundraisers, and other school activities.

FFA

FFA is an organization for those students who are enrolled in agricultural science classes. They are involved in many activities during the year including judging contests, field trips, FFA Week activities, leadership conferences, and conventions. The National FFA Organization is dedicated to making a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through agricultural education. To accomplish its mission, FFA develops competent and assertive agricultural leadership.

Knowledge Bowl

Knowledge Bowl is a JH/HS academic team that participates in competitive matches throughout the year. They practice on a regular basis and travel to sites in southern Colorado for tournaments and single competitions.

Pure Gold & True Blue

True Blue is open to any and all students at the high school level and Pure Gold is open to any and all students at the junior high level. The only requirements are the desire to serve others and have fun! Join us as we do

crafts with the elderly, read with pre-school students, paint and clean up community facilities, and more. True Blue can help you gain service hours that the college and scholarship applications love to see.

Student Council

Student Council is an organizational activity at Las Animas Junior High and High School. Its purpose is to plan activities to involve the student body and to provide a communication line between the students and administration. Offices include: Student Body President, Vice-President, Secretary, Treasurer, and Member-At-Large. Class offices include a class president and representatives. Las Animas High School Student Council is the sponsor of the annual Santa Fe Trail Day, the oldest school sponsored community event.

Dances

All dances must be organized by a school-sponsored group and approved (purpose, time and organization) at least 8 school days in advance by both student council and the building administration. Sponsors are responsible for providing chaperones (other staff) and contacting the Bent County Sheriff's Office. School dress code and eligibility rules apply to attending dances. All dances will be over by 11:00pm with the exception of prom. Guest of a current LAHS student may be admitted only if a guest permit has been completed 2 school days before the dance and signed by the building administration. Junior high school students are not allowed to attend high school dances; high school students are not allowed to attend junior high dances. Students considered "homebound" due to disciplinary reasons cannot attend school dances. Guests must be under 21 years of age unless special circumstances exist as approved by the building administration. Students attending the dance must sign-in and sign-out, which indicates the time of arrival and time of departure. Students and guests not following the HECTOR expectations will be removed from the dance. Once a student leaves a school dance, he/she cannot return and must leave the campus immediately.

Fundraising Activities

Fundraising Request Forms are available from the HS Student Council sponsor or the JH/HS office. All forms must be filled out and submitted prior to any fund raising activity. Fundraising activities without prior approval will be discontinued immediately, and all funds will be returned to the community (buyers). Fundraising requests that are not approved may be appealed to the building administration for final decision. No further appeals will be heard.

Student Expression Rights (For full policy description, refer to *District Policy JICEA and JICEC*)

Students do not shed their constitutional rights when they enter the school or engage in school-related activities. Students shall not turn in, present, publish or distribute expression that is disruptive to the classroom environment or to the maintenance of a safe and orderly school. Student expression includes expression in any media, including but not limited to written, oral, visual, audio, and electronic media in all classroom and other school-related activities, assignments, and projects.

Athletics

Athletic teams offered at Las Animas Junior High are: football, cheer, volleyball, basketball, wrestling, track & field and baseball

Athletic teams offered at Las Animas High School are: cross country, golf, football, volleyball, cheerleading, basketball, wrestling, track & field and baseball and e-sports.

Attendance for Extracurricular and School Sponsored Events

Students must be in attendance in all scheduled classes to be eligible for activities that afternoon or evening. If school is missed on a Thursday, the next event will be missed during weekend event. Three (3) student tardies, in a day, will equal an absence. Students 20 minutes late or more to class will be counted absent for the class period. Previously arranged absences related to doctor's appointments, family emergencies, or school related activities will not cause a student to be restricted. If a student misses class, the principal, athletic director, dean of students, or coach/sponsor will restrict the student from participation in the next event. The coach/sponsor will restrict the student from after school events/practices if school is missed due to unexcused absences for more than ½ that day. Daily attendance reports will be sent to the coaches/staff.

If a doctor has placed the student on restrictions for athletics, the student cannot participate in practice or be in competition until the doctor, in writing, states that the individual may return. The coach may require attendance until such time.

Cell Phones

The use of cellular phones will be prohibited during practice times and during home events, unless students have been released to sit with their families/guardians. For travel out-of-town, cell phones will be collected as students get on the bus. They will be placed in a cell phone safe, and kept there until the bus returns home. Coaches will communicate arrival times with families using the **ParentSquare App**. If students check out with their families at away games, their cell phones will be provided at that time. If there is an emergency, the coach will contact the families or the families may contact the coach. This procedure will apply to all personal electronic devices as well.

Communication

Athletics/Activities are emotional contests for everyone involved. If there is a concern with a sponsor/coach during a practice, or event, please utilize the 24 hour rule. Allow time for emotions to deescalate before seeking out concerns. After 24 hours have passed, please follow the chain of command below.

The chain of command for Las Animas athletics and activities is: 1.) participant to sponsor/coach. If there is a concern or question, the participant should approach the head coach first. If their concerns continue, 2.) Family member and athlete to sponsor/coach. Families should set up a meeting with the sponsor/head coach at a time that is convenient for all, and the participant should attend this meeting as well. If concerns continue, 3.) Family member, participants to sponsor/coach and administrator/athletic director. The administrator/athletic director will set up a meeting that is convenient for all. If concerns continue, 4.) Family member, athlete, to coach, athletic director and principal (if athletics) or superintendent (if clubs/organizations).

The Las Animas Athletic Department will use the **ParentSquare App** for all communication with athletes and families. Each activity/sport will provide the code to access the messaging system.

Family Expectations

Families are expected to positively support the athletes, coaches and program expectations at Las Animas Junior/ High School. Consistent communication of circumstances, changes and frustrations help alleviate difficult or challenging situations. Cheer for Las Animas participants, and not against officials or opposing teams. Families will attend the seasonal family meetings for the sports/activities their student will participate in. Clean/wash uniforms on a regular basis.

Extracurricular Activity Eligibility (For full policy description, refer to *District Policy JJJ*)

Eligibility requirements in the bylaws of the Colorado High School Activities Association (CHSAA) shall be observed by students at the high school level. Eligibility for extracurricular activities governed by CHSAA begins May 1st of a student's 8th grade year and will carry through the 12th grade.

Additional eligibility requirements may be imposed by the district for both junior high and high school students. Such eligibility requirements may include, but not be limited to, attendance on the day of competition or the day before for weekend competitions, good citizenship, acceptable academic standing, parental permission and good health. **Ineligible students/athletes will not be allowed to attend contests/games at home or away and will not travel with the team.**

Students will be ineligible to participate in activities if absent from school on the day of the event (M-Th). If school is missed on a Thursday, the athlete will miss a competition on the Friday or Saturday following the absence (only miss 1 competition and it must be the next one). Excused absences will not affect activities with correct documentation before game time or team departure.

To participate in activities at a school of attendance, a student shall meet all of the requirements imposed by the school of attendance.

To participate in activities at a school of participation students must comply with:

1. All eligibility requirements imposed by the school of participation.
2. The same responsibilities and standards of behavior, including related classroom and practice requirements that apply to enrolled students.

Specific Eligibility Requirements for All Extracurricular and School Sponsored Activities

High School

A periodic eligibility check is a requirement of CHSAA and the Santa Fe League. Any student who has two or more failing grades during a grading period will be declared ineligible for two weeks. Eligibility reports will run every two weeks, on Monday at 7:45 a.m. Grade checks will be conducted on Mondays of opposite weeks to allow students the opportunity to attend Friday school. Any student who does not obtain 2.5 passing credit hours at semester will be ineligible, for at least, the following nine weeks. A student that is declared ineligible at semester can regain eligibility if passing ALL classes at the CHSAA declared, sport specific regain date. Students who are academically ineligible may not attend home events or travel to away events with the team.

Junior High

Any junior high school athlete who has two or more failing grades during a grading period will be declared ineligible for one week. Any junior high school athlete who has one D or F will not be allowed to be released from school early to travel to or participate in out of town games, but will be eligible to participate in home games. Junior High: Eligibility will be conducted every week on Monday at 7:45 a.m.

Conduct/Sportsmanship (For full policy description, refer to CHSAA Bylaw 2200.1)

Any player who has been ejected from a match or contest shall be disqualified for the remainder of that match or contest. In addition, the player shall be suspended from competition for the next scheduled match or contest played at the same level (c-team, junior varsity, or varsity). Students may not take part in any other games or contests at any level during this time.

A coach ejected from a contest for committing an unsportsmanlike act shall be suspended from coaching for 10 percent of the season's regularly scheduled matches or contests of the same level. Standard mathematical rounding rules apply. Coaches may not coach in any other contests at any level during this time.

Any family member/spectators who have been ejected from a match or contest shall be disqualified for the remainder of that match or contest. In addition, the family member/spectator shall be suspended from competition for the next scheduled home match or contest played at the same level (c-team, junior varsity, or varsity). They may not take part in any other home games or contests at any level during this time. **The family member/spectator must complete the NFHS Sportsmanship course prior to returning to an event, and the certificate of completion must be filed in the high school office.**

<https://nfhslearn.com/courses/sportsmanship-2>

Drug and Alcohol Procedure—Effective August 19, 2013

If a student, who participates in extracurricular activities, is caught by a school official, coach, sponsor, his or her family, and/or law enforcement personnel using/or possessing illegal drugs or alcohol, to include drug paraphernalia, the student will be ineligible to compete for:

First Offense: A disciplinary period of 365 days from extracurricular activities; during that time a student may request to be reinstated to compete in extracurricular activities. Attendance at practice will be left up to the discretion of the coach. Reinstatement during the disciplinary period would require satisfactory completion of the reinstatement process items listed below at the family/student's expense.

1. Student must produce clean UA through approved school provider. Students will be allowed to test after four weeks of the disciplinary period. Note: A failed UA would not be considered a 2nd offense until 1 clean UA is produced.

2. Student must complete three additional clean UAs throughout the suspension period. The approved school provider will establish random dates for the additional UAs. Note: A failed UA during this step would be considered a 2nd offense.
3. Enroll and complete drug and alcohol counseling services through a school-approved provider.

Second Offense: A suspension of 365 days without the possibility of reinstatement.

Third Offense: Loss of eligibility for secondary career extracurricular activities.

Off season or Summer Infractions: Students will be accountable for infractions that occur during the off-season and/or summer break.

Tobacco Procedure—Effective December 2019

If a student, who participates in extracurricular activities, is caught by a school official, coach, sponsor, his or her family, and/or law enforcement personnel using/or possessing tobacco, to include tobacco paraphernalia, the student will be ineligible to compete for:

First Offense: Building administration confiscates tobacco product and notifies the family via telephone call of tobacco violation in the presence of the student to set up a meeting regarding student violation. The consequences for the first violation are as follows:

1. The student will be suspended from 10% or a minimum of 1 activity (FFA, FBLA, KB, field trips, etc...) or games (athletics) in which the student is involved. This does not include practices.
2. Three days of In-School-Suspension
3. Mandatory enrollment in and completion of Second Chance – online tobacco education program for youth (Must complete before returning to activities)

Second Offense: Building administration confiscates tobacco product and notifies the family via telephone call of tobacco violation in the presence of the student and in writing to be returned to the school. A referral will be made to the school counselor/nurse for a nicotine use assessment (i.e. mental health, current coping tools, tobacco use behaviors), including offering tobacco prevention education and voluntary enrollment in cessation program if the student is ready to quit. The consequences for the second violation are as follows:

1. Suspension for the rest of the season from activities or games (semester for yearlong activities)
2. Five days of In-School-Suspension
3. Mandatory enrollment in 3rd Millennium Classroom <https://web.3rdmil.com> (paid for by the student and must complete before returning to activities)
4. Four hours community service pre-approved by administration

Third Offense: Building administration confiscates tobacco product and notifies the family via telephone call of tobacco violation in the presence of the student and in writing to be returned to the school. A referral will be made to the school counselor/nurse for a nicotine use assessment (i.e. mental health, current coping tools, tobacco use behaviors), including offering tobacco prevention education and voluntary enrollment in cessation program if the student is ready to quit. The consequences for the third violation are as follows:

1. Suspension from extracurricular activities for the rest of the school year
2. Three days of Out-Of-School-Suspension
3. Eight hours community service pre-approved by administration
4. Written assignment using guided questions regarding the underlying reasons they use tobacco, personalized support for addressing underlying causes, and motivations to quit

If suspension is deemed absolutely necessary, such as in the case of a repeat offender who refuses to participate in other options, then alternative forms of suspension such as in-school suspension are preferable to out-of-school suspension.

Off season or Summer Infractions: Students will be held accountable for infractions that occur during the off-season and/or summer break.

Travel Procedures

1. All students must travel to out-of-town contests in vehicles provided by the district unless travel with the student's family has been previously arranged with the athletic director or principal.
2. Athletes and managers will remain with their team and under the supervision of their sponsors/coaches while attending out-of-town contests. If a student is leaving with someone other than their family after out-of-town contests, they need to prearrange this with the coaches a day or two prior to the event.
3. No student will be allowed to drive his/her own vehicle to an out-of-town extracurricular event in which he/she will participate **without prior approval from family and school administration for extenuating circumstances.**

Procedures to Release a Student to Family

Students may be released to a known family member/guardian at an out-of-town contest. This is discouraged, as it does not foster team spirit or teamwork. Family member will sign the coach's travel roster before taking their student from an out-of-town event. The administrator in charge or designated supervisor has the authority to vary the procedure in dealing with any extenuating or emergency circumstance that may arise.

Awards

Sponsors of extracurricular activities will recognize the efforts of students at the End of Year Awards and/or specific awards celebrations planned and arranged for clubs/organizations such as FFA and FBLA. Athletics will have awards for each season arranged by the athletic director and administration.

Athletic Varsity Letter Awards

Coaches will decide on athletes/managers lettering or participating in that sport based on their individual expectations. An athlete/manager that participates will get a certificate and a graduation year chenille. An athlete that "Letters" will receive a certificate, a chenille LA and a pin designating that sport, and the chenille year of their graduation. Managers will receive a MGR pin or a bar. Manager chenilles will not be given out to students. An athlete that has lettered in a sport more than once will receive a gold bar.

Mr. and Miss Trojan

This accomplishment is voted on by the head coach of each high school sport, the athletic director and high school administration. To be eligible for the ballot, student athletes, after 5 semesters, must have a GPA of 3.0 and participate as an athlete in 3 sports during each of their freshman, sophomore and junior years and finish in good standing. To maintain Mr. or Miss Trojan after being appointed at the spring sports banquet, the student athlete must maintain the 3.0 GPA and participate in 3 sports and be in good standing throughout their senior year.

Once selected as Mr. or Miss Trojan the student must abide by the following guidelines:

1. Continue to participate in at least three (3) sports during their reign as Mr. or Miss Trojan.
2. Maintain good standing in all three (3) sports per athletic director/administration.
3. Attend all athletic ceremonies or awards banquets.
4. Attend home athletic events.
5. Obey school policies and athletic rules.

Academic Achievement

Grading System (For full policy description, refer to *District Policy IKA*)

A fair composition of student mastery will be determined using a variety of evaluation tools including, but not limited to daily classroom assignments, state and district assignments, classroom assessments, and student participation in, and completion of, assigned projects. In grades seven through twelve, the A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D- and F code is used. College and AP courses will earn an additional point A-D.

Grades will be computed on the following basis and are best described as:

Letter	Percentage	Proficiency Scale	Grade Description (standard based grades)
A	90-100	4 Points	Exceeds Expectations
B	80-89	3 Points	Meets Expectations
C	70-79	2 Points	Approaching Expectations
D	60-69	1 Point	Partially Met Expectations

Late Work

Late work will not be accepted to be graded if not turned in before the unit assessment date.

Academic Awards

Awards will be given at both the JH and HS level to celebrate excellence in academics. To receive Academic Excellence, a student must be full time and complete each quarter/semester with at least a 3.5 GPA. Students will be recognized each school year. If a student achieves Academic Excellence all 6 years, a special award will be given their senior year. Student Athletes will also be recognized for participating in at least 3 sports and maintaining a 3.5 GPA.

LAHS Graduation Requirements (For full policy description, refer to *District Policy IKF*)

In pursuit of its mission to ensure that all students are equipped to reach their future academic goals, the Board of Education has established the following graduation requirements:

- Meet or exceed the district's academic standards
- Successfully complete one or more of the statewide graduation recommendations.

Units of Credit Needed

A total of 24 credits earned during grades nine through twelve are required for graduation. A credit is defined as the amount of credit given for the successful completion of a course which meets two days per week for a minimum of 90 minutes daily for at least 36 weeks or the equivalent at the high school level. Successful completion means that the student obtained a passing grade for the course.

Standard Diploma

4-English
3-Mathematics-must pass Alg. 1
3-Science
3-Social Studies
1-Fine Arts
1-Physical Education
1-Business
1-Career and Technical
7-Electives

Total: 24 credits

Advanced Diploma

4-English
4-Mathematics-Alg. 1 or higher
3-Science
3-Social Studies
1-Fine Arts
1-Physical Education
1-Business
1-Career and Technical
2-Foreign Language (same language)
6-Electives

Total: 26 credits

Statewide Graduation Recommendations

ACCUPLACER-Next Gen		Concurrent Enrollment	
English	Math	English	Math
241 on reading Comprehension 236 Writing	255 on Arithmetic 230 QAS	70% and higher	70% and higher
ACCUPLACER is a computerized test that assesses reading, writing, math and computer skills. The results of the assessment, in conjunction with a student's academic background, goals and interests, are used by academic advisors and counselors to place students in college courses that match their skill levels.		Concurrent enrollment provides students the opportunity to enroll in postsecondary courses, simultaneously earning high school and college credit. School districts and institutions of higher education each determine passing grades for credit and concurrent enrollment. An eligible concurrent enrollment course is 1) the prerequisite directly prior to a credit-bearing course or 2) a credit-bearing course, and 3) governed by a district-level cooperative agreement or MOU. Districts choose which courses will fulfill the option	
ACT		District Capstone	
English	Math	English	Math
18 on ACT English	19 on ACT Math	Individualized	Individualized
ACT is a national college admissions exam. It measures four subjects – English, reading, math and science. The highest possible score for each subject is 36.		A capstone is the culminating exhibition of a student's project or experience that demonstrates academic and intellectual learning. Capstone projects are district determined and often include a portfolio of a student's best work.	
Advanced Placement		SAT	
English	Math	English	Math
2	2	470	500
AP exams test students' ability to perform at a college level. Districts choose which AP exams will fulfill this menu option. Scores range from 1 to 5		The SAT is a college entrance exam. The SAT includes sections on reading, writing and math. The highest possible score for each section is 800.	
ASVAB		Workforce/Industry Certificates	
English	Math	English	Math
31 AFQT	31 AFQT	Individualized	Individualized
The Armed Services Vocational Aptitude Battery (ASVAB) is a comprehensive test that helps determine students' eligibility and suitability for careers in the military. Students who score at least 31 on the AFQT are eligible for service (along with other standards that include physical condition and personal conduct). Students who take the ASVAB are not required to enlist in the military		Industry certificates are credentials recognized by business and industry that are district determined. It shall measure a student's competency in an occupation. WorkKeys is an assessment that tests students' job skills in applied reading, writing, mathematics and 21st century skills. Students must score at the bronze level (a score of at least 3) in all three assessments- Applied Mathematics, Graphic Literacy and Workplace Documents - and they will earn the ACT's National Career Readiness Certificate.	

Senior Capstone

All seniors will complete a capstone project through their advisory classes. The capstone will be the end to the ICAP requirement set by the state. Seniors will present their capstone project to the community the first week of May and to the student body/community during EOY awards celebrations.

Graduation Honors:

GPA calculation for Valedictorian and Salutatorian will be completed at the end of the first semester of their senior year. In order to be eligible a student must complete their junior and senior year at Las Animas High School. Gold cords will be given to the students in the top 10% (rounding to nearest whole) of the graduating class.

Graduation Ceremony:

Students are asked to wear the purchased/borrowed cap and gown agreed upon by vote by the class. The ceremony is a celebration of the class and their accomplishments during their years in Las Animas School District and Las Animas High School. Students are asked to wear business clothing/dress clothing under their gown. The students may decorate their cap in a way it does not hang off the cap and only covers the top of the board. The school and district asks that other adornments not provided by the school be worn after the student received their diploma. **Diplomas will only be received at the time of the ceremony if all fees and Friday school hours are cleared on the last school day before the ceremony.**

The A Award:

This award is given at graduation to a female and male student and is voted on by high school instructional staff and administration who have been in the building 3 or more years. A GPA of 3.0 at the end of 7 semesters and participating in 2 extracurricular activities each year and finished in good standing their senior year is the determining criteria for the students to be put on the ballot. The staff is encouraged to vote based on character, leadership qualities, overall acceptance by fellow classmates and faculty and trustworthiness.

Years of Attendance

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

Post Secondary Education Opportunity (PSEO) and Concurrent Enrollment (For full policy description, refer to *District Policy IHCDA*)

The Board of Education believes that students who wish to pursue postsecondary level work while in high school should be permitted to do so. In accordance with this policy and accompanying regulation, high school students may receive course credit toward the fulfillment of high school graduation requirements for successful completion of approved postsecondary courses offered by institutions of higher education.

Academic credit granted for postsecondary courses successfully completed by a qualified student shall count as high school credit toward the Board's graduation requirements, unless such credit is denied

Student Course Load

The course load of freshman, sophomores, juniors and seniors shall be a minimum of 6 credits per school year. Students who wish to take fewer credits in any given school year must obtain advanced permission from the building administration.

Schedule Change Procedure

The counseling office will conduct schedule changes. Deadlines for change are set each year with a firm date. Students will have to complete a schedule change form that requires the signatures from both teachers affected by the change and the families before meeting with the school counselor. Schedule change forms can be found at registration, the high school office and the school counselor's office.

Work-Based Learning and Internships

Work-Based Learning and Internships approved by the counselor or principal can be taken for high school credit. Students must have met the pre-requisites as defined by the school counselor. Students are responsible for their own placement and must adhere to the guidelines set by the school counselor.

Teacher Aides (TA)/Library Aides(LA)

Students wishing to be teachers/library aides must meet the qualifications set by the building administration and school counselor. Requirements include being a junior or senior, GPA of 2.5 or higher, and does not have any courses to retake due to failing grades. A student may only have 2 TA/LA periods in a school year and a teacher may only have 2 TAs if one is also an officer in an organization sponsored by the teacher. The course will have a pass/fail grade and does not count as a Carnegie unit.

Tutor

Students will be expected to assist in the daily instruction and completion of assignments in the classroom environment. Requirements include being a junior or senior, GPA of 3.0 or higher, and does not have any courses to retake due to failing grades. Students in this course will be given a letter grade and does count as a Carnegie unit.

Semester Test-HS Only

Students will be celebrated for their efforts in the classroom as well as attendance and will not have to take semester tests if they have an A and no more than 3 absences, B and no more than 2 absences, C and no more than 1 absence. Students with Ds and Fs will take finals. All absences except fieldtrips will be used to determine eligibility. A schedule will be created for the week of semester tests. If the student meets the qualifications, they will not need to take the semester final. They may be asked to take a unit assessment or end of year assessment. Students exempt from all finals in the spring will check out on Monday morning of the last week of school between 8-11am.

National Honor Society

NHS is an organization that honors and promotes academic excellence. Students who meet the requirements listed below may apply to join NHS but then must be selected by a committee. Requirements include:

- 1) Minimum grade point average of 3.0
- 2) Outstanding characteristics of leadership, service, scholarship, and character
- 3) Junior or Senior class status

Junior High Continuation Requirements

All students must complete, with a grade of no less than D, the required academic classes for 7th and 8th grade, maintain 85% or better attendance rate for the year, and be in good behavior standing with the MTSS team to be eligible for the continuation activities: field trip, dance, ceremony, etc. Students who fail one or more core classes may pass to the next grade but will be required to retake the failed class through the credit recovery program during Friday school or during their own time. Certificates will only be received at the time of the ceremony if all fees and Friday school hours are cleared on the last school day before the ceremony.

7th Grade

English Language Arts (Core)
Mathematics (Core)
Science (Core)
Social Studies (Core)
Physical Education
2-Electives
Total: 6 Credits

8th Grade

English Language Arts (Core)
Mathematics (Core)
Science (Core)
Social Studies (Core)
Physical Education
2-Electives
Total: 6 Credits

Progress Reports

Student grades and progress reports are available anytime through Alma. Families who have provided an email address can access their Alma account to monitor student progress. Students also have access to their grades through Alma. During advisory, students regularly review their grades, set goals, and share updates with their families to support academic success. For assistance accessing your Alma account, please contact the school office at 719-456-0211.

Student Led Progress Conferences

The conferences at Las Animas JH/HS are student led with the families. Student advisors will contact families to set a time and date with the expectation that students and family attend the conference together. This will occur 2 times a year (fall and spring). Information from each course as well as information from the district and school will be distributed at the conferences.

Alternative Education or Summer School Credit

Students must have prior approval through the counselor and building administration. The courses must satisfy the graduation requirements by Las Animas School District.

Credit from other Institutions or Home-based Programs

All students entering from outside the district must meet the district graduation requirements. The administration shall determine whether credit toward graduation requirements shall be granted for courses taken outside the district. Students, who are currently enrolled in the district and wish to obtain credit from outside institutions, or through online programs, must have prior approval from the administration.

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

Student Attendance & Off Campus

The families are asked to contact the school via phone prior to 8:00am on the morning of their student's absence at 719-456-0211, **press 1 to speak with the attendance officer.** Families need not notify the school of a student's absence when the student is suspended or is absent due to a school sponsored activity. The Las Animas JH/HS shall enforce the compulsory attendance law, counsel with students and family, and investigate the cause of nonattendance.

Attendance Counts System

As a school district, we believe in attendance of students each day in order to receive the information and skills needed to be successful in life after high school. The following have been put into place in each building including the junior high and high school. Students with perfect attendance will be acknowledged each month in a celebration assembly. Individual Student Level—Student's names with perfect attendance and no tardies will be put in a drawing for a prize each week. Students will be recognized at the end of the month for improved attendance and improved tardies during that month. The office will do all the tracking. Prize will be given to names drawn. Ideas include: GOOSE award, parking space, athletic pass, pens or pencils, concession stand coupon. Families' names will be put in a drawing for a prize if their student fits in the perfect attendance, improved attendance or improved tardies category for a prize each month.

- Class Level—Each day that a class has perfect attendance, the teacher will write a letter on the board a (or whatever designated area) to spell the phrase ATTENDANCE COUNTS. Once the class has spelled ATTENDANCE COUNTS, the following rewards will be received in order:
 - 10 minutes at the end of class.
 - School Supplies for each student.
 - Keychain for each student.
 - Nature Walk—15 Minutes.
 - Pot Luck while you work—supplied by the class
- Grade Level—A school wide traveling trophy will be awarded to the class with the highest attendance rate at the end of each month.
- School Level—Any day there is school wide perfect attendance, everyone will get a long lunch

Student Absences and Excuses (For full policy description, refer to *District Policy JH*)

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

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

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

Excused absences

The following will 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 will be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours.
2. A student who is absent for an extended period due to a physical disability or a mental or behavioral health disorder.
3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
5. A student who is suspended or expelled. As applicable, the district may require suitable proof regarding the above exceptions, including written statements from medical sources.

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

Unexcused Absences (Truant)

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions or if a student misses more than 20 minutes of a class period. Each unexcused absence will be entered on the student's record. The family of the student receiving an unexcused absence will be contacted if contact has not been made with the school pertaining to the absences. After 4 unexcused absences, a warning letter will be issued to the family explaining the possible next steps if the student continues to have unexcused absences.

In accordance with law, the district may impose appropriate consequences that relate directly to classes missed while unexcused. Consequences may include a warning, school detention or Friday School. Academic consequences, out-of-school suspensions or expulsion will not be imposed for any unexcused absence.

The administration will develop procedures to implement appropriate consequences. The school administration will consider the correlation between course failures, truancy and a student dropping out of school when developing these procedures implement research-based strategies to re-engage students with a high number of unexcused absences.

Students and families may petition the Board of Education for exceptions to this policy or the accompanying regulations provided that no exception will be sustained if the student fails to abide by all requirements imposed by the board as conditions for granting any such exception.

A student is counted as habitually truant if the student has four unexcused absences in one month and/or 10 absences in one school year.

Chronic Absenteeism

When a student has an excessive number of absences, these absences negatively impact the student's academic success. For this reason, a student absent 10 percent or more of the days enrolled during the school year is chronically absent. All absences are included – unexcused, excused and suspensions. The rate is the percentage of students enrolled who are chronically absent.

If a student is identified as chronically absent, the principal or designee will develop a plan to improve the student's attendance. The plan will include best practices and research-based strategies to address the reasons for the student's chronic absenteeism, including but not limited to multi-tiered systems of support (MTSS).

When practicable, the student's family shall participate in the development of the plan. Nothing herein will require the principal or designee to identify a student as "chronically absent" prior to declaring the student as a "habitual truant" and pursuing court proceedings against the student and his or her family to compel the student's attendance in accordance with state law.

Consequence for Absences

Absences will be addressed by the building MTSS team and administration of the building. After 6 unexcused absences in a class period, an hour of Friday school will be assigned to the student. If a student reaches 10 or more unexcused absences in a class period, an hour of Friday school will be assigned for each of the absences. Excessive absenteeism may lead to loss of privilege and a behavioral RtI plan. Diplomas will be held until all hours are completed and hours will be carried over from year to year.

Make-up Work

Make-up work will be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator or unless the absence is due to the student's expulsion from school. It is the responsibility of the student to find the missing assignments in the Google classroom for each class. Missing work will be due before the end of the current unit in each class.

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

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

Tardiness

Tardiness is defined as the appearance of a student without proper excuse after the scheduled class start time. Also, if a student is gone from class for 20 minutes or more the student will be marked tardy. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, appropriate penalties may be imposed for excessive tardiness. Families will be notified of all penalties regarding tardiness.

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

Consequences for a Tardy

A tardy (missing up to 20 minutes of a class) will be addressed by the teacher where the tardy takes place. Three tardies equals one absence and will required one hour of make-up time at Friday School. Excessive tardiness can lead to loss of privilege and a behavior RtI plan.

Friday School Expectations

Friday School is an opportunity for students to complete work, make progress, and stay on track. School expectations remain in place, including following the dress code, keeping food out of the workspace, and using electronics or headphones only with supervisor permission.

Students are expected to work productively, respect the learning environment, and clean up their area before leaving, including returning furniture to its proper place. Students who are not working productively may be asked to return at another time to complete their hours.

Use of Video Cameras to Monitor Student Behavior

For the safety and well-being of students and staff, video cameras are used by Las Animas JH/HS. Video recordings may be viewed for discipline and safety purposes by the building administration as deemed appropriate.

Student Code of Conduct

School-wide Positive Behavior Intervention and Supports (PBIS) is a prevention model. It is based on the premise that all students can benefit from well implemented, evidence-based practices for improving student behaviors. The implementation of PBIS can:

- help to create a positive school climate
- address the behavioral needs of all students with proven, easy to implement strategies
- allow the school to create the “right fit” for them, so the practices are appropriate to the context and sustainable over time
- results in increased time for instruction and fewer disciplinary incidents
- is viable and does not have to overwhelm staff given the limited time and resources schools are experiencing, and is affordable

Las Animas JH/HS has implemented Positive Behavior Instruction and Support (PBIS) Program in our schools. The main focus of PBIS is to provide a clear system of all expected behaviors. While many members of our school community have assumptions of what is expected behavior, we cannot assume that everyone’s beliefs are similar. Through PBIS, we will work to create and maintain a productive, safe environment in which ALL school community members have clear expectations and understanding of their roles in the educational process.

Our school-wide recognition and acknowledgement system benefits ALL students who follow our school-wide expectations. PBIS focuses on positive behavior. Students are taught and acknowledged for following the expectations in all areas of the school. Students must be problem solvers, act responsibly, work hard and show respect in and out of the classroom.

Schools that implement PBIS, focus on taking a team-based, systematic approach, and teaching appropriate behaviors to all students in the school.

Expectations of Behavior

The following matrices outline the expectation in the areas of both the junior high and high school. Classroom matrices are created with the help of the students and are posted in each classroom.

We Are HECTOR!

	Office	Library	Cafeteria	Assemblies Guest Speakers	Hallways	Extracurricular Activities	Rec. Area
Honest	- Take responsibility for your actions - Be truthful	- Have a pass - Be truthful - Use your own materials	Begin at the end of the line and stay in line	Sit in appropriate areas	- Take responsibility for your actions - Have a pass	Take responsibility for your actions	- Take responsibility for your actions - Acknowledge a "stop" request on the big swing
Excellent	Be on time	- Actively participate - Friendly attitude - Log out of computer - Push in chair when finished	- Pick up trash or other items - Push chair in when finished - Walk to, in, and out	- Remain seated - Actively participate	- Pick up trash or other items - Positively greet and acknowledge others	- Enter and exit at appropriate times - Accept winning and losing graciously	- Pick up trash or other items - Positively greet and acknowledge others
Coachable	- Accept suggestions and feedback - Follow adult requests	- Apply feedback - Follow adult requests	- Say student number clearly - Repeat if needed - Follow adult requests	- Follow adult requests - Enter and exit in a quiet and orderly fashion	Follow adult requests	- Actively participate - Follow adult requests	Follow adult requests
Tolerant	- Be open to differences - Accept people who are not like you	- Accept people who are not like you - Understand and accept different ideas	Practice healthy eating habits	Limit side conversations and movement when asked to participate via the speaker	Smile and be courteous	- Be open to differences - Accept people who are not like you: participants, coach/advisors, judges/officials, and spectators	Smile and be courteous
Optimistic	- Attitude is everything - Say you can	- Be positive - Take responsibility for your own happiness - Be confident about your future	- Be positive - Musical at a zero level when receiving a tray and giving your number	- Show proper enthusiasm - Keep remarks positive and polite	- Have productive conversations - You can get to class in 3 minutes	- Show appropriate enthusiasm to all teams - Use positive and polite remarks and gestures	- Have productive conversations - Allow enough time to get to class
Respectful	- Say "Please" and "Thank you" - Walk around people having a conversation	- Say "Please" and "Thank you" - Follow rules - Stay on task	- Say "Please," "Thank you," "Yes, please" and "No, thank you" - Return trays - Use manners	- Keep cell phones away - Give speaker full attention (eyes)	- Use appropriate language and voice level - Remove head covering in the building	- Treat others with kindness - Use appropriate language and voice level	Use appropriate language and voice level

Reinforcement and Acknowledgement System

A school-wide reinforcement and acknowledgement system provides immediate, intermittent, and long-term reinforcements given by an adult in the building to any students displaying desired school-wide expectations or behaviors.

A school-wide reinforcement and acknowledgement system is developed to:

- Increase the likelihood that desired behaviors will be repeated
- Focus staff and student attention on desired behaviors
- Foster a positive school climate
- Reduce the need for engaging in time-consuming disciplinary measures

Components of school-wide reinforcement and acknowledgement system include:

- Immediate reinforcements and acknowledgements
- Intermittent/unexpected reinforcements and acknowledgements and
- Long-term celebrations

Student conduct and discipline is based on Las Animas School Board Policies and Colorado School Laws. The district is authorized to take reasonable measures to enforce the expectations of student conduct while students are on school premises and/or during school sponsored activities. This is to provide a safe and orderly environment for staff and students.

Discipline Procedures (For full policy description, refer to *District Policy JIC*)

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

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

A flowchart is used to determine the consequence of unexpected behaviors managed by teachers and the office. Each behavior is also defined.

Disciplinary Removal from Classroom (For full policy description, refer to *District Policy JKBA and JKBA-R*)

A student may be formally removed from class for conduct that is disruptive, dangerous or unruly behavior. Additionally, conduct that interferes with the ability of the teacher to teach effectively, to include open defiance, open disrespect and behaviors that undermine classroom instruction.

Violent and Aggressive Behavior (For full policy description, refer to *District Policy JICDD*)

Students exhibiting violent or aggressive behavior or warning signs of future violent or aggressive behavior will be subject to appropriate disciplinary action including suspension and/or expulsion and other disciplinary interventions. An act of violence or aggression is any expression, direct or indirect, verbal or behavioral, of intent to harm, injure or damage persons or property.

Declaration of Habitually Disruptive (For full law description, refer to *CRS 22-33-106 (1)(c.5)*)

Any student enrolled in a public school may be subject to be declared a habitually disruptive student, who has caused a material and substantial disruption on school grounds, in a school vehicle, or at a school event three or more times during the course of the school year.

Suspension/Expulsion of Students (For full policy description, refer to *District Policy JKD/JKE and JKD/JKE-R*)

The Las Animas Board of Education has delegated to any school principal the power to suspend a student

depending on the type of infraction. The principal will give the family member/guardian notice of the contemplated action. Such notice may be oral or in writing.

Dress Code (For full policy description, refer to *District Policy JICA*)

District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The following guidelines will be enforced at school and when students are representing the Las Animas School District at any event including extracurricular events. The Board of Education recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

If the student cannot promptly obtain appropriate clothing, on the first offense, the student shall be given a written warning and the building administrator shall notify the student's family. On the second offense, the student shall remain in the administrative office for the day and do schoolwork and a conference with family shall be held. On the third offense, the student may be subject to suspension or other disciplinary action in accordance with Board of Education policy concerning student suspensions, expulsions and other disciplinary interventions.

Dress must be clean, in good repair, and appropriate for the occasion. Judgments regarding appropriateness will be determined by the building administration. Clothes, including masks, matching these descriptions will warrant a change in clothing:

- Tank tops or other similar clothing with straps narrower than 1.5 inches in width (3 fingers). No bra straps can show.
- Body adornments and garments that include or insinuate profanity, sex, alcohol, drugs, gangs, violence, or otherwise offensive material.
- Inappropriately sheer, tight, or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh, or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back, and breasts.
- Sagging pants: Waist of pants must cover all undergarments (to include boxers).
- Shorts, dresses, skirts, or other similar clothing including holes in pants need to be longer than mid-thigh (the point at which a student's longest finger reaches when the student's arms and hands are resting at the sides of their body).
- Sleepwear (including slippers and blankets) may only be worn on days specified during spirit weeks.
- Footwear must be worn at all times.
- Sunglasses, hats, bandanas, hoods, gloves, hanging belts, and chains are prohibited in the building.
- Full face masks.

Appropriate athletic clothing may be worn in physical education classes. Clothing normally worn when participating in school-sponsored extracurricular or sports activities (such as cheerleading uniforms and the like) may be worn to school when approved by the sponsor or coach and building administration.

The dress code above should be followed before, during and after all school sponsored events including athletic events at home and away.

Electronic Devices (For full policy description, refer to *District Policy JICJ*)

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 communications devices" include cell phones, beepers, pagers, walkie-talkies, and any other telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor (e.g., Blackberry, Palm Pilot, etc.).

Students may carry electronic communication devices but these devices must be turned off inside school buildings, on school buses, at school-sponsored activities and on field trips. In these locations, electronic

communication devices may be used only during emergencies. For purposes of this policy, “emergency” shall mean an actual or imminent threat to public health or safety, which may result in loss of life, injury or property damage.

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

It is the student’s responsibility to ensure that the device is turned off and out of sight during unauthorized times. Violation of this policy and/or use that violates any other district policy shall result in disciplinary measures and confiscation of the electronic communication device. Confiscated devices shall be returned to the student only after a conference with the family, student and school personnel.

The building administration 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. The following offenses are considered high level offenses and the consequence will be ISS or OSS. Suspension can lead to expulsion for habitual or serious offenses. These behaviors are outlined in the District Code of Conduct and Behavior policies.

Electronic Procedure—Effective February 9, 2022

At the JH, personal electronic devices should be in the backpack and off, because the staff have found even vibrate mode is a distraction and causes students to lose focus. At the HS, students will put personal electronic devices in a pocket provided in each classroom and will remain there for the entirety of the class period. The following are a few examples of unexpected behaviors:

- Students leaving the classroom to use the device in the bathroom.
- Hiding outside during rec. time to use the device.
- Using the device when in their hoodie pocket under the desk.
- Watching movies or shows on the device while in class.
- Smart watch being used to make device calls, text or play games during instruction.
- Communication from outside sources (friends, family and others) during instruction.
- FaceTime, calling or texting when in class.
- Having the device in possession when it is to be checked into a teacher or the office.

Consequences for unexpected use of personal electronic devices and other electronic devices will be:

1. Loss of privilege and families will pick up the devices in the office.
2. Check-in/Check-out with staff in the morning and afternoon.
3. In School or Out of School Suspension-determined by unexpected behavior

The expected behavior for all students following the HECTOR matrix looks like the following:

- Honest-Using devices before 7:35 or after 4:00 while on school grounds and HS lunch.
- Excellent-Devices put in backpack and turned off or in pocket in the classroom.
- Coachable-Asking staff to use the phone when a call home needs to be made.
- Tolerant-Turn over the device when unexpected behavior occurs during school time.
- Optimistic-Asking to use the device in the classroom or in the office for emergencies.
- Respectful-If the device is needed, ask permission from the staff before use.

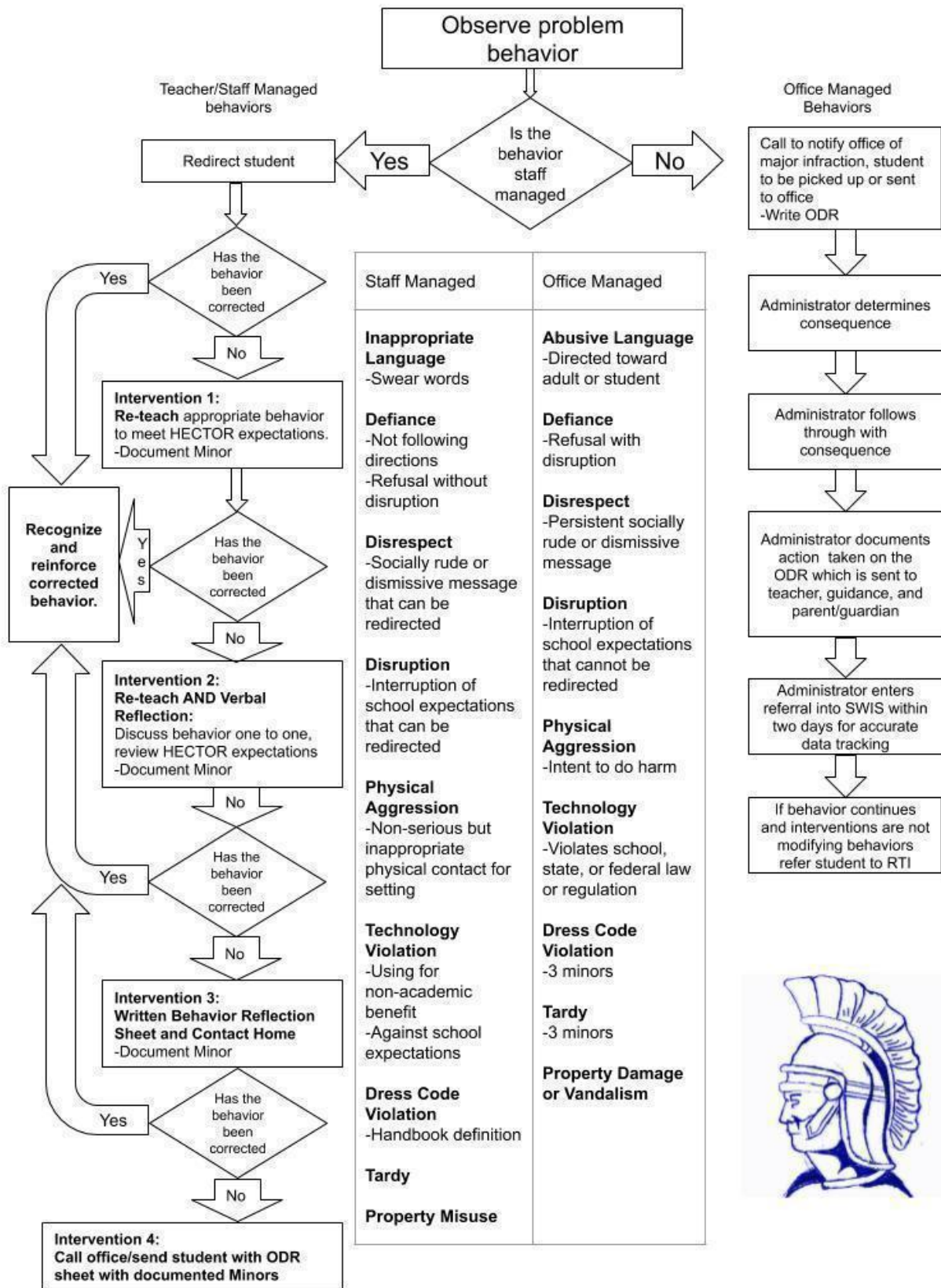
RtI Process*

Action will be taken when the following criteria is met or the student is referred to the MTSS team by a teacher or families. Progress monitoring will occur 1 time a month. ALL staff will be a part of the RtI process for each student including the meeting to decide the best plan.

- Attendance: 5 or more unexcused absences, 4 absences in a month or 10 total absences in the school year.
- Behavior: 3 Majors and 5 Minors
- Eligibility: More than 3 Fs or less than 50% in class

*details about alternative placement expectations can be found in the MTSS Handbook.
For Crisis situation, seek immediate help through Ms. Pointon, Mrs. Sniff or Mr. Japhet.

Behavior Flowchart



Staff-managed Behaviors

Behavior	Definition	Examples
Academic Dishonesty (Acad Dis)	Non-serious use (as defined by the school/district) of another person's work as their own, or engaging in unauthorized use of material, information, notes, study aids, devices, or communication during an academic exercise.	▶ Using a calculator when instructions say "No calculators." ▶ Glancing at a peer's answers during an exam.
Defiance /Insubordination/Non-compliance (m-Defiance)	Brief or low-intensity failure to follow directions or talking back.	▶ Work refusal ▶ Not transitioning ▶ Not following rules
Disrespect (m-Disrespect)	Low-intensity, rude or dismissive messages to adults or students.	▶ Name calling ▶ Eye rolling
Disruption (m-Disruption)	Low-intensity interruption of class or school activities.	▶ Talking over others ▶ Making loud noises ▶ Wandering around and distracting others
Dress Code Violation (m-Dress)	Clothing that is near, but not within, the school/district dress code guidelines.	▶ <i>Consult the school/district dress code guidelines for examples.</i>
Gang Affiliation Display	Gesture, dress, and/or speech to show affiliation with a gang, and the behavior is managed by the referring staff member.	
Inappropriate Display of Affection	Low-intensity, inappropriate (as defined by school/district), consensual verbal and/or physical gestures or contact of a sexual nature to another person.	▶ Hugging or touching a classmate
Inappropriate Language (m-Inapp Lan)	Low-intensity harmful language.	▶ Saying "butt crack" at circle time ▶ Swearing, but not directed at someone
Inappropriate Location	In an area outside of the classroom or activity boundaries (as defined by the school/staff), and the behavior is managed by the referring staff member.	▶ Not on the rug during circle time ▶ Excessive time spent in the bathroom

Behavior	Definition	Examples
Lying	Non-serious, untrue message which violates rules.	▶ Not answering truthfully about homework being complete ▶ Not admitting to doing something inappropriate in class.
Other (m-Other)	Any staff-managed behavior not otherwise listed.	
Material/Property Misuse (mPrprty Misuse)	Low-intensity incorrect use of materials or property.	▶ Firing staples out of a stapler ▶ Coloring on a desk ▶ Tearing up papers
Physical Contact/Physical Aggression (m-Contact)	Non-serious, physical contact that violates school guidelines.	▶ Horseplay ▶ Mutual play fighting ▶ <i>Consult the school/district guidelines for contextually relevant examples.</i>
Skip Class	Leaving or missing class without permission and the behavior is managed by the referring staff member.	
Tardy (m-Tardy)	Arrival to class after the signal that class has started.	▶ In the room, but not at their desk ▶ Arrival seconds after the bell rings
Technology Violation (m-Tech)	Non-serious use of an electronic device that violates school guidelines.	▶ Cell phone is on a desk in a no-cell-phone space ▶ Playing unapproved games on a school-issued tablet
Theft	In possession of, has passed on, or is responsible for non-serious removal of property that is not their own without permission.	▶ Taking another person's materials, such as pencil or pen
Threatening Behavior	Low intensity behavior causing fear of injury or harm to people or property.	▶ Saying they want to fight someone ▶ Saying "I'm not going to be your friend if you do that."

Administrator-managed Behaviors

Behavior	Definition	Examples
Abusive Language/Inappropriate Language/Profanity (Inapp Lan)	Harmful verbal messages.	▶ Name calling ▶ Swearing at someone
Academic Dishonesty (Acad Dis)	Intentionally using another person's work as their own, or engaging in unauthorized use of material, information, notes, study aids, devices or communication during an academic exercise.	▶ Cheating on a test ▶ Plagiarism ▶ Not citing sources ▶ Unauthorized help
Arson (Arson)	Plans to and/or participation in burning of property.	▶ Burning leaves on the playground ▶ Playing with matches ▶ Setting fire to property on purpose
Bomb Threat/False Alarm (Bomb)	A message of impending explosive materials on campus or near campus.	▶ Social media post ▶ Prank phone call ▶ Swatting ▶ Graffiti message in a bathroom stall
Bullying (Bullying)	Repeated, unwanted interactions in which there is a power imbalance.	▶ On-going teasing ▶ Repeated taunting ▶ Repeated name calling ▶ Leaving someone out on purpose ▶ Rumors
Defiance/Insubordination/Non-compliance (Defiance)	Refusal to follow directions or talking back.	▶ Shouting NO ▶ Continued refusal to follow instruction after repeated attempts ▶ Continued refusal after offers of support
Disrespect (Disrespect)	Rude or dismissive messages to adults or students.	▶ Insults directed at others
Disruption (Disruption)	An interruption in a class or school activity.	▶ Sustained loud talking ▶ Yelling ▶ Screaming ▶ Noise with materials ▶ Horseplay or roughhousing ▶ Sustained out-of-seat behavior
Dress Code Violation (Dress)	Clothing that does not fit within the school/district dress code guidelines.	▶ Consult the school/district dress code guidelines for examples.

Behavior	Definition	Examples
Fighting (Fight)	Mutual participation in physical violence.	▶ Two students punching each other ▶ A group of students kicking each other
Gang Affiliation Display (Gang Display)	Gesture, dress, and/or speech to show affiliation with a gang.	▶ Flashing a gang sign ▶ Wearing prohibited colors to demonstrate gang affiliation
Harassment * (Harass)	Disrespectful messages in any format based on a protected class such as gender, ethnicity, sexual, race, religion, disability, physical characteristics, or other protected class. <i>These subtypes are based on documentation from the U.S. Office of Civil Rights.</i>	▶ Making fun on someone's accent ▶ Racial slurs
Inappropriate Display of Affection (Inapp Affection)	Inappropriate (as defined by school/district), consensual verbal and/or physical gestures or contact of a sexual nature to another person.	▶ Kissing in the hallway ▶ Public display of affection (PDA)
Inappropriate Location/Out of Bounds Area (Out Bounds)	In an area outside of the school or activity boundaries (as defined by school).	▶ Leaving school grounds during school hours ▶ Wandering away during a field trip
Lying (Lying)	An untrue message which violates rules.	▶ Forging a permission slip signature ▶ Blaming another student for something they didn't do
Other Behavior (Other)	An administrator-managed behavior not otherwise listed.	
Physical Aggression (PAgg)	Physical contact where injury may occur	▶ Hitting ▶ Punching ▶ Hitting with an object ▶ Kicking ▶ Hair pulling ▶ Scratching
Property Damage/Vandalism (Prop Dam)	Destruction or disfigurement of property.	▶ Graffiti ▶ Driving on the football field
Skip Class (Skip)	Leaving or missing class without permission.	▶ Hanging out in the commons during class time
Tardy (Tardy)	Late (as defined by the school) to class or the start of the school day, and Tardy	▶ Not in their seat when the bell rings

Behavior	Definition	Examples
	is not considered a staff-managed behavior.	▶ Arriving to class 15 minutes late without a permission slip
Technology Violation * (Tech)	Inappropriate (as defined by school) use of an electronic device.	▶ Texting in class ▶ Using a school tablet to play non-school games during a lesson
Theft (Theft)	In possession of, has passed on, or is responsible for removing property that is not their own without permission.	▶ Taking another student's possessions ▶ Taking school materials without permission
Threatening Behavior (Threat)	Causing fear of injury or harm to people or property.	▶ Social media post about hurting another student ▶ Message in the bathroom about fighting another student ▶ Saying they'll bring a weapon to school to hurt someone
Truancy (Truancy)	An unexcused absence for ½ day or more.	▶ Leaving at lunch and not coming back ▶ Repeatedly skipping class
Use/Possession of Alcohol (Alcohol)	Possession or use of alcohol.	▶ Bringing beer to school ▶ Showing up to a school dance drunk
Use/Possession of Combustibles (Combust)	Possession or use of substances or objects capable of setting fire to or burning something	▶ Matches ▶ Lighters ▶ Firecrackers ▶ Gasoline ▶ Lighter fluid
Use/Possession of Restricted Substances (Drugs)	Possession or use of drugs, medications, or other substances that are limited, controlled, or banned; misuse of allowed substances in an unapproved way.	▶ THC in a vape pen ▶ Sharing anxiety medication ▶ Huffing glue
Use/Possession of Tobacco/Nicotine (Tobacco)	Possession or use of tobacco or nicotine products.	▶ Cigarettes ▶ Vape pens ▶ Chewing tobacco
Use/Possession of Weapons * (Weapons)	Possession or use of knives, guns, or other objects readily capable of causing bodily harm.	▶ Bringing a toy gun to school pretending it's real ▶ Switchblade

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

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Required District Policies not noted in the LAJH/LAHS Student Handbook

AC	Nondiscrimination/Equal Opportunity
AC-E-1	Nondiscrimination/Equal Opportunity Sample Notice
AC-E-2	Nondiscrimination/Equal Opportunity Complaint Form
AC-R	Nondiscrimination/Equal Opportunity Process
EFC	Free and Reduced-Price Food Services
IC/ICA	School Year/School Calendar/Instruction Time
IKE	Ensuring All Students Meet Standards
IMB	Teaching about Controversial/Sensitive Issues
IMBB	Exemptions from Required Instruction
JB	Equal Educational Opportunities
JEA	Compulsory Attendance Ages
JFBA	Intra-District Choice/Open Enrollment
JFC	Student Withdrawal from School/Dropouts
JHB	Truancy
JIC	Student Conduct
JICA	Student Dress Code
JICC	Student Conduct in School Vehicles
JICDA	Code of Conduct
JICDE	Bully Prevention and Education
JICF	Secret Societies/Gang Activity
JICH	Drug and Alcohol Involvement by Students
JICI	Weapons in School
JIH	Student Interrogations, Searches and Arrests
JII	Student Concerns, Complaints and Grievances
JK	Student Discipline
JKA	Use of Physical Intervention and Restraint
JKBA*	Disciplinary Removal from Classroom
JKBA*-R	Disciplinary Removal from Classroom
JLCDB*	Administration of Medical Marijuana to Qualified Students
JLCG*	Medicaid Reimbursement
JLDAC	Screening/Testing of Students
JLFF*	Sex Offender Information
JRA/JRC	Student Records/Release of Information on Students
JRA/JRC-E	Student Records/Release of Information on Students
JRCA*	Sharing of Student Records/Information between School District and State Agencies
KBBA	Custodial and Noncustodial Parent Rights and Responsibilities
KE	Public Concerns and Complaints
KEC	Reconsideration of Instructional Materials for Classrooms and District Media Centers