Welcome to

Rangely Jr./Sr. High School

Student/Parent Handbook
2026-27

Superintendent: Audra Lane
Principal: Rich Sinclair
Assistant Principal - Activities Director: Rodney Yates
Administrative Assistant: J'lyn Wren
Administrative Assistant: Candice Winder

234 Panther Way
Rangely, CO 81648
970-675-2253

Vision Statement

To be a center of learning providing access to education for all students in an environment that fosters potential and builds champions in life.

Mission Statement

To foster a learning community dedicated to high achievement and safety for all.

Core Values

This vision is built upon a set of core values that the district emphasizes for its students and staff:

Hard-working
Respectful
Responsible
Kind
Confident
Trustworthy
Positive
Persistent

Notice of Nondiscrimination/Section 504

In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado Law, Rangely School District RE-4 does not unlawfully discriminate against otherwise qualified students, employees, applicants for employment, or members of the public on the basis of disability, race, creed, color, sex, sexual orientation, marital status, gender identity, gender expression, national origin, religion, ancestry, family composition, or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information, and conditions related to pregnancy or childbirth is also prohibited in accordance with state and/or federal law. Complaint procedures have been established for students, parents, employees, and members of the public.

• Policy AC-R-1: Students

• Policy AC-R-2: Employees, Applicants for Employment, and Members of the Public

• Policy AC-R-3: Sexual Harassment (Title IX)

The following person has been identified as the compliance officer for the district:
Superintendent of Schools
402 West Main Street
Rangely, CO 81648
970-675-2207

The following person has been identified as the designated Title IX Coordinator:
Superintendent of Schools
402 West Main Street
Rangely, CO 81648
970-675-2207

Outside agencies Complaints regarding violations of Title VI, (race, national origin), Title IX (sex, gender), Section 504/ADA (handicap or disability), may be filed directly with the Office for Civil Rights, U.S. Department of Education, 1244 North Speer Blvd., Suite 310, Denver, CO 80204. Complaints regarding violations of Title VII (employment) and the ADEA (prohibiting age discrimination in employment) may be filed directly with the Federal Office of Equal Employment Opportunity Commission, 950 17th Ave., Suite 300, Denver, CO 80202, or the Colorado Civil Rights Commission, 1560 Broadway, Suite 825, Denver, CO 80202.

Revised April 15, 2025

Policy: AC-E-1

Admission

Admission to RJSHS is open to bona fide district residents. Out of district residents must pay tuition or be approved for enrollment as determined by the Board of Education.
Rangely High School admission is based upon evidence of completion of the eighth grade.

Access to Records

In accordance with the Family Education Right to Privacy Act the District shall provide a parent or legal

guardian access to the records of the parent or guardian's student.

Section 504 Plans

Section 504 of the Rehabilitation Act of 1973, Section 504 is a Federal Civil Rights Rehabilitation Act., which prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

1. Has a mental or physical impairment that substantially limits one or more major life activities? (Which may include caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working).

2. Has a record of such impairment?

3. Is regarded as having such impairment?

To fulfill obligations under Section, the Rangely Public Schools has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any programs and practices of the school system.

The school district has responsibilities under Section (Part D), which includes the obligation to identify, evaluate, and if the student is determined to be eligible under Section, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has the right to a hearing with an impartial hearing officer.

EEO Policy Statement

Every student of this school district shall have equal educational opportunities through programs offered in the school district regardless of race, color, ancestry, creed, sex, sexual orientation, religion, national origin, marital status, disability or need for special education services.

This concept of equal educational opportunity shall guide the Board and staff in making decisions related to school district facilities, selection of educational materials, equipment, curriculum and regulations affecting students. Students with identified physical and mental impairments that constitute disabilities shall be provided with a free appropriate public education, consistent with the requirements of federal and state laws and regulations.

In order to ensure that district programs are in compliance with applicable laws and regulations, the Board directs the superintendent or designee(s) to periodically monitor the following areas:

1. Curriculum and materials - review curriculum guides, textbooks and supplemental materials for discriminatory bias.

2. Training - provide training for students and staff to identify and alleviate problems of discrimination.

3. Student access - review programs, activities, and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.

4. District support - ensure that district resources are equitably distributed among school programs including but not limited to staffing and compensation, facilities, equipment and related matters.

5. Student evaluation instruments - review tests, procedures, and guidance and counseling materials for stereotyping and discrimination.

6. Discipline - review discipline records and any relevant data to ensure the equitable implementation and application of Board discipline policies.

ADOPTED: February 12, 1985

REVISED: December 13, 1988 March 16, 2016

LEGAL REFS.: 20 U.S.C. §1681 (Title IX of the Education Amendments of 1972)
20 U.S.C. §1701-1758 (Equal Educational Opportunities Act of 1974) File: JB Rangely School District RE-4, Rangely, Colorado 2 of 2
29 U.S.C. §701 et seq. (Section 504 of the Rehabilitation Act of 1973) C.R.S. 2-4-401 (13.5) (definition of sexual orientation
C.R.S. 22-32-109 (1)(ll) (Board duty to adopt written policies prohibiting discrimination)
C.R.S. 22-32-109.1 (2) (safe school plan to be revised as necessary in response to relevant data collected by the school district)
C.R.S. 24-34-601 (unlawful discrimination in places of public accommodation)
C.R.S. 24-34-602 (penalty and civil liability for unlawful discrimination)
CROSS REFS.: AC, Nondiscrimination/Equal Opportunity
JBB*, Sexual Harassment

File: JB

"Alma Mater"

(School Song)
Come all, you Rangely Panthers! Into the fray.
Show us some Pep now. We must win this
game, Rah! Rah! Rah!
Down among the colors, Green and White boost HIGH!
Three cheers for Rangely, That's our war cry!

Kiyah!

Rangely Junior/Senior High School Bell *Schedule*

1st Period	7:45 – 8:49
2nd Period	8:53 – 9:54
3rd Period	9:58 – 10:59
4th Period	11:03 – 12:04
Lunch	12:08 – 12:40
5th Period	12:44 – 1:45
6th Period	1:49 – 2:50
7th Period	2:54 – 3:55

Rangely Junior/Senior High School
Staff Directory

Room	Teacher/Staff	Classes
101-103	Mellissa Elder	High School Resource
104	Mary Pabe	Jr. High Resource
105	Mike Kruger	Astronomy, British Lit.
106	Jeremy Cantrell	Jr. High Soc. Studies, Jr. High PE, 050/055
107	Jimmie Mergelman	Fashion, Life/Culinary
112	Beth Scoggins	Jr. High PE, High School PE
201	Kaleb Cropper	High School English
202	Kyle Boydstun	Chemistry, Adv. Chem., Physics
203	Lisa Hanna	Jr. High English.
204	Bella Fiscus	Jr. High Science, High School Science
205	Gretchen Connor	Jr. High English, High School English
206	Jessica Navarro	Junior High Art
206	Andy Bowers	High School Art, Theatre Drama
207	Katie Toyne	Jr. High Science, High School Science
208	Kristen Thayn	Counselor
	Meghan Hegberg	School Psychologist
209	Jeff Bollinger	Jr. High Math., High School Math.
213	Dixie Fielder	Guidance Counselor
300	Bernardo Solis	Jr. High & High School Band & Choir
301	Ryan Prince	Jr. High & High School Social Studies
302	Jeremy Lohry	Jr. High Social Studies, US History, Govern.
303	Nicole Fielder	Yearbook, Credit Recovery
303	Mara Wagner	Library, Life/Culinary
304	Jimmie Mergelman	CTE FACS, Computer Applications, Sr Seminar
305	Michael Wood	High School Mathematics
306	Taylor Bollinger	Jr. High Mathematics
Ag. Bldg	Crandal Mergelman	CTE Agriculture
Ag. Bldg	Mark Skelton	Jr. High Shop
Weightroom	Pattrick Scoggins	High School Weights

Administration

Rich Sinclair	Principal
J'lyn Wren	Administrative Asst. to the Principal
Candice Winder	Administrative Asst. A/D Secretary
Rodney Yates	High School Athletics Director
Jeremy Lohry	Jr. High Athletics Director
Colleen Zufelt	School Nurse
Matthew Devore	IT Director

School Office Information

Office Hours

The main office is open from 7:30 a.m. until 4:30 p.m. on days that school is in session. The office telephone number is 970-675-2253. The fax number is 970-675-5403. Please leave a voicemail message outside of these hours, if no one answers.

Principal's Hours

The principal is available to meet with students, staff or community members on days that school is in session between 7:30 - 5:00 pm. Appointments can be made outside of those hours if needed by contacting the school office.

Student Fees

Student Fees are required to be paid by each student in the amount of $30.00 and will be collected the first day of school or upon enrollment. Students will receive their ID cards when their student fee is paid, which will get them into all Rangely sponsored athletics and other designated activities at the JR./Sr. High at no charge. This fee is mandatory for all students. Fees may be waived for students who qualify for the "Free and Reduced" lunch program.

Lunch

We offer a hot lunch, a-la-carte food items and salad bar during lunch. Lunch menus are available on the school website. The cost of school lunch for Junior High and High School is free. We offer healthy meals everyday to all students. If your student has dietary issues you will need to fill out a meal modification statement and it has to be signed by a doctor for the school to accommodate. If that can not be done it is recommended that you send your student with a cold lunch. We have an open campus for 9th-12th grade students but encourage them to stay on campus for healthy meals and time with friends. We have closed campus for 6th-8th grade. **Students who leave campus by automobile are legally responsible for themselves and persons they transport to or from campus.**

Changes in Address, etc.

If an address or telephone number changes during the school year, please report it to the school office so that the student records are kept current.

Posters and Signs

The principal must approve all posters and signs at RJSHS before they can be displayed.

Textbooks/Chromebooks

Textbooks and Chromebooks are furnished to students by the school district. Students are responsible for the return of such items in good condition. Fines will be assessed for loss or damage.

Building Phone Use/Messages

We ask that all students and parents respect the learning environment and not allow cell phones to become a distraction. This includes text messages as well as calls. Students will not be allowed to have their cell phones or other personal electronic devices during learning time in the classrooms. They are to be turned off and put away during class hours. They may be used during lunch and between classes. With permission, students may also use the phone which is on the counter outside the principal's office. To contact your student during the school day please call the office at 970-675-2253.

Visitors – Adult & Student

We welcome out of town students and adults to come and visit us at RJSHS. Student visitors may request a building tour, and/or have lunch with their relatives/friends, however, student **visitors are not permitted to attend classes with RJSHS students.** All visitors must first sign in at the school office and wear a visitors' badge while on school grounds.

Student Records

The school keeps on file a record of every student. Records include academic achievement, test scores, disciplinary concerns and other information required by the district and/or the State of Colorado rules and regulations. These records are available for inspection by the student and/or parent/guardian upon request if the student is under 18 years of age. If the student is over 18 years of age, records are available for inspection only with the approval of the student.

Military Recruiting Information

Senior High students only – under Colorado Law we are required to release names, addresses and phone numbers of students to military recruiters on request. If you do not want your child's name released: go to the Rangely Public Schools website, https://www.rangelyk12.org/ Counselor Corner, and print off the "Military Opt Out" form, fill out and return to the Rangely Jr./Sr. High School office no later than September 15th of the current school year.

RJSHS Attendance Guidelines

In conjunction with Rangely School District RE-4 attendance policies JH and JHB, the following guidelines have been developed to clarify attendance expectations. These guidelines highlight the consequences for excessive absences as well as potential rewards for positive attendance.

The school district, on an annual basis, will determine appropriate incentives and rewards for those students that have demonstrated excellent attendance patterns. Excellent attendance shall be defined as two or fewer days of absence during the school year.

The following procedures shall be followed to help prevent excessive absenteeism. For the purposes of guidelines below, both excused and unexcused absences shall be included.

1. After a student's fifth (5th) 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.
2. After the student's tenth (10th) absence from a class for the semester, the parent/guardian will be notified in writing to schedule a meeting with the building principal to devise a plan to improve attendance. During this meeting the parent and the student will be notified that upon the fifteenth absence the student's class will go to Audit. The parent/guardian and student will be informed that if a class goes to the Audit Team, the team will decide if the student will be denied credit for the course and receive an F. The attendance plan and attendance contract developed during this meeting may include but is not limited to making up time after school or on Fridays. Part of this plan will grant the building principal authority to determine whether future absences will be excused.
3. After the student's fifteenth (15th) absence from a class for the semester, the parent/guardian will be notified in writing of the Audit Team's decision and any further stipulations regarding possible receiving credit. The Audit Team consists of the principal,

assistant principal, school counselor, teachers, and the school nurse when appropriate.
4. After a student between the ages of six through seventeen has been absent twenty (20) times from a class period in a semester, 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 per requirements of Colorado Revised Statutes 22-33-107.

An unexcused absence is defined as an absence that is not covered by one of the exceptions listed in Rangely School District 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 only* which cannot be taken care of outside of school hours.
2. A student who is absent for an extended period due to physical, mental, or emotional disability.
3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
5. A student who is suspended or expelled.

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

If a student is in out-of-home placement (as that term is defined by C>R>S> 22-32-138(1)(3)), absences due to court appearances and participation in court-ordered activities shall be excused. The student's assigned social worker shall verify the student's absence was for a court appearance or court-ordered activity. Policy: JH

Unexcused absences

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

Make-up work shall be allowed following an unexcused absence with the goals of providing the student an opportunity to keep up with the class and an incentive to attend school. Students may be required to serve detention, in-school suspension or other consequences upon accruing unexcused absences.

Unexcused tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class period begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy students to uninterrupted learning, penalties shall be imposed for excessive unexcused tardiness.

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

Notification of Absence

When a student is absent, the parent/guardian should phone the school at 675-2253, before or during the day of the absence or not later than 12:00 noon the day the student returns. If this is not possible, the parent should send a note with the student upon his/her return to school.

Leaving School without Permission

If a student leaves a class without permission of the teacher or leaves school without permission of the administrator in charge, the student will be considered **truant.** The student, prior to leaving the building must receive a **Blue Slip** (permit to leave building), from the office. A parent cannot excuse a student after the fact in these circumstances. Policy: JHB

Absence and Tardy Reporting

Absences and tardies will be reported daily for each period and recorded in each student's attendance record. Each teacher will record period absences and tardies. It is essential that attendance reporting be accurate from the classroom.

If parents install the PowerSchool APP on their phone, they will be notified of an absence the same time the teacher marks the student absent. Contact the school office for more information for help in using this APP.

Pre-Arranged Absences

Pre-Arranged absences such as: vacations, hunting, working, etc. must have prior approval by the administration. A **Pre-Arranged Absence Request** form should be picked up from the office prior to the absence, completed by the student, signed by the parent, and returned to the school office at least five (5) school days before the absence.

Extended Absences

Extended illness or other valid reasons shall be evaluated on a case-by-case basis by the administration.

Missed Work

Regardless of the type of absence students will be allowed to complete their make-up work upon return to school. Students will be given one (1) day for everyone (1) day absent to complete the assignments given while they were absent. If an assignment was given before the student was absent, the completed assignment will be due upon return to school.

Questions or Concerns

Any questions or concerns about your attendance, please visit with the attendance secretary or school principal. It is better to answer all questions prior to an absence, rather than after.

Student Dress Code

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

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.

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

Unacceptable Items

The following items are deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school and are not acceptable in school buildings, on school grounds, or at school activities:

1. Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length
2. Sunglasses and/or hats worn inside the building during academic hours (approximately 7:30am – 4:00pm)
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, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts
4. Tank tops or other similar clothing with straps narrower than 1.5 inches in width
5. 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, or alcohol
    - 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
    - Promote any activity prohibited by the student code of conduct
    - Otherwise disrupt the teaching-learning process

EXCEPTIONS: 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. Building principals, in conjunction with the school accountability committee, may develop and adopt school-specific dress codes that are consistent with this policy.

ADOPTED: 1983 REVISED: October 9, 2001 December 16, 2014

LEGAL REF.: C.R.S. 22-32-109.1 (2)(a)(I)(J) (board duty to adopt student dress code)

CROSS REFS.: IMDB, Flag Displays
JBB*, Sexual Harassment
JIC, Student Conduct
JICDA, Code of Conduct
JICF, Secret Societies/Gang Activity
JICH, Drug and Alcohol Involvement by Students
JICI, Weapons in School
JK, Student Discipline
JKD/JKE, Suspension/Expulsion of Students

Exceptions

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.

Student Image Publishing

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

This applies to classroom activities and school events that are not open to the public. Public events such as sporting events, theater productions, etc. are open to the public and are not covered here.

If you DO NOT want your child's photograph, video and/or electronic image to be published for news media or school publicity purposes please complete the form found on the school website and return to your child's school. This form will need to be submitted each school year.

Go to https://www.rangelyk12.org/ On the tabs across the top, right below the logo, select Board of Education; District Policies; scroll down to File: JRA/JRC-E-3

General Rules & Guidelines

Students are expected to follow the directions and instructions of their teachers and school authorities. If a student feels that a teacher's demands are unjust or unfair, the student may confer with the teacher at an appropriate time without interrupting class or further compounding the problem. If a solution is not found, the teacher and student should see an administrator. (Refer to Grievance Procedure on page 34-36). BOE Policies: JIC, JIC-R, JICDA. https://www.rangelyk12.org/page/district-policies

1. Common courtesy and respect for the rights of others should be always observed.
2. Horseplay in the form of running, pushing, shouting, and hitting is immature and has no place at school.
3. The carrying of lighters, matches, or other similar items is not appropriate and should not be on school property. The display of said items will be confiscated.
4. Skateboards, rollerblades: Are **NOT** to be used on school property. If they are brought to school, they need to be stored in your locker. Items that are considered possible hazards or

dangerous will be confiscated by the administration.

5. Students are not allowed to smoke, chew, or possess tobacco products on school property, school buses, or at school activities. Students are not allowed to use any electronic cigarettes, also known as e-cigarettes, e-vaporizers (VAPE), or electronic nicotine delivery systems. No battery-operated devices that are used to inhale an aerosol will be allowed. Students are advised that it is contrary to the Board of Education Policy and Colorado law for them to use or possess tobacco products in the building, on the school campus, or at any school function. A student will be considered in violation if they are within one city clock of the school building.
6. Rangely School District has stated that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Students who violate the standards of conduct concerning tobacco, drugs and alcohol will face disciplinary sanctions, up to and including expulsion and referral for prosecution when circumstances warrant such action. Information regarding available drug and alcohol counseling, rehabilitation, and re-entry programs will be kept in the office of the guidance counselor and principal. All students are notified that compliance with these standards of conduct is mandatory.
7. Public display of affection has no place at school sponsored events. Students observed hugging, kissing, or displaying other forms of affection before, during, and after school-on-school grounds will be subject to disciplinary action. This includes school sponsored field trips and other school sponsored activities off campus.
8. Fighting on school grounds or students who incite others to violence will be subject to disciplinary consequences.
9. Food or beverages are not allowed in the classroom. Water bottles with a screw lid are allowed in hallways or classrooms. Snacks are allowed in lockers. Remember, this is a privilege and may be removed if deemed necessary.
10. Students are not to be in the building until 7:35 a.m. each day unless they have made arrangements with a teacher to come in early. Students are not to remain in the building after school is dismissed unless they are under the direct supervision of a staff member for an extracurricular activity or event.
11. Rangely Jr./Sr. High School Student Code of Conduct will be in effect at all school activities, dances, parties, etc. Please visit our district website at https://www.rangelyk12.org/ for additional policy information. Policies: JIC, JIC-R

Student Services

School Health Services

- Grades 7, 9 and all new students to the district will be screened for vision and hearing.
- Health Care Plans will be completed or updated annually with parent and/or physician input. Contact the school nurse if your child has health needs that require accommodations or medications at school.
- Nurse will train personnel and monitor the administration of medications. • Health assessments and screenings for special services students will be conducted in accordance with the Colorado Dept. of Education guidelines.

Immunization Policy/Law

Immunizations are an important part of our children's health care and Colorado law requires that children going to school be vaccinated to prevent vaccine preventable diseases. Colorado follows the Advisory Committee on Immunization Practices (ACIP) schedule for recommended vaccines. You can view the schedule online at:

http://www.cdc.gov/vaccines/schedules/downloads/achild/0-18yrs-schedule.pdf

Policies: JLCB, JLCB-R

Sick Room

The nurse's office is equipped with one bed for students not feeling well. Any student unable to attend class due to sickness is required to go to the office to try to contact a parent or guardian to come and pick them up. If they are unable to go home, they can rest in the nurse's office for one class period. After this time, they are to return to class or try to call home again.

Parents/guardians will be notified if their student comes to the health office habitually.

Medication

In order for medications to be provided to your student during school hours, a medication administration form needs to be completed, signed by the physician and parent. This applies to medications needed for a short period of time or for the entire school year. This form is available at the local clinic and the school health office.

Colorado statute allows students to self-carry emergency medications by having proper permission, student contract, and nurse education. Talk with the school nurse to determine if your student can self-carry their medication. Medications will be disposed of at the end of the school year if not picked up by parents.

If you have any questions or concerns please contact the school nurse, Colleen Zufelt or the Junior Senior High School Office at (970) 675-2253.

Policy: JLCD-R

Student Wellness

The Rangely School District is committed to providing a school environment that enhances learning and development of lifelong wellness practice.

Physical education includes the instruction of individual activities as well as competitive and noncompetitive team sports to encourage life-long physical activity. The school provides a physical and social environment that encourages safe and enjoyable activity for all students, including those who are not athletically gifted. Physical activity will be integrated across curricula and throughout the school day.

The district will support and promote proper dietary habits contributing to student's school attendance, health status, and integrated into science, physical education, and life skills programs. Nutrition education will involve sharing information with families and the broader community to positively impact students and the health of the community.

All foods made available on campus will comply with the current USDA Dietary Guidelines for

Americans.

For the complete RE-4 Student Wellness Policy, visit the District Policy page on our website https://www.rangelyk12.org/ You will find the Student Wellness Policy under the Board dropdown menu. Click on “District Policies” and then scroll to Policy ADF and the policies beginning with JLC.

Guidance Counseling

The guidance department serves many functions. A counselor is available for giving assistance to students, parents, guardians, and teachers in the area of educational counseling. Their prime responsibility is to assist parents/guardians and students with educational and career planning—both immediate and future. The counselor may also act as a referral agent to community services.

Internet Use

The school has building-wide access to the Internet. Students are allowed to access this service during classes with their teacher’s permission. Students must complete a Student Use of the Internet and Electronic Communications form annually before they will be allowed to use the services. ***This form may be found on the school website https://www.rangelyk12.org/ on the Junior/Senior High School tab scroll down to Enrollment information and forms.*** Student Use of the Internet and Electronic Communications Form Policy: JS

Lockers

Students are assigned lockers at the beginning of the school year or upon enrollment for storing backpacks, book-bags, textbooks, educational supplies, and extra clothing. It is the student’s responsibility to keep their locker always locked. The lockers are the property of Rangely Jr./Sr. High School, and we reserve the right to check lockers throughout the school year.

Expensive personal belongings

School lockers are not designed to be secure enough to store expensive personal belongings, skateboards, scooters, roller blades, and other toys/game equipment. Storing these items in your lockers is at your own risk. The school takes no responsibility for items stolen from your lockers. If the above items interfere with the educational process they will not be permitted.

Possession of laser-pointers by students is not allowed on school grounds.

Student Vehicles

Students who drive vehicles to school must have a valid driver’s license. Students are to park their vehicles in the designated student parking area and between the lines. When driving on school property, students must use caution and follow all school regulations. ***Students are not to be in the parking lot or at/in their vehicles between classes unless they have permission from a staff member to be there.*** Violators may lose the privilege of parking on school property and may be subject to traffic citations. Students are at no time to park in the staff and visitors parking areas.

“Off-Highway” Vehicles

4-Wheelers, ATV’s, OHV’s, motorized bikes, etc., are to be parked in their designated parking area (the upper west parking lot) if used for transportation to and from school. They are not permitted in the student parking lot, nor the staff/visitors parking lot or in the back (south side) of the school building. These vehicles should not be operating in the school bus lanes, or driveways. The school will abide by the Town of Rangely policy regarding “Off-Highway vehicles” The School District reminds parents and students that they will not be held liable for any theft or damages to these

“Off highway vehicles” when they are on school grounds.

Law Enforcement

When law enforcement officials request permission to question a student in school or participating in school activities, the principal or their designee shall be present. An effort shall be made to contact the parent or guardian. Every effort shall be made to not draw attention to the student being questioned by conducting the interrogation in private and with as little disruption as possible.

Crisis Situations

People in crisis often experience anxiety, feelings of vulnerability, and difficulty coping. Events such as: the sudden death of a teacher or student, medical situations on campus, natural or accidental disasters, and probable or imminent danger may produce a crisis for students and faculty alike. Procedures have been designed to deal with a number or crises that could occur in the district using the I Love You Guys protocols and routines. (https://iloveuguys.org/)-Training of staff and students, as well as crisis drills will be conducted throughout the school year in preparing for possible crisis situations.

STUDENTS SHOULD ALWAYS FOLLOW THE DIRECTION OF THE CLASSROOM TEACHER AT ALL TIMES DURING A CRISIS.

Fire Drills

The purpose of fire drills is to acquaint the students with the safest possible exit and the most efficient means for vacating the building. One long continuous sounding of a buzzer signals the fire alarm. The alarm is the signal for students to leave the building quickly and quietly by the designated exits. Each room has a fire exit diagram near the doorway indicating the proper path of departure. There is to be no running or talking in the halls. Students should follow the directions of their classroom teacher to the safest exit of the building and proceed far enough so that the last to leave the building are at least 100 feet from the building.

Bus Conduct

It is very important that any bus ride is comfortable and safe for all the students on the bus. It sets the tone for the beginning and end of the school day. The Transportation Supervisor submits reports of any student infraction to the building principal. Following are the consequences for students if the expectations are not followed:

1st offense: A discipline referral is sent to parents.
2nd offense: A discipline referral is sent, and a conference is held with parents.
3rd offense: The student is removed from the bus for three days.
4th offense: The student is removed from the bus for ten days.
5th offense: The student is permanently removed from the bus.

If the behavior of a student poses an immediate safety risk, the consequences will be at the discretion of the driver or administrator.

Lunch Program Information

MySchoolBucks allows you to pay your students' lunch bill online. The app is https://www.myschoolbucks.com/ Parents can download the app on your phone or your computer. You create an account and add your students. Pay with credit/debit card. MySchoolBucks will send you a low balance alert and can be set up for automatic payment. MySchoolBucks charges a fee of $3.00 for each transaction. They also have a parent support hotline. 1-855-832-5226. Here you can ask questions about how to set up your account, how to check your students balance and check their transaction history. We are happy to help with any of those things as well. You can reach us at 970-675-2267. Here are some step-by-step instructions on how to download MySchoolBucks.

1. Type https://www.myschoolbucks.com/ your computer or phone.
2. Click on sign up free
3. Select state
4. Select District which is Rangely School District RE-4
5. Enter your first name

6. Enter your last name
7. Enter your email address
8. Re-type your email address (Note: your email address will be your username) 9. Choose a password then type it in
10. Re-type your password
11. It will give you questions to select and answer
12. Select a question and answer
13. It will ask you a second set of questions to choose from
14. Select a question and answer
15. Accept the terms and Privacy Policy
16. Select Create an Account

MySchoolBucks allows you to track balances, view meal purchases and send you a reminder when funds get low.

Video Cameras

By policy, Rangely Public Schools may use video cameras in the hallways, parking lots and on school buses to monitor behavior. The recorded images from these cameras can be accessed to check on reported incidents and to obtain safety information

Student Searches

Students may be subject to a search of personal items when the administration believes that there is reasonable suspicion that a violation of District Policies may have taken place. A non-contact search may include students' clothing, purse, backpack, car, or other personal items. Policy: JIH

Alcohol Breath Screening

As a preventative measure to ensure students at RJSHS are not using, or bringing alcohol into school, a passive breath alcohol testing device may be used when the administration has reasonable suspicion or prior to admittance to extracurricular activities to insure alcohol free activity. Policy: JICH

Grading and Grade Reporting

Grades are issued to students at the end of each quarter. The quarter grades are a status report of the student's progress at the end of nine weeks. The semester grades are final and will be recorded on the students' permanent records. The following should be used as a guide in reporting student progress.

A 90 - 100%

B 80-89%

C 70-79%

D 60 - 69%

F 59% or less

Policy: IKA

Academic Progress Reports & Parent-Teacher Conferences

Parents will be given Progress Reports at Parent-Teacher Conferences. This is provided so that parents can be informed and help their child improve his/her school performance before final grades are recorded. Semester reports will be given at the end of each semester.

Good communication is critical in developing a cooperative and positive climate between the school and home. Parents are a valuable resource.

RJSHS utilizes www.ptcfast.com to schedule Parent conferences. This is more convenient for parents to schedule a time that works best for you and allows you to sign up for conferences for multiple children. Here's how it works!

1. When the time comes for parent teacher conferences we will post the link on our website: www.rangelyk12.org and on Facebook: www.facebook.com/Rangely- Jr/Sr High School Athletics & Activities. It will always be sent out via email on Weekly News a few weeks prior. Please watch for that. Once you can access the website you will be able to sign up for conferences.
2. Choose the teacher(s) that you wish to meet with and enter the information required on the website. You will receive an email which will let you choose your time.
3. Sign up. Once you receive the email you can choose the day and time that is most convenient for you and PTCfast.com will send you an automated confirmation and reminders. Easy! Note: Your email address is not shared with anyone by this website.

Dates for parent teacher conferences can be accessed on the school website at: www.rangelyk12.org

Senior High School Requirements for Graduation

- English 4.0 cr.
    - English 9, 10
    - English 11
    - English 121/122
    - Literature – 0.5 Cr.
- Mathematics 4.0 cr.
    - Algebra I & II
    - Geometry Math 050-055 or 121
- Science 3 cr.
    - 1 Physical Science, Biology
- Social Studies 3.0 cr.
    - World History
    - U.S. Government
    - Government
- Physical Education 2.0 cr.
- Health 0.5 cr.
- Vocational Ed. 2.0 cr.
    - Computer Applications 0.5 cr. Includes business, technology, and yearbook • Humanities 1.5 cr.
    - Art
    - Drama
    - Music Courses 0.5 may be a Literature class
- Electives (Graded) 5.0 cr.
- Electives (Pass/Fail) 3.0 cr.
- Senior Seminar 0.5 cr.

TOTAL 28 credits

Make-up Credit Options

Independent Correspondence Courses – High School students can make up needed credits during the school year or summer through independent correspondence courses per the following guidelines:

1. Course must be pre-approved be the principal
2. Course must have a final, proctored exam
3. Student must pass the final exam with at least a 60% to receive credit
4. Student is responsible for cost of course

For more information you may contact the school principal or counselor.

Semester Finals Procedures

1. Depending on the type of class the Semester Final will either be written, a test or assessment, essay, research project, hands on production, or a combination of both or other demonstration of cumulative knowledge of learning.
2. Each instructor will determine how much weight the semester exam will have on the student's final grade in the course. Semester exams should count no more than 10-20% of the final grade.
3. Any student who misses a **final** will be required to make-up the final during the time designated by the teacher and may have up to a 20% deduction from the grade.

Honor Roll Criteria

To be included on the Academic Honor Rolls a student must first be taking four (4) academic classes at Rangely Jr./Sr. High School. Honor Rolls include Straight A's, "B" Average, and Perfect Attendance. Note: B Average is determined by the average of A's, B's, & C's still equaling a B. Students with a D or F are automatically excluded.

Student awards will be posted and sent to the newspaper by Semester (1st & 2nd). For the A and/or B Honor Roll and Perfect Attendance – certificates are given to students at the end of the school year during Academic Awards. For High School students – plaques are given for Straight A and/or Perfect Attendance if the student maintains this throughout the entire school year.

Academic Eligibility

Senior High School

Students who wish to participate in extracurricular activities and extra-curricular athletics must maintain a high level of academic achievement. Students must meet Rangely High School requirements as well as meeting CHSAA requirements for all state sponsored activities. Students must be enrolled in a minimum of five (5) academic classes at RHS or with an accredited Homeschool program. These courses will not count as one of the (5) academic classes or toward student eligibility: Work Study or Work Release; Student Aid, etc. at the discretion of the principal.

If taking classes at CNCC students must have a minimum of 2.5 credits per semester. Students having less than 2.5 credits per semester will be ineligible to participate.

<u>2-Point Eligibility System</u>

Eligibility will consist of a 2-point system. If a student reaches or exceeds 2 points, they will be ineligible for the week (7 days). To accumulate these points the following is awarded: F = 2 points, and D =1 point (i.e.: 2, Ds would have a student ineligible). However, prior to any

student becoming ineligible for a week (7 days), they will have one warning week. They will receive a maximum of 1 warning week per semester, and any other week of earning 2 or more points will result in becoming ineligible for that week.

What pertains of a warning week?

The student is eligible to compete and is notified that they currently have earned their 2 points towards eligibility.
Parents will be notified as to the grades that their child currently has and that this is their warning week.
It will be a recommendation to coaches that they visit with the player and encourage the student to work on their grades to raise them up.

End of Semester
A student will only be ineligible until the CHSAA regain date if they end the semester with an F. If they end with two D's, they will still be eligible at the start of the next semester. Reasoning: The D will allow the student to earn a graduation credit where an F does not.

CNCC classes
Students are required to get a copy of weekly grades to the Admin Assist. by the end of lunch on the designated school day. This day will be announced to athletes upon the beginning of the school year. Grades can be retrieved from the Internet using a student account with CNCC. If not turned in, it will be considered ineligible. These CNCC classes count toward eligibility. If a student should withdraw from a class, fail a class, or receive an incomplete, this could make them ineligible.

Activities that fall under the eligibility requirements include but are not limited to the following:

Band	Baseball	Basketball	Cheerleading
Cross-Country	Football	Golf	Track & Field
Volleyball	Wrestling	Any other CHSAA Sports	
Drama	FBLA	FCCLA	FFA
Jr High NHS	Knowledge Bowl	NHS	STUCO

Students are responsible for knowing their class averages, which determines their eligibility status.

Junior High School Eligibility
Eligibility for Junior High School students will be the same as above except the CHSAA requirements do not apply.

Student Code of Conduct and Discipline *Students are responsible for following the Rangely School District Student Code of Conduct policies Section J-Students, which are available on the RE-4 Schools website: https://www.rangelyk12.org/*

Positive student behavior is a vital function of the operation of Rangely High School. Rules and consequences are sometimes viewed as restrictive and unnecessary. The implementation

of rules and consequences in a fair and consistent manner can overcome this. Each situation must be handled in an individual manner to meet the needs of the individual student.

RJSHS teachers may utilize a set of individual classroom rules. Each teacher may assign detentions or other consequences that are appropriate. Students are expected to comply with these consequences. Each teacher will be responsible for the enforcement, documentation, and notification of parents for each situation that may occur in their classroom. Referral to the Administration should happen after all other avenues have been tried. An effort will be made to involve and notify the parents prior to implementation of consequences.

NOTE: The Administration reserves the right to adjust or add consequences as the need arises. The Administration also reserves the right to involve the local law enforcement officers in situations to help investigate, implement searches, make arrests, and enforce the laws of the State of Colorado.

Policy: JK

BULLYING PREVENTION

Purpose:

Our school is committed to providing a safe, supportive, and respectful learning environment for all students. Bullying of any kind is strictly prohibited and will not be tolerated. This policy outlines our commitment to preventing bullying and responding effectively when it occurs.

Definition of Bullying: Bullying is defined as any intentional, repeated behavior by one or more students that causes physical, emotional, or psychological harm to another student. This includes, but is not limited to:

- Verbal abuse or threats
- Physical aggression
- Social exclusion or spreading rumors
- Cyberbullying through digital devices and platforms

Scope:

- This policy applies to all students, staff, and school-related activities, including those occurring:
- On school grounds
- During school-sponsored events or activities
- On school transportation
- Through electronic communication that affects the school environment

Prevention Measures:

- Education & Awareness: Students and staff will receive regular education on bullying prevention, conflict resolution, and promoting a culture of respect.
- Clear Expectations: The school will clearly communicate behavior expectations and consequences related to bullying.
- Safe Reporting: Multiple safe and confidential options will be available for reporting bullying incidents.

Response Protocol:

- All reports of bullying will be taken seriously and investigated promptly and thoroughly.
- Appropriate disciplinary action will be taken in accordance with school rules and district policy. Support is provided not only for students who are bullied, but also for students who engage in

bullying and for bystanders. Victims may receive counseling, staff check-ins, and safe routines.
- Students who bully will receive behavioral interventions and opportunities to repair harm. Bystanders are encouraged and supported in reporting incidents and learning strategies to contribute to a positive school culture.

Policies: JICDE, JICDE-E-2

Commitment to Inclusion:
We value diversity and strive to create an inclusive environment where every student feels safe, respected, and valued regardless of race, gender, sexual orientation, ability, religion, or background.

Responsibility:
Preventing bullying is a shared responsibility. Students, staff, parents, and community members all play a role in creating a positive school climate. We expect everyone to uphold this policy and work together to stop bullying wherever it occurs.

Cell Phones and Other Personal Technology Devices Procedure

For purposes of this procedure, "personal technology device" (PTD) or "device" includes any privately-owned portable technology device, including but not limited to cell phones, smart watches, tablets, laptops, cameras, audio and/or video recorders and players, headphones and speakers, and all other hand-held electronic communication and data storage devices.

Elementary/Junior-High Students (6th-8th grades)

Rules

- Cell Phones and other PTDs should be left at home. However, if your child brings them, they must be in their lockers or backpacks during school hours (including lunch and recess). Students may also leave them at the front desk to be stored for the day.
- Cell phones and other PTDs shall be TURNED OFF during school hours (including lunch).
- No cell phone use during class time.
- No cell phone usage in bathrooms.
- Students are also not allowed to wear smartwatches during school hours.
- Cell phones and other PTDs will be confiscated if seen or heard.
- Refusal to relinquish the cell phone/PTD will result in ISS. This action is also regarded as defiance and may have additional consequences.
- The school will not be responsible for any lost or stolen devices.
- If a student needs to make a phone call during the day, he or she is required to do so from a school phone.

Consequences

- First offense
  - The phone/device will be taken to the office, and the student may pick up the device at the end of the school day.
  - 1 day Lunch Detention.
- Second offense
  - The phone/device will be taken to the office, and the parent(s) or legal guardian must pick up the device.

- 3 days Lunch Detention.

· Third and successive offenses
- The phone/device will be taken to the office, and the parent(s) or legal guardian must pick up the device.
- The phone/device will not be allowed at school for the remainder of the school year.
- The student will serve an in-school or out-of-school suspension at the administration's discretion.

High School students (9th-12th grades)

Rules

· Cell Phones and other PTDs should be left at home. However, if your child brings them, they must be in their lockers or backpacks during school hours (excluding lunch).
· Cell phones and other PTDs shall be TURNED OFF during school hours (excluding lunch)
· No cell phone use during class time.
· No cell phone usage in bathrooms.
· Students are also not allowed to wear smartwatches during school hours.
· Cell phones and other PTDs will be confiscated if seen or heard.
· Refusal to relinquish the cell phone/PTD will result in ISS. This action is also regarded as defiance and may have additional consequences.
· The school will not be responsible for any lost or stolen devices.
· If a student needs to make a phone call during the day, he or she is required to do so from a school phone.

Consequences

· First offense
- The phone/device will be taken to the office, and the student may pick up the device at the end of the school day.
- 3 days Lunch Detention.

· Second offense
- The phone/device will be taken to the office, and the parent(s) or legal guardian must pick up the device.
- ½ day of ISS.

· Third and successive offenses
- The phone/device will be taken to the office, and the parent(s) or legal guardian must pick up the device.
- The phone/device will not be allowed at school for the remainder of the school year.
- The student will serve an in-school or out-of-school suspension at the administration's discretion.

File: JICJ-R

Student Code of Conduct

Students who do not adhere to the districts and schools code of conduct, may be subject to

classroom and/or principal disciplinary procedures. All infractions will be categorized as minor or major infractions. Those labeled as minor will be handled by the classroom teacher. Those labeled as major infractions will result in a referral to the principal. Classroom teachers will contact parents when the referral has been made. Due process and parent contact will then be conducted by the principal. This document link demonstrates the difference between minor and major infractions of the student code of conduct. RJSHS Minor vs Major Behavioral Infractions (Aug 2023)

All students at RJSHS have the right to a safe and supportive learning environment, free from discrimination, bullying, and unnecessary disruptions. With these rights come responsibilities. Students are expected to respect their peers, staff, and school property, to follow school rules, and to contribute to a positive school culture where everyone can learn and succeed.

Policies: JKA, JK-R, JK*-2

Corporal Punishment and Restraint

Corporal punishment is strictly prohibited in Rangely School District. In rare cases where a student's behavior presents an immediate danger to themselves or others, staff members who are properly trained in Crisis Prevention and Intervention (CPI) may use physical restraint, but only in accordance with Colorado state law (C.R.S. 26-20-111). Seclusion is not used in our schools. Any use of restraint is considered a last resort, documented, and reported to parents within 24 hours.

Policy: JKA-R

Family Educational Rights and Privacy Act

The Family Education Rights and Privacy Act (FERPA) (20 U.S.C. – 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies or records
- unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under

the following conditions (34 CFR – 99.31)
School officials with legitimate educational interest.
Other schools to which a student is transferring.
Specified officials for audit or evaluation purposes.
Appropriate parties in connection with financial aid to a student.
Organizations conducting certain studies for or on behalf of the school.
Accrediting organizations.
To comply with a judicial order or lawfully issued subpoena.
Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Policies: JRA/JRC, JRCA*

Notice Regarding Directory Information

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Rangely School District No. RE-4 ("the district"), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records.

However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the district to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama/music production. • The school annual or yearbook.
- Honor roll or other recognition lists.
- Graduation programs.
- Sports activity sheets, such as for wrestling, showing weight and height of team members.
- Military Recruiters

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the district to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing.

Rangely School District RE-4 Staff Personal Security and Safety (File: GBGB)

The following procedures shall be followed in instances of assault, disorderly conduct, harassment, knowingly false allegation of child abuse, or alleged criminal offences by a student directed towards a teacher or other school employee. These same procedures shall be followed in instances of damage by a student to the personal property of a teacher or other school employee occurring on school district premises.

1. The teacher or employee shall file a written complaint with the building principal/designee, the superintendent's office, and the Board of Education.
2. The principal, after receipt of the complaint and adequate proof of the charges, shall suspend the student for three days in accordance with established procedures.
3. The superintendent shall initiate procedures for the further suspension or expulsion of the student when injury or property damage has occurred.
4. The superintendent or his/her designee shall report the incident to the district attorney or the appropriate local law enforcement agency or officer who shall then investigate the incident to determine the appropriateness of filing criminal charges or initiating delinquency proceedings.
5. A copy of this policy shall be distributed to each student and posted at each school building.

Communication of disciplinary information

The principal or designee shall communicate discipline information concerning any student enrolled in the district to all teachers and counselors who have direct contact with the student. Any employee who is assigned a student with known serious behavior problems will be informed of the student's behavior record. Any teacher or counselor who is provided this information shall maintain its confidentiality and shall not communicate it to any other person.

ADOPTED: May 1977
REVISED: May 1981
November 12, 1996
December 19, 2000 (legal references)

LEGAL REFS.: C.R.S. 22-32-109.1 (3) (policy required as part of safe school's plan) C.R.S. 22-32-109.1 (9) (immunity provisions in safe schools' law) Rangely School District RE-4, Rangely, Colorado

Student Grievance Procedure

1. Discuss the issue with the principal or a contact person the principal identifies. It may be easily resolved at this step.
2. If you wish to file a grievance in writing, the school will have a form for you to use. State the exact problem and what you want to happen.

3. Follow the guidelines for the number of days. Sex equality grievances must be concluded in sixty (60) calendar days. All others follow the school day timelines in the handbook.
4. You may request the hearing be held by the school principal or the Superintendent. If privacy is of concern the hearing may be held in a closed session.
5. The issue may be appealed beyond the school level. If you have questions on this or any other part of the process, contact the school principal.

Procedures

Steps or procedures to be followed by all parties involved in a grievance procedure regarding credit, scheduling, or staff and student relationships, including classroom discipline and attendance:
All grievances must be instituted within five (5) school days of the alleged act.
The involved staff member and student must confer for the purpose of attempting to solve the problem.
If the above conference does not resolve the problem, the person with the grievance will request a conference with the administrator responsible for the area involved in the complaint.
If item number three (3) does not solve the problem, the administrator shall schedule a conference with the staff member, the student and the student's parent/guardian. The conference will be facilitated by the designated principal and will attempt to arrive at a satisfactory solution.
If a solution is still not acceptable to the grievant, the complaint must be put in writing and submitted to the Hearing Officer within three (3) days.
After receipt of the written complaint, the Hearing Officer will then schedule a meeting between the grievant and the respondent to ascertain all the facts and arrive at a conclusion and a recommended solution.
The decision of the Hearing Officer will be rendered in writing to both parties and the administrator within four (4) school days after the hearing has been completed.
Either party may appeal the Hearing Officer decision to the principal, who will review the committee's decision and make whatever arrangements are necessary to carry out step five (5).

Policy: JII, JII-R, GBK

Junior High – Class Sponsors

6th – Class of 2033	7th – Class of 2032	8th – Class of 2031
Jeff Bollinger Taylor Bollinger	Jeremy Cantrell Beth Scoggins Katie Toyne	Lisa Hanna Bernardo Solis Jessica Navarro

Junior High Clubs

National Jr. Honor Society	Student Council/JR - STUCO
Beth Scoggins Katie Toyne	Lisa Hanna

Junior High – Coaching Staff

Boys' Basketball	Girls' Basketball	Cheerleading	Cross-Country
8th Head -Taylor Bollinger 7th Head -Ryan Prince	8th Head -Angie Hill 7th Head –Taylor Bollinger	Head -Kirstie Kilduff	Head -Beth Scoggins Asst. Mike Gillard
Track & Field	**Volleyball**	**Wrestling**	**Football**
Head - Mike Gillard Asst. - Taylor Bollinger Asst. - Tianna Halcomb	8th Head – Sierra Black 7th Head – Jeremy Cantrell Asst. – Candice Winder	Head -Keenan LeBleu Asst. -Todd Thayn	Head - Bart Nielsen Asst. - Grady Nielsen Asst. - Anthony Lujan

Rangely Senior High – Class Sponsors

9th - Class of 2030	10th - Class of 2029	11th - Class of 2028	12th - Class of 2027
Gretchen Connor	Bella Fiscus	Andy Bowers	Kyle Boydstun
Kaleb Cropper	Ryan Prince	Crandal Mergelman	Jeremy Lohry
Michael Wood		Patrick Scoggins	Jimmie Mergelman

Senior High Clubs

FBLA	FCCLA	FFA	Knowledge Bowl	NHS	Student Council
Jimmie Mergleman	Jimmie Mergleman	Crandal Mergelman	Kyle Boydstun	Kristen Thayn	Gretchen Connor

Senior High Coaching Staff

Boys' Basketball	**Girls' Basketball**	**Cheerleading**	**Cross-Country**
Head - Clint Hill Asst. –	Head - Jimmie Mergelman Asst. – Abby Yates Volunteer - Nate Terrin	Head - Bethany Green	Head - Beth Scoggins Asst. – Mike Gillard
Track & Field	**Volleyball**	**Wrestling**	**Football**
Head – Beth Scoggins Asst. – Colt Allred Asst. – Kyle Boydstun Asst. - Dana Pollack Asst. - Patrick Scoggins	Head - Angie Hill Asst. – Kamryn Prince Asst. -	Head – Sam Eckhart Asst. - Robby Elam	Head – Keenan LeBleu Asst. – Jeremy Lohry Asst. - Andy Kracht Asst. - Bart Nielsen
Baseball	**Golf**		
Head – Jeremy Lohry Asst. – Jerry LeBleu Volunteer - Robby Elam	Head – Robby Elam Asst. –		

Student Council (STUCO) Officers

STUCO Co-Presidents	**STUCO Secretary**	**STUCO Treasurer**
Co-Chair - Taylor Fouch Co-Chair - Cutler Mergelman	Rylee Kenney	Addison Thayn
Rowdy Worm	**Public Relations**	**Sentinel**
Teagan Behunin MaKenzie Hill	Courtney Casto	

• Students are encouraged to attend STUCO meetings to participate. Anyone can be involved in Student Council as an at-large member.

Class Officers

Senior Class of 2027	***Junior Class of 2028***
President – Alayna Logan	President – Haiden Garcia
Vice-Pres. – Samantha Granger	Vice-Pres. – Hannah Geer
Secretary – Brooke Davis	Secretary - Bryson Elam
Treasurer – Randy Casto	Treasurer - Chance Allred
Sentinel - Cash Leischer	Jr Class Rep. - Porter Yates
	Member at Large - Angel Head Member at Large - Rachel Larsen
Sophomore Class of 2029	***Freshman Class of 2030***
President - Ian Guzman	President - Elizabeth Munoz
Vice Pres. - Kassidy Sanford	Vice Pres. - Kesleigh Kennedy
Secretary - Gentrie Plummer	Secretary -
Treasurer - Victoria Guzman	Treasurer -
Member at Large - Brooklyn Griggs Member at Large - Alec Gillard Member at Large - Kenlie Plummer	Fresh. Class Rep. Fresh. Class Rep.

RANGELY SCHOOL DISTRICT RE-4

2026-2027 School Calendar

Approved March 24, 2026

August

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

STUDENT START DATE

RJSHS	Parkview
August 24	**August 26**
Daily Schedule	Daily Schedule
7:45 - 3:55	7:55 - 3:45

All Schools Teacher In-service

Aug 17, 18, 19, 20, 21 / Sep 18 / Oct 16 / Nov 13 /
Dec 4 / Jan 22 / Feb 5 / Mar 26 / Apr 9 / May 14

All Schools 1/2 Teacher Workdays

Aug 14 / Oct 2 / Dec 18 / Jan 8 / Feb 19
Mar 5 / Apr 23 / May 28

Parent/Teacher Conferences

October 21 - 22
February 24 - 25

Schools Not In Session

September 7	Labor Day
November 20 - 29	Thanksgiving Break
December 18 - January 3	Christmas Break
March 12 - 21	Spring Break

Special Days

Elementary Testing	August 24 & 25
End of First Quarter	October 15
End of First Semester	December 17
End of Third Quarter	March 11
End of Second Semester	May 27
Graduation	May 23
School in Session	143 Days

BUILDING CHAMPIONS IN LIFE

January

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Rangely School District RE-4

Student Use of the Internet and Electronic Communications

Annual Acceptable Use Agreement

Student Agreement

I have read, understand, and agree to abide by the district's policy on Student Use of the Internet and Electronic Communications.

I understand that district technology resources, including district-provided devices, computer systems, networks, Internet access, electronic communications, and district accounts, are provided primarily for educational purposes.

I understand that the district may monitor, filter, log, and/or review activity on district technology resources to maintain network security, enforce district policies, protect students and staff, and ensure appropriate use. I understand that I should have no expectation of privacy when using district technology resources, except as provided by applicable law and district policy.

I understand that personally owned devices, including cell phones, tablets, laptops, and other electronic devices, are not authorized for student use during the school day except as specifically permitted by the RJSHS Student Handbook or authorized by school administration. This restriction applies to use of personal devices on school property during the school day and does not restrict my use of personally owned devices outside of school or school hours.

I understand that misuse of district technology, unauthorized use of personally owned devices, or violation of district policies may result in the loss or restriction of technology privileges, disciplinary action, and/or legal action.

Student Name (printed): _____

Date of Birth (MM/DD/YY): _____

Student Signature: _____ Date: _____

Parent/Guardian Agreement

If the student is under 18 years of age, a parent or guardian must sign this agreement.

As the parent/guardian of this student, I have read and understand the district's policy on Student Use of the Internet and Electronic Communications.

I understand that the district provides internet and electronic communications access primarily for educational purposes and takes reasonable steps to filter or restrict access to material that is inappropriate or harmful to minors. I understand, however, that no filtering system can block all inappropriate or controversial material.

I understand that district technology resources may be monitored, filtered, logged, and/or reviewed as described in district policy and that my student is expected to use district technology responsibly and in accordance with district policies.

I understand that personally owned devices, including cell phones, tablets, laptops, and other electronic devices, are not authorized for student use during the school day except as specifically permitted by the RJSHS Student Handbook or authorized by school administration. This restriction applies to the use of personal devices on school property during the school day and does not restrict my student's use of personally owned devices outside of school or school hours.

I understand that I am responsible for supervising my student's Internet and electronic communications use when the student is not using district technology in a school setting.

I authorize the district to provide my student with access to district technology resources, including Internet and electronic communications services, and certify that the information provided on this agreement is accurate.

Parent/Guardian Name (printed): _____

Parent/Guardian Signature: _____

Parent/Guardian Email: _____ Date:_____

Acknowledgment

By signing this agreement, I acknowledge that I have read and understand the district's policy on Student Use of the Internet and Electronic Communications and agree to abide by that policy.

STANDARD RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

"In Your Classroom or Area"



Students are trained to:
- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:
- Close and lock the door
- Account for students and adults
- Do business as usual

SECURE

"Get Inside. Lock outside doors"



Students are trained to:
- Return to inside of building
- Do business as usual

Adults and staff are trained to:
- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual

LOCKDOWN

"Locks, Lights, Out of Sight"



Students are trained to:
- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:
- 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

"To a Location"



Students are trained to:
- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:
- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.

SHELTER

"State Hazard and Safety Strategy"



Hazards might include:
- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:
- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:
- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:
- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.

STANDARD RESPONSE PROTOCOL

PARENT GUIDANCE

In the event of a live incident, parents may have questions about their role.

SECURE

"Get Inside. Lock outside doors"



Secure is called when there is something dangerous outside of the building. Students and staff are brought into the building and the outside doors will be locked. The school might display the Building is Secured poster on entry doors or nearby windows. Inside, it will be business as usual.

SHOULD PARENTS COME TO THE SCHOOL DURING A SECURE EVENT?

Probably not. Every effort is made to conduct classes as normal during a secure event. Additionally, parents may be asked to stay outside during a Secure event.



WHAT IF PARENTS NEED TO PICK UP THEIR STUDENT?

Depending on the situation, it may not be safe to release the student. As the situation evolves, Secure might change to a Monitored Entry and/or Controlled Release.

WILL PARENTS BE NOTIFIED WHEN A SCHOOL GOES INTO SECURE?

When a secure event is brief or the hazard is non-violent, like a wild animal on the playground, there may not be a need to notify parents while the Secure is in place.

With longer or more dangerous events, the school should notify parents that the school has increased their security.

LOCKDOWN

"Locks, Lights, Out of Sight"



A Lockdown is called when there is something dangerous inside of the building. Students and staff are trained to enter or remain in a room that can be locked, and maintain silence.

A Lockdown is only initiated when there is an active threat inside or very close to the building.

SHOULD PARENTS COME TO THE SCHOOL DURING A LOCKDOWN?

The natural inclination for parents is to go to the school during a Lockdown. Understandable, but perhaps problematic. If there is a threat inside the building, law enforcement will be responding. It is unlikely that parents will be granted access to the building or even the campus. If parents are already in the school, they will be instructed to Lockdown as well.

SHOULD PARENTS TEXT THEIR STUDENTS?

The school recognizes the importance of communication between parents and students during a Lockdown event. Parents should be aware though, during the initial period of a Lockdown, it may not be safe for students to text their parents. As the situation resolves, students may be asked to update their parents on a regular basis.

In some cases, students may be evacuated and transported off-site for a student-parent reunification.

WHAT ABOUT UNANNOUNCED DRILLS?



The school may conduct unscheduled drills, however it is highly discouraged to conduct one without announcing that it as a drill. That's called an unannounced drill and can cause undue concern and stress.

Parents should recognize that the school will always inform students that it is a drill during the initial announcement.

It's important to differentiate between a **drill** and an exercise. A drill is used to create the "Muscle Memory" associated with a practiced action. There is no simulation of an event; this is simply performing the action. An exercise simulates an actual event to test the capacity of personnel and equipment.

CAN PARENTS OBSERVE OR PARTICIPATE IN THE DRILLS?

The school welcomes parents who wish to observe or participate in drills.

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K12 2025 STANDARD RESPONSE PROTOCOL

File: AC-E-1

NONDISCRIMINATION/ EQUAL OPPORTUNITY NOTICE

In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado Law, Rangely School District RE-4 does not unlawfully discriminate against otherwise qualified students, employees, applicants for employment, or members of the public on the basis of disability, race, creed, color, sex, sexual orientation, marital status, gender identity, gender expression, national origin, religion, ancestry, family composition, or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information, and conditions related to pregnancy or childbirth is also prohibited in accordance with state and/or federal law.

Complaint procedures have been established for students, parents, employees, and members of the public.

- Policy AC-R-1: Students
- Policy AC-R-2: Employees, Applicants for Employment, and Members of the Public
- Policy AC-R-3: Sexual Harassment (Title IX)

The following person has been identified as the compliance officer for the district:

Superintendent of Schools
402 West Main Street
Rangely, CO 81648
970-675-2207

The following person has been identified as the designated Title IX Coordinator:

Superintendent of Schools
402 West Main Street
Rangely, CO 81648
970-675-2207

Outside Agencies
Complaints regarding violations of Title VI, (race, national origin), Title IX (sex, gender), Section 504/ADA (handicap or disability), may be filed directly with the Office for Civil Rights, U.S. Department of Education, 1244 North Speer Blvd., Suite 310, Denver, CO 80204. Complaints regarding violations of Title VII (employment) and the ADEA (prohibiting age discrimination in employment) may be filed directly with the Federal Office of Equal Employment Opportunity Commission, 950 17th Ave., Suite 300, Denver, CO 80202, or the Colorado Civil Rights Commission, 1560 Broadway, Suite 825, Denver, CO 80202.

Revised April 15, 2025