HIGH SCHOOL & MIDDLE SCHOOL

2026 - 2027



STUDENT HANDBOOK

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MISSION STATEMENT

The mission of Sierra Grande School is to educate all students in a safe environment so that they can acquire the skills necessary to participate knowledgeably, successfully, and with understanding in the world.

WELCOME TO STUDENTS

The Faculty, Staff, and Administration of Sierra Grande Middle/High School welcome you to what we sincerely hope will be an exciting and rewarding school year. This handbook is intended to be an informational source for students and their parents. Its purpose is to prevent misunderstandings that could lead to needless confrontations. However, we caution you that this handbook is intended as a guide, and it is not all-inclusive.

The primary goal of the Sierra Grande Middle/High School is to foster a stimulating learning environment for every student. It is the responsibility of staff, students, and parents to work cooperatively to help create an environment that will assure a quality educational program for all students. Please review this handbook carefully. A thorough review of these guidelines can help you avoid the excuse of "I didn't know that was a rule." As a Sierra Grande Middle/High School student, you are encouraged to approach your education efforts with energy and enthusiasm since you will get out of your school experience only what you put into it. Remember, your future is in your hands! Sierra Grande is an important step in the stairway to your future, academic career goals, and success. Set your goals high, and pursue those goals with integrity. Remember, there are no shortcuts to achieving educational excellence.

WELCOME TO PARENTS

We are looking forward to working closely with you and your child. We want to encourage your participation in your child's education. It is a fact that parent participation in schools has a positive effect on a child's education.

STUDENT RIGHTS AND RESPONSIBILITIES

The rights and responsibilities set forth below in no way diminish the legal authority of school officials and the Board of Education to manage disruptive students in accordance with District Policy and Colorado State Law.

DUE PROCESS RIGHTS:

No student shall be deprived of life, liberty, or property, or the right to an education without due process of law as guaranteed by the 14th Amendment to the United States Constitution.

Due process means fundamental fairness. To ensure such fairness, a rule must be fair, apply equally to all, and be enforced fairly.

STUDENT RESPONSIBILITIES:

- ★ Attend school regularly
- ★ Be on time for all classes
- ★ Complete all academic work as assigned
- ★ Bring appropriate tools to class
- ★ Obey school rules and state and federal laws

★ Respect the rights of others
★ Accept accountability for actions
★ Use appropriate language
★ Respect school property
★ Dress appropriately for school and abide by the rules of modesty, safety, and cleanliness

STUDENT RIGHTS:

★ A free, appropriate education
★ Due process of law in cases of expulsion
★ Freedom of speech, but not disrespectful to others, foul language
★ Free association
★ Equal protection
★ Petitioning of grievances
★ Attendance at a safe and drug-free school, without being discriminated against

STUDENT PRIVILEGES:

The following are NOT student rights—and can be taken away

★ Participation in school activities; including but not limited to field trips, parties, parades, programs, and clubs
★ Graduation exercises
★ Participation in after-school activities, including but not limited to athletics, academic competitions, dances, etc.
★ Possession of a locker
★ Use of technology devices including, but not limited to the use of a cell phone
★ Eating in the cafeteria
★ Riding a school bus
★ Parking privileges

ACADEMICS

GRADES

Grades are reported to students and parent in the following ways

- Infinite Campus - updated by teachers weekly.
- Progress Reports - issued midway through the quarter.
- Report Cards - issued each nine weeks.
- Semester Grades - recorded on transcripts.

GRADING SCALE

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

PARENT-TEACHER CONFERENCES

Parent conferences are scheduled during the first quarter and third quarter of the year. However, a parent conference can be arranged at any point during the school year at the request of the parent, teacher, or administration. Parents having concerns should use the following protocol, advancing to the next step only if the concern remains unresolved.

1. Contact Teacher
2. Contact Counselor
3. Contact Principal
4. Contact Superintendent
5. Contact Board of Education

Records of a child's academic progress are available for view by the parents. A copy of the Family Education Rights and Privacy Act, as well as Colorado School Law, is on file in the school office. These documents address certain rights related to student educational records.

FINALS

The following applies to High and Middle School Students

- ❏ At the end of each quarter, students must take a mandatory final in each of their classes.
- ❏ Students may not take the quarterly finals early unless excused by the principal.
- ❏ **Students who meet the attendance and academic benchmarks* will be exempt from finals. Must be approved by the principal.**

**Benchmarks are: Students who have an "A" in all classes, a maximum of 3 excused absences, and a maximum of 1 tardy.*

ACADEMIC HONORS - IKD-R

Students will be recognized for their academic achievement by being placed on one of the following honor rolls according to their grade point average:

Scholastic Honor Roll:	3.0-3.499 GPA
Principal's Honor Roll:	3.5-3.999 GPA
Superintendent's Honor Roll:	4.0-5.000 GPA

GRADUATION HONORS - IKD-R

Graduation Honors awarded to students will follow the following criteria beginning 2021:
Graduating with High Honors: Cumulative GPA of 3.75-4.00
Graduating with Highest Honors: Cumulative GPA above a 4.00

Graduation Requirements - IKF-E

In pursuit of its mission to ensure that all students reach their learning potential and are prepared for postsecondary and career opportunities, the Board of Education has established the following graduation requirements for students entering the ninth grade.

To receive a high school diploma from the district, students must meet or exceed the district's academic standards and measures required by this policy. Students with disabilities and students involved in the criminal justice system must be provided access to all graduation pathways provided by this policy and must have the opportunity to earn a high school diploma from the district.

Credit requirements by subject area shall be as follows:

● Communication Arts	4	credits
● Science	3	credits
● Mathematics	3	credits
● Social Studies	3	credits
● PE (may complete with 2 sport seasons)	1	credit
● Foreign Languages	1	credit
● Electives	11	credits
	26	**Total Credits**

In accordance with the Colorado State Board of Education, the Sierra Grande Board of Education will provide flexibility and accept the current district graduation requirements above for the class of 2023 and beyond.

College and Career Readiness - IKF-E

The Colorado State Board of Education has adopted state graduation guidelines that identify college and career readiness measures in English (Reading, Writing, and Communicating) and Math (Mathematics). The Board has selected its own measures from these state graduation guidelines. Students must complete at least one English measure and one Math measure and meet or exceed the measure's corresponding cut score or criteria to demonstrate college and career readiness in English and Math. The Board's approved measures and cut scores are outlined in this policy's accompanying exhibit.

Units of Credit Required for Graduation

Students must earn a minimum of 26 units of credit and be enrolled as a full time student to be considered eligible to receive a diploma from Sierra Grande School District. Credits must meet the following minimum requirements:

A unit of credit is defined as the amount of credit given for the successful completion of a course in which the student is enrolled. Successful completion means that the student obtained a passing grade for the course. Credit for concurrent or dual enrollment shall be awarded in accordance with policy IHCDA and IHCDA-R.

A total of 26 credits are required to earn College and Career Ready Pathway on the district approved diploma as well as the completion of one of the aforementioned state-accepted assessments in English and Math. A total of 26 credits are required to earn Career Ready Pathway on the district approved diplomas. The following courses and assigned credits for completion in each subject area have been approved by the Board of Education. The superintendent or board appointed designee will certify the completion of courses and make recommendations to the Board of Education

College & Career Ready Pathway *Required Courses	
Communication Arts/English:	4 credits
Science:	4 credits
Mathematics:	4 credits
Social Studies: American Government*	4 credits
Foreign Language:	2 credits
Health/Physical Education: Physical Education Participation in 2 HS Sports (satisfies)	1 credit
Electives:	7 credits
Capstone Project:	P/F
ICAP	P/F
(Individual Career and Achievement Plan):	P/F
Completion College Ready Total Credits	<u>26 Credits</u>

Career Ready Pathway *Required Courses	
Communication Arts/English:	4 credits
Science:	3 credits
Mathematics:	3 credits
Social Studies: American Government*	3 credits
Foreign Language:	1 credits
Health/Physical Education: Physical Education Participation in 2 HS Sports (satisfies)	1 credit
Electives:	11 credits
Capstone Project:	P/F
ICAP	P/F
(Individual Career and Achievement Plan):	P/F
Completion Career Ready Total Credits	<u>26 Credits</u>

<u>District Capstone Project</u> - IKF

Beginning School Year 2018-2019, the District Board of Education will implement the use of the Capstone Project as a means to certify graduation requirements for all future students entering high school. Students must complete the minimal Capstone requirements outlined within the Graduation Requirements Regulation IKF-R and complete credit requirements of one of the Board approved diplomas for graduation. The Board approved Capstone Project shall consist of student project based experiences that demonstrate academic and intellectual learning. All students seeking graduation and a diploma must complete the scope of the Capstone Project assigned under diploma qualifications and board approved regulations. The Capstone Project will include a student portfolio as a record of completion. Starting with the graduating class of 2026, seniors will have to present their capstone projects to the school in order to graduate. The superintendent or board approved designee will ensure that board approved regulations concerning Capstone Projects are followed.

<u>Concurrent Classes</u> - IKF

The Board of Education encourages students to participate in advanced classes as a means to further their success in higher education. Advanced classes are considered to be either concurrent or AP classes of 100 level or higher. Students completing a 100 level course or higher with a grade sufficient under policy will receive a weighted score for that class on their student transcript. In addition, weighted scores will be granted for students who transfer to Sierra Grande if such scores meet the criteria established in exhibit IKA-E. The Board of Education has approved a weight of 1.0 to be added to the

student transcript and GPA average as reflected under policy exhibit IKA-E. Weighted grades will be added and used in determining the student's total GPA average and academic honors awarded.

Credit from Other Institutions and Home-Based Programs

Students entering from outside the district must meet the district's course requirements. The principal or principal's designee must determine whether credit toward course requirements will be granted for courses taken outside the district.

In accordance with applicable state law, college courses completed pursuant to the student's participation in a "dropout recovery program" must count as credit toward completion of the district's credit requirements.

Early Graduation - IKF

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 are ready for postsecondary education or other opportunities prior to completing four years of high school. Therefore, the superintendent or designee may grant permission to students wishing to graduate early, provided the student has met all district graduation requirements in accordance with this policy and its accompanying exhibit.

Adopted: 01/05/1983
Revised:11/09/1988,11/12/1991,2/11/1993,7/12/1996,2/08/2017,12/14/2020, 2-23-22
Revised: 02/26/2025

Chart of approved measures and cut scores for graduation: IKF-E

In pursuit of its mission to ensure that all students reach their learning potential and are prepared for postsecondary and career opportunities, the Board of Education has established the following graduation requirements for students entering the ninth grade in the 2017-2018 School Year and each ninth-grade class thereafter.

State and district content standards

All students must meet or exceed state and district academic content standards prior to becoming eligible to graduate or complete the requirements and goals listed on a student's Individualized Education Plan (IEP), which may include modified academic content standards.

Graduation from high school is a culminating event that results from the foundations built at the elementary and middle levels. Graduation is a collaborative effort among levels in a student's public school career. Each level of school and each staff member or parent/guardian who instructs or counsels a student shares responsibility for the ultimate ability of that student to demonstrate proficiency in the content standards and to meet the expectations for graduation.

Beginning the School Year 2017-2018 students in grade nine are subject to pathways for graduation that include the pursuit of either a college and career ready diploma or a comprehensive diploma signifying their achievement in course work attained while a student at Sierra Grande High School.

While all students are eligible to participate in course work that aligns with the completion and attainment of a college and career ready diploma, the Board of education has approved units of credit and criteria established to attain a comprehensive diploma for students choosing to complete the obligated course requirements therein.

College and career readiness

The Colorado State Board of Education has adopted state graduation guidelines that identify college and career readiness measures in English and Mathematics. The Sierra Grande Board of Education has selected measures from the state graduation guidelines to prove college and career readiness. The following assessments in the areas of English and Mathematics have been approved and adopted by the Board of Education for the use of determining eligibility to receive a College and Career Ready Diploma.

English

Students must complete at least one of the following measures and meet or exceed the measure's corresponding cut score or criteria to demonstrate college and career readiness in English.

Measure	Cut Score/Criteria – Reading, Writing, Communicating	Cut Score/Criteria – Mathematics
Classic Accuplacer assessment	Score of at least 62 on Reading Comprehension or 70 on sentence skills	Score of at least 61 on Elementary Algebra
Next Generation Accuplacer	Score of 241 on Reading or 236 on Writing	Score of 255 on Arithmetic (AR) or 230 on Quantitative Reasoning, Algebra and Statistics (QAS)
ACT assessment	Score of at least 18 on ACT English	Score of at least 19 on ACT Math
ACT WorkKeys assessment	Score of at least 3 (Bronze level)	Score of at least 3 (Bronze level)
Advanced Placement (AP) exam	Score of at least 2	Score of at least 2
Armed Services Vocational Aptitude Battery (ASVAB)	Score of at least 31 on the AFQT	Score of at least 31 on the AFQT
International Baccalaureate (IB) exam	Score of 4	Score of 4
SAT assessment	Score of at least 470 on Reading/Writing & Language	Score of at least 480 on Math
Collaboratively-developed, standards-based performance assessment, as identified by the Board and approved by the state.	State-wide scoring criteria	State-wide scoring criteria

Concurrent enrollment course, as approved by the district and included in the student's academic plan of study or Individualized Career and Academic Plan (ICAP)	Grade of at least a 70%	Grade of at least a 70%
Industry certificate	Receipt of the industry certificate and approval by the district-designated team	Receipt of the industry certificate and approval by the district-designated team
District capstone project	Completion of the district capstone project and approval by the district-designated team	Completion of the district capstone project and approval by the district-designated team

Math

Students must complete at least one of the following measures and meet the measure's corresponding cut score or criteria to demonstrate college and career readiness in Math.

Measure	Cut Score/Criteria – Reading, Writing, Communicating	Cut Score/Criteria – Mathematics
Classic Accuplacer assessment	Score of at least 62 on Reading Comprehension or 70 on sentence skills	Score of at least 61 on Elementary Algebra
Next Generation Accuplacer	Score of 241 on Reading or 236 on Writing	Score of 255 on Arithmetic (AR) or 230 on Quantitative Reasoning, Algebra and Statistics (QAS)
ACT assessment	Score of at least 18 on ACT English	Score of at least 19 on ACT Math
ACT WorkKeys assessment	Score of at least 3 (Bronze level)	Score of at least 3 (Bronze level)
Advanced Placement (AP) exam	Score of at least 2	Score of at least 2
Armed Services Vocational Aptitude Battery (ASVAB)	Score of at least 31 on the AFQT	Score of at least 31 on the AFQT
International Baccalaureate (IB) exam	Score of 4	Score of 4
SAT assessment	Score of at least 470 on Reading/Writing & Language	Score of at least 480 on Math
Collaboratively-developed, standards-based performance assessment, as identified by the Board and approved by the state.	State-wide scoring criteria	State-wide scoring criteria
Concurrent enrollment course, as approved by the district and included in the	Grade of at least a 70%	Grade of at least a 70%

student's academic plan of study or Individualized Career and Academic Plan (ICAP)		
Industry certificate	Receipt of the industry certificate and approval by the district-designated team	Receipt of the industry certificate and approval by the district-designated team
District capstone project	Completion of the district capstone project and approval by the district-designated team	Completion of the district capstone project and approval by the district-designated team

School district diploma criteria

The Board of Education has approved the following courses and credit criteria for certification of a College and Career Ready or Comprehensive Ready Diploma. The superintendent or board-appointed designee will ensure that board policies concerning district diplomas are adopted and followed. Subject area and class changes will be approved and adopted by the Board of Education as a change to district policy.

A total of 26 credits and the completion of one of the aforementioned state-accepted assessments in English and Mathematics are required to earn College and Career Ready Diploma. A total of 26 credits are required to earn a Comprehensive Ready Diploma. The Board of Education has approved the following courses and assigned credits for completion in each subject area. The superintendent or board-appointed designee will certify the completion of courses and make status recommendations to the Board of Education.

ATHLETICS AND EXTRACURRICULAR ACTIVITIES

LEAGUE INFORMATION

Sierra Grande High School is a member of the Southern Peaks Athletic League and 8-man league B conference for football only. Member schools include Sierra Grande, Mountain Valley/Moffat, Creede, Lake City, Antonito, Center, Crested Butte, Del Norte, Sanford, Sangre de Cristo, Sargent, Igancio, Buena Vista, Trinidad, and Centennial.

SPORTS

Sports in which students may participate include football, wrestling, basketball, volleyball, track, cross country, baseball, and cheerleading. Students must attend practice no later than one week after the designated start of the sport season as set by CHSAA to be eligible to participate in the sanctioned sport. Students transferring into the district from another school after the designated CHSAA start date are not subject to this rule. They will have one week to determine whether they would like to participate. Students transferring from another school will not be able to participate in the CHSAA sanctioned sport if the transfer is three weeks after the CHSAA start date.

ACTIVITIES

Extra-Curricular clubs include National Honor Society, Student Council, Art Club, Spanish Club, Folklorico, FBLA, FCCLA, Knowledge Bowl, Drama, and Skiing, Band, Esports. Other extra-curricular activities (dances, parties, field trips, etc.) may be available to students throughout the school year. Activities are subject to these participation guidelines, including eligibility.

ELIGIBILITY

Participation in extracurricular activities as a part of an educational program is a privilege, not a right. The eligibility status of all students participating in an extracurricular club, organization, field trip, or sport will be determined by the Activities Director each Tuesday morning. A student shall be eligible to represent Sierra Grande High School if the student meets the following requirements:

A. The student is a bona fide member of the school.
B. In the judgment of the principal, he/she is a representative of the school's ideals in matters of social conduct and sportsmanship.
C. The student is enrolled full time (high school only)
D. The student has tested negative on the random urinalysis program
E. The student is academically eligible as outlined below:
F. Eligibility will be handled according to CHSAA and Sierra Grande Policy.
G. If a student is ineligible three times during a season (or during a year for club activities), the student will be removed from the team or club.
H. Eligibility will be taken at 8:00 a.m. on Tuesday.
I. The eligibility week runs from Wednesday-Tuesday.

Academic Eligibility Requirements - students will be ineligible for the week for any one of the following:

I. Student received an "F" in any class
II. Student received a "D" in three or more classes
III. Student received a "D" four consecutive weeks in the same class

Ineligible students:

I. Are expected to contact the teacher and develop a plan to improve their grade.
II. Are expected to attend Tutoring
III. Are expected to attend all practices
IV. Students with an F must meet Tutoring requirements before they can attend practice. Students **must bring a note** from the teacher stating that they attended.
V. Coaches will be notified and may require proof of an action plan to improve student grades.
VI. Will not be allowed to participate in games, scrimmages, or competitions during period ineligibility.
VII. Will not be allowed to travel with their team to games
VIII. Will not be allowed to participate in field trips or other extracurricular activities during period ineligibility.
IX. Any student whose specific educational plan states that academic modifications may be necessary for that student to pass general coursework will be allowed to have a D for an extended time and still remain eligible. Student educational plans are specific, therefore in such instances, eligibility will be reviewed on a case-by-case basis in accordance with the modifications of the specific plan for those students.
X. A Student may be ruled ineligible as a function of a disciplinary referral as well.

Notes on eligibility:

*Should a field trip, event, or activity be part of the student's grade for any class, the teacher will provide an alternative assignment for the student to complete.

**Behavioral Consequences, including but not limited to in-school detention and out-of-school suspension, will take precedence over extra-curricular and athletic events and/or practices. If a student is assigned to a disciplinary consequence, he/she will not be allowed to attend any extra-curricular or athletic event that conflicts with the fulfillment of that consequence.

EXTRACURRICULAR CONTRACT

All extra-curricular participants and their parents/guardians must sign an extracurricular/athletic contract, confirming agreement with these expectations before the student will be allowed to participate in any extracurricular/athletic activity, including meetings and practices.

PHYSICALS

All student-athletes are required to take physical exams before their first practice session. Exams are required each year. Parents and students are responsible for scheduling physical exams.

RANDOM URINALYSIS TESTING PROGRAM - JJIEA-R

All students in Middle School and High School participating in ANY extra-curricular activity or program will be required to submit to random urinalysis testing based on a random selection on the day of testing. The extra-curricular contract covers more specific particulars regarding this process. This contract will be reviewed with students and parents at a meeting hosted by the Activities Director before participation in extracurricular activities.

COUNSELING PROGRAM / SERVICES

The counseling program is designed to help students as they develop. All students, teachers, and parents have access to counseling services. A student or parent may request a private conference by contacting the school guidance counselor and scheduling an appointment in advance (except in cases of emergency). A student or parent may also participate in counseling services from Mental Health Services. Some concerns that can be addressed in the counseling office include forming and maintaining friendships, exploring careers, conflict management, and drug/alcohol addiction. Students cannot be tardy or miss class to meet with the counselor unless a previous appointment has been scheduled.

ATTENDANCE

Student success in school is directly related to regular attendance. Frequent absences can lead to poor academic work and a lack of social development. Excessive absences seriously disrupt the continuity in the learning process and social adaptation of students. In most situations, the school experience and work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades and develop habits that adequately prepare them for further learning at college or in the workforce.

When families are aware ahead of time that a student will be absent from school, a pre-arranged absence form must be turned in to the principal for approval. This form must first be filled out and signed by the parent, then by the student's teachers (with assignments that will be missed noted), and finally by the principal. This form must be turned in to the office by 4:00 p.m. before the date of absence. Students or their parents may pick up Absence forms in the district office. It is highly encouraged for students who miss school to attend after-school tutoring immediately following their absence.

EXCUSED ABSENCES

Parental calls or notification of an excused absence(s) must occur within twenty-four hours of the absence. The following reasons are the ONLY reasons for which a student may be excused from school:

1. **Illness**—Parents may excuse their children by sending a written excuse or telephoning the school. If the child is absent for more than three days, a doctor's note or a parent call-back to the Attendance Officer explaining the extenuating circumstances will be required to admit the student back into school. This will be reviewed on a case-by-case basis. If a student becomes ill at school, it is the responsibility of the parent/guardian to provide transportation home.
2. **Educational Experience**—a parent may request an excuse for educational experience and/or travel.
3. **Emergencies**—Parents may call the Principal or the District Attendance Officer to request that an emergency absence be excused.
4. **Suspension/Expulsion**—suspension, expulsion, any form of denied admission
5. **Court Order**—when a student is in the custody of court or law enforcement authorities, a note from these authorities will be accepted to excuse the student.
6. **Bereavement**—students may be excused in the event of the death of an immediate family member. Immediate family members include parents, siblings, grandparents, and parents' siblings.

UNEXCUSED ABSENCES

If a student's absence (or tardiness to school) does not fall under the above guidelines, the absence will be recorded as unexcused, or if the student leaves a class or school without permission of the teacher or administrator in charge, the student shall be considered truant. Unexcused absences are not allowed and will be issued for all other absences not covered in the Excused Absences section. Some examples of Unexcused Absences include, but are not limited to: helping at home, shopping, haircuts, vacations, missing the bus, car problems, truancy, babysitting, etc. For purposes of Colorado law, a student who is absent without an excuse for more than half the school day (four or more periods) will be considered truant and will be subject to the consequences listed for unexcused absences.

In addition to this school policy, Colorado law CRS 22-33-107 (5) (a) does not permit more than four (4) days of unexcused absences in one month or more than ten (10) days of unexcused absences in one year. Any child between the ages of six years as of August 1 in the current year and under 17 years who violates these limits will be considered "habitually truant." In accordance with this statute, the school district may begin court proceedings when these limits are reached.

If a student is too ill to come to school, the student is too ill to attend any scheduled practices or school events. If a student is not present the day of or the day before the weekend activity, without prior consent or a medical excuse, that student may not attend that school activity. If a student leaves school due to illness, the student may not return for practice or any scheduled event or activity. Sponsors of the activity will be notified of the student's leaving.

SCHOOL ACTIVITIES

An absence due to a school-sponsored activity during school time will be counted as an excused school function. However, since participation in a school activity is a privilege, a student who will be missing classwork for such activities must arrange for all make-up work. Any assignments given before a scheduled event are due before a student leaves that day for the activity and any work turned in the next day will be considered late and the grade will reflect being late.

CONSEQUENCES FOR POOR ATTENDANCE

Any student who accumulates ten absences (excused, unexcused, or any combination thereof) in any class in one semester will receive an automatic deduction of 10% academic points to the cumulative grade for that class. This essentially means that the letter grade will be lowered by one full letter grade. The district attendance officer shall send a written warning to the parent or guardian when the student accumulates five absences in any class. A written notice of loss of academic points will be sent to the parent or guardian immediately upon the 10th absence. The parent or guardian will have ten calendar days upon receiving the notice to appeal the grade percentage reduction in the classes missed. See the appeals process below.
If a student continues to accumulate absences, the grade reduction will be as follows:
10 absences = 10% reduction to final grade
15 absences = 15% reduction to final grade
20 absences = 20% reduction to final grade

*This does not include absences due to attendance of school-sponsored functions.

Appeal process

Students/Parents have the right to appeal the grade reduction to the Superintendent. However, appeals must be in writing, with attached evidence showing just cause for the absences, and filed in the district office within ten (10) working days after receiving notice of final grade percentage reduction from the Superintendent.

The Superintendent will review all appeals and notify the student/parent within (30) working days whether a request for a waiver to the policy has been granted. If the student/parent does not submit an appeal to the Superintendent, then the grades will be final. The school district will no longer contact the student/parent concerning the matter. Students/Parents who have filed an appeal may appeal the Superintendent's final decision to the Board of Education within (10) working days after receiving notice.

Should an appeal be made to the Board of Education, parents will be notified in writing of the final decision concerning the appeal and grade reductions within thirty (30) working days of receiving the appeal. All decisions of the Board of Education concerning the matter are final.

INCENTIVES FOR GOOD ATTENDANCE

The principal will establish goals and incentives for students that reward good attendance and will notify students of the goals and incentives/rewards at the beginning of the school year.

TARDINESS

Definition of Tardy: entering the classroom after the bell has rung without a tardy slip from the main office or a note from the teacher of the previous period excusing the tardy.

Tardiness disrupts the learning process for all the children in a classroom, including the tardy student. The consequences for tardiness shall be as follows:

- **More than 2 tardies in one quarter will result in Lunch Detention. After serving detention the tardy count will start over for lunch detention. If a student reaches 9 tardies in a quarter they will receive a one day in school detention (ISD regulation will apply).**
- Tardy students will be required to go to the main office to get a tardy pass
- **Unexcused Tardy students will not be allowed to make up bell ringer assignments.**

MISSING ASSIGNMENTS:

It is the student's responsibility to arrange for make-up work when he/she misses class. Students will have one day for each day of an excused absence to make up work. Any work turned in after the due date will be subject to a deduction of the total points and percentage awarded for completing the assignment. It is the responsibility of the student to speak with the teacher concerning missing assignments and the teacher's responsibility to establish guidelines beforehand concerning missing assignments in their classroom.

Make-up work

It is the student's responsibility to arrange for make-up work when he/she misses class. Students will have one day for each day of an excused absence to make up work.

Late work

Any work turned in after the due date will be subject to a deduction of the total points and percentage awarded for completing the assignment. It is the responsibility of the student to speak with the teacher concerning missing assignments and the teacher's responsibility to establish guidelines beforehand concerning missing assignments in their classroom.

GENERAL INFORMATION

ENROLLMENT/REGISTRATION:

The following forms must be completed in full for enrollment:

- ❏ School Enrollment Form, Birth Certificate, Social Security,
- ❏ Home Language Survey Form,
- ❏ Immunization Records and Health, Medical, Emergency Form.
- ❏ Any student participating in any extra-curricular activity, including dances must have on record a signed extra-curricular contract.
- ❏ Students must submit an up-to-date certificate of immunization or a valid exemption for health, religious, personal, or other reasons as provided by law.

Students who do not submit these items will be suspended or expelled from school according to School Board Regulation JLCB-R.

SCHOOL SUPPLIES

Teachers will provide a list of school supplies for each class. Each student should come to school with the necessary school supplies. Each student is responsible for getting bags, homework, books, instruments, writing utensils, art supplies, etc. to school as needed. The office and teachers will not allow students to call home for parents to bring in the necessary supplies. Students will not be allowed to go to the office during class time to pick up supplies that parents have left there. If the school and parents work together, students will learn to be responsible.

EMERGENCY FORM - JLCE-E

Each student of Sierra Grande Middle/High School must have an updated emergency form on file. The school must always be informed of a work or emergency telephone or emergency number in the event a student becomes ill or is injured at school and requires the presence of their parent or guardian.

A student whose parent/guardian cannot be reached in case of an emergency, involving injury or illness, will be taken to an emergency room. The doctor on call will be used for emergency treatment. If necessary, an ambulance will be called to transport the injured or sick student. The parent or guardian will be responsible for all medical bills, including the doctor, hospital, or ambulance. Please remember to notify the school of any change of address or telephone number.

SCHOOL DAY AND BELL SCHEDULE:

Sierra Grande Middle/High School is in Session from 7:45 a.m. to 4:00p.m Monday through Thursday.

BELL SCHEDULE	Middle School	High School
Period 1	7:45 am-8:54 am	7:45 am-8:54 am
Period 2	8:59 am-9:59 am	8:59 am-10:08 am
Period 3	10:04 am- 11:04 am	10:13 am-11:22 am
Period 4	11:09 am-12:10 pm	11:27 am-12:35 pm
Lunch	12:10 pm-12:35 pm	12:35 pm-1:00 pm
Period 5	12:35 pm-2:00 pm	1:04 pm-2:00 pm
Period 6	2:04 pm-3:00 pm	2:04 pm-3:00 pm
Period 7	3:04 pm-4:00 pm	3:04 pm-4:00 pm

OTHER IMPORTANT INFORMATION

ARTICLES PROHIBITED IN CLASSROOMS

Problems can arise because some students bring articles to school which are hazardous to the safety of others or interfere in some way with school procedure. Such items include, but are not limited to unapproved electronic devices, curling irons, matches, lighters, balloons, etc. Please keep these items at home unless requested by a teacher Since these items should not be on campus, the school will not be held responsible if they are lost or stolen. Should these items appear in the classrooms without permission of the teacher or at assemblies, teachers will confiscate them and give them to the principal. Students will have to contact the principal to arrange to have the items returned. If there is a second offense to the guideline for the same reason, the item will not be returned until there is a parent meeting with the principal. See Telephones & Electronic Devices for outlined consequences of the misuse of cell phones and other electronic devices.

Students are only allowed to bring backpacks to school. Once at school students will have to place their backpack in their locker and will only be allowed to use it again after school is over. This is for safety purposes.

TELEPHONES & ELECTRONIC DEVICES - JICJ

Cell phones

Cell phones may not be used by students during class time. Class time begins when a student has entered the room before instruction and ends when the student has left the room after class. Teachers or staff that see unauthorized use of cell phones will confiscate the cell phone, and turn it in to the Dean of Students. Failure to follow the rules listed below will result in consequences as listed under CONSEQUENCES.

1. Middle school students may not have their phone in the classroom.
2. High school students may have them on their person, but may not use them in the classroom (exceptions may be granted by teachers for academic purposes).

Other electronic devices

Other electronic devices used to play music, text, or navigate the internet are also prohibited in the classroom unless the tool is being used for instruction and/or research. Teachers or staff that see unauthorized use of other electronic devices will confiscate said device, and turn it into the principal. All electronic devices will be confiscated during state and district assessments. (This does not apply to Chromebooks for online testing)

Consequences

Failure to comply with any of the rules outlined above will result in the following consequences.

1st Offense: Warning
2nd Offense: 1 day in-school detention
3rd Offense: 2 days in-school detention
4th Offense: 3 days in-school detention
5th Offense: Phone must be checked in to the office

CHEATING

Whenever a student is caught cheating, the teacher shall: collect the student's work, mark a zero for the work or notify the appropriate teacher of the incident, and notify the In-School Detention Officer.

Sierra Grande School District R-30 Artificial Intelligence (AI) Use Policy for Schoolwork

Based on Colorado Department of Education (CDE) Recommendations
Effective Date: 6/13/25
Approved By: Principal/Superintendent
Review Cycle: Annual

Purpose

This policy guides the responsible, ethical, and effective use of artificial intelligence (AI) tools by students and staff for academic purposes. It is grounded in Colorado's AI Roadmap for K–12 Education and aims to foster innovation, protect student privacy, ensure equitable access, and promote academic integrity.

Definitions

- AI Tools: Software that uses algorithms or machine learning to perform tasks such as content generation (e.g., ChatGPT), tutoring (e.g., Khan Migo), or productivity enhancement (e.g., Grammarly).
- Schoolwork: Any assignment, project, assessment, or activity submitted for academic credit or feedback.

Acceptable Uses

- Students may use AI tools for:
- Brainstorming ideas or planning outlines (with teacher approval)
- Practicing academic skills using AI-powered tutors
- Summarizing or paraphrasing content for understanding
- Supporting individualized learning or special education plans (e.g., IEP/504 accommodations)

Prohibited Uses

- Students may not use AI tools to:
- Plagiarize or submit AI-generated responses as their own work
- Bypass learning objectives (e.g., generating an entire essay, solving homework without understanding)
- Share personal, sensitive, or identifiable information with AI platforms
- Use tools that are not district-approved or violate privacy policies (e.g., unvetted third-party apps)

Transparency and Attribution

- Students must clearly disclose when AI tools are used (e.g., “Used ChatGPT to brainstorm outline”)
- Teachers will provide guidelines for when and how AI is allowed for each assignment.
- Misuse or nondisclosure may be considered academic dishonesty.

Equity and Access

- All students should have equal access to approved AI tools.
- The school will provide necessary resources and training for students and families.
- Supports will be available for English language learners, students with disabilities, and those in rural or underserved communities.

Teacher Guidance

- Teachers are encouraged to model ethical AI use and design AI-compatible assignments.
- Lesson plans and AI applications should align with CDE standards.
- Teachers may use tools like Magic School AI or School AI to assist with instruction and feedback.

Data Privacy and Safety

- Only district-approved AI tools that meet FERPA and COPPA requirements may be used.
- Students may not create accounts or input personal data into AI tools without parental consent and district approval.

Ongoing Learning and Revisions

- This policy will be reviewed annually. As AI tools evolve, teachers, students, and families will be in

Reporting Misuse
- Suspected misuse of AI should be reported to a teacher or school administrator
- Disciplinary actions will follow existing academic honesty procedures.

Approved Tools (as of 8/13/25):
- Magic School AI
- School AI
- Grammarly (school-provided version)
- ChatGPT (only with educator supervision)
- Any AI tool requiring personal login without district approval

ASSEMBLIES

Students' behavior should be courteous at school assemblies. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable behavior will not be tolerated.

BUS REGULATIONS

Bus service is available to all students residing within the school district. Students are expected to behave in an orderly manner at all times. The bus driver will go over the bus rules with students each year. Rules are to be followed for the safety of everyone on board the bus. Bus drivers will write disciplinary referrals for students who do not comply with these rules. The bus driver will contact the parents on the first and second referrals. It is the responsibility of the bus driver to notify the Transportation Director, who will notify the Principal when a student has violated the established rules of conduct.

Drivers will make routine inspections of the bus after each route and activity trip. Students who damage or deface any bus or any equipment on any bus shall be liable for such damage. If a student is found to have damaged the bus, full restitution will be expected.

Rules for Student Conduct on School Busses - JICC-R

Bus service is provided for all students. Students are expected to behave in an orderly manner at all times. The bus driver will go over bus rules with students each year. Rules are to be followed for the safety of everyone on board the bus. Bus drivers will write up students who do not follow the rules. To safeguard the well being of school bus passengers and drivers, the following rules shall be observed by all students on district buses:

1. The driver is in full charge of the bus and passengers.

2. At the driver's discretion, the passengers may be assigned a seat and held responsible for that seat.

3. Passengers must be absolutely quiet while the bus is stopped at a railroad crossing.

4. Passengers will board and leave the bus in an orderly manner and remain seated while the bus is in motion.

5. Passengers will not extend arms, legs, or head or the bus windows at any time.

6. Passengers will avoid unnecessary conversation with the driver and will keep conversations with other passengers at a low level with no shouting, screaming or loud voices.

7. Passengers must be on time, as the driver cannot wait for those who are tardy. If the passenger is in view of the bus driver, the driver must wait for the student to board the bus. If a passenger is persistently tardy, they will receive a written reprimand from the driver.

8. Students will not be allowed to cross the street, on a double yellow lined road, after exiting the bus.

9. Passengers will be responsible for damage or littering of the bus and will be responsible for the repair and/or clean-up.

10. Passengers will not sit or have their legs in the aisle of the bus.

11. Passengers will follow the same Code of Conduct on the bus that is expected on school property and on school events.

12. Passengers will not exit from the windows or emergency doors unless an emergency exists.

13. Passengers will not board or leave the bus at a stop other than their own without a written request from the parent(s)/guardian, approved by the office and presented to the bus driver.

14. Passengers who do not have a parent/guardian present at the bus stop when buses arrive after school will be transported to the community center where it shall be the responsibility of the parent/guardian to pick their child up.

15. Passengers will cross 10 feet or more in front of the bus while crossing the roadway while loading and unloading is taking place.

- **1st referral:** Bus Driver will contact Parents
- **2nd referral:** Bus Driver will inform the transportation director, who will contact parents
- **3rd referral:** Student/Principal/Transportation Director/Bus Driver / Parents Conference with bus behavior plan being written.
- **4th referral:** Student failure to follow a behavior plan results in loss of privilege of riding the bus. This may include loss of bus privileges for 1 week, one month, one quarter, one semester or one year depending on the frequency of misconduct and severity of the circumstances.

Students will ride the same bus to and from school each day. Parents may request that a student ride a different bus for a day by calling or sending a note to the school secretary by 3:00p.m.

Bus students should go immediately to the busses as soon as they are dismissed from class at the end of the day. Buses depart at 4:05 p.m.

Students must ride buses to extracurricular activities, but parents have the option of taking their children home with them at the end of the activity. Parents must inform the teacher or sponsor in writing ahead of time if they intend to do this.

Students who are returning home from a school sponsored event by bus must return to the school for pickup. The only exception to this may be a drop at the Loaf and Jug in Alamosa. Students will not be driven to their private homes under any circumstances.

STUDENT PICK-UP PROCEDURES

When picking up your child after school, please DO NOT PARK IN FRONT OF THE SCHOOL. The buses will be loading in front, and children should not be walking between the buses, or have to navigate around vehicles, to reach the buses.

EARLY STUDENT DISMISSALS

If a student needs to leave before 4:00 p.m., the parent or legal guardian must either personally check the student out at the front office or call the school office and notify the attendance officer of the early dismissal. Please contact the office as early as possible. The student will then be notified and must check out at the school office. If the student fails to check out at the front office, disciplinary action will occur.

EARLY RELEASE DAYS

There are several days on the school calendar in which students will be dismissed early. Please refer to the 2026-2027 School Calendar. On these dates, buses will run five minutes after the scheduled early release.

CAFETERIA AND SCHOOL MEALS:

Every year it is mandatory that each student's parents complete an NSLP Lunch Application regardless of their income status. However, it will not be necessary this year; instead, a "Family Economic Data Survey" will be required, one per household. See public release:

PUBLIC RELEASE SY 2026-2027 Community Eligibility Provision Program
Sierra Grande School District is participating in a Universal Breakfast and Lunch Program for the current school year 2026-2027. If your children attend any of the schools listed, breakfast/lunch will be available to them at no charge. All students enrolled at this school may participate in the breakfast/lunch program at no charge to them.
Studies have shown that children who are not hungry perform better in school. By providing breakfast/lunch to all children at no charge, we are hoping to create a better learning environment for our students.
The school breakfast and lunch that we serve follow U.S. Department of Agriculture guidelines for healthy school meals. The Universal Meals Program cannot succeed without your support; please encourage your children to participate in school meal programs.
All meals will be served to all students at no charge regardless of the eligibility status.

Non-discrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity

conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:(1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;(2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

SIERRA GRANDE SCHOOL WELLNESS POLICY - ADF

Federal Law requires that all school districts receiving federal funding for child nutrition programs adopt a policy on school wellness. Sierra Grande School District pursuant to federal law has developed policies that will support the total learning environment.

The Board promotes healthy schools by supporting student wellness, including good nutrition and regular physical activity as part of the total learning environment. Schools contribute to the basic health status of students by facilitating learning through the support and promotion of good nutrition and physical activity. Improved health optimizes student performance potential and educational success, as children who eat well-balanced meals and are physically active are more likely to be engaged and learn in the classroom and less likely to be absent.

Goals

To further the Board's beliefs stated above, the Board adopts the following goals:

Goal #1. The district will provide a comprehensive learning environment to promote the development and practice of lifelong wellness behaviors.

The entire school environment, not just the classroom, will be aligned with healthy school goals to positively influence a student's understanding, beliefs and habits as they relate to comprehensive wellness, including good nutrition and regular physical activity. Such learning environments will teach students to use appropriate resources and tools to make informed and educated decisions about lifelong healthy eating habits and beneficial physical activity, in accordance with the district's academic standards for comprehensive health education and physical education.

Goal #2. The district will implement and promote nutrition education and proper dietary habits contributing to students' health status and academic performance.

Nutrition education will be in accordance with the district's academic standards for comprehensive health education. All foods and beverages sold or provided to students on the school campus during the school day shall meet or exceed the district's nutrition standards. All schools participating in the National School Lunch and/or School Breakfast Programs shall comply with state and federal rules or regulations regarding school meals, competitive food service and the Smart Snacks in School nutrition standards.

Goal #3. The district will promote healthy nutrition choices to create and encourage a healthy learning environment.

In accordance with applicable federal law, schools participating in the National School Lunch and/or Breakfast Programs shall comply with the Smart Snacks in School nutrition standards in the marketing of any foods or beverages sold to students during the school day.

Goal #4. The district will provide daily opportunities for students to engage in physical activity.

Physical activity will be included in a school's daily education program from grades pre-kindergarten through 12. Physical activity includes regular instructional physical education, in accordance with the district's academic standards for physical education, and opportunities throughout the school day, such as exercise programs, fitness breaks, recess, field trips that include physical activity and classroom activities that include physical activity.

Because of this policy, and with the intent of helping your children practice healthy eating habits while at school, we will maintain and promote the adoption of rules regarding food and drink that is brought from home to school. This will include but not be limited to the following:

- Healthy snacks are encouraged during the school day. Parents are encouraged to send healthy snacks and to avoid allowing their child to bring candy, chips, sugary drinks, donuts, cake, cupcakes, cookies, gum, etc. Parents are encouraged to send healthy snacks for school parties and student birthday parties. Please feel free to send along a healthy food item (see the following list)
- The cafeteria will continue to offer a balanced diet to your children as required by USDA guidelines.
- Students are encouraged to drink only water in the school building.

Healthy Food Ideas

You will find here a list of suggestions for healthy foods that will be welcome for a snack. Use the guideline of low fat, low sugar, or whole-grain if you are considering other items not listed.
Please send only whole grain, low fat, or low sugar snacks or party foods. Such as Dried or fresh fruit or fruit cups, Fresh vegetables, Cheese, Whole grain crackers, Plain popcorn (not buttered), Granola bar, cereal bars, Breakfast bars, Applesauce, Graham Crackers, Yogurt, Trail mix (no candy included) Chex Mix, Non-sugar whole grain cereals, nuts and seeds, Low fat, low sugar whole grain muffins, Peanut butter, Animal crackers, 100% juice (outside only)

Health Education for Grades 6th-12th

High school students may take a health and wellness class through classes offered under physical education. Beyond the health educational opportunities offered to students in grades 9th–12th, all students in grades 6th-12th will receive 1 hr. monthly of instruction concerning physical and behavioral health, nutrition, and sex

education. A schedule of these classes will be dispersed to students and parents at the beginning of the school year.

FOOD ALLERGIES

As required by Colorado statute, the school district has adopted a food allergy policy and has established a protocol for students enrolled in the district who have food allergy conditions that require a meal modification plan while at school or school activities. You are encouraged to pick up the proper forms from the Food Service Director to establish a plan with the district office, school nurse, and food service director for meal modifications if applicable. This plan must be updated on an annual basis.

DRESS CODE - JICA

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 must 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 will be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. In this case, there will be no further penalty.

If the student cannot promptly obtain appropriate clothing, on the first offense, the student will be given a written warning and an administrator will notify the student's parents/guardians. On the second offense, the student will remain in the administrative office for the day and do schoolwork and a conference with parents/guardians will be held. Classes missed as a result of the second offense are considered unexcused. 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 not acceptable in school buildings, on school grounds, or at school activities:

1. All shorts, dresses, skirts, and similar clothing must be of an appropriate length (mid-thigh) to ensure private areas are fully covered at all times, whether standing, sitting, or bending.
2. Sunglasses and/or hats worn inside the building (unless approved days by administration)
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 chest.
4. Tank tops or other similar clothing with straps narrower than 1.5 inches in width

5. Any inappropriate or disruptive clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:

    - Refer to drugs, tobacco, alcohol, or weapons
    - Are of a sexual nature
    - By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
    - Are obscene, profane, vulgar, lewd, or legally libelous
    - Threaten the safety or welfare of any person
    - Promote any activity prohibited by the student code of conduct
    - Otherwise disrupt the teaching-learning process

Graduation Adornments

Graduating students are expected to wear the attire customarily worn for the graduation ceremony at their school, with the specific exceptions outlined below.

A student may adorn the cap, gown, or stole customarily worn at their school with traditional objects of tribal regalia and/or objects of cultural or religious significance. Adornments are something worn in addition to, but not replacing, graduation attire, and are not limited to decorating graduation caps. Tribal regalia or objects of cultural or religious significance means formal attire used in recognized practices and traditions of a certain group of people. Adornments cannot include any alphabetical letters other than the student's name or numerals other than the graduating class (e.g. Class of 2022). Other written statements, phrases, or slogans are not permitted.

Students may be required to request permission to wear an adornment in advance, and the district reserves the right to prohibit any adornments that are obscene, defamatory, fraudulent, profane, threatening, inappropriate, or disruptive or violate the dress code in any other manner. If it is determined that the adornment would cause a substantial disruption based on reliable evidence, the student's request may be denied. Students who wear adornments that have not been approved may be required to remove the adornment if the adornment is substantially disruptive.

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.

Revised: 04/09/2025

All students are expected to meet the dress code. The consequences of not following the Student Dress Code are outlined below.

- 1st Offense: The student will be warned, their parents called, and the district will provide appropriate clothing for the rest of the day.

- 2nd Offense: Parents notified, student sent home, and receives unexcused absence for class(s) they miss.
- 3rd Offense: Parents will be notified, and the student will receive one (1) day of in-school detention.
- 4th Offense: Parents will be notified, and the student will receive three (3) days of in-school detention.

EMERGENCY DRILLS

The safety of your child is one of our greatest concerns. The school holds regular fire/emergency drills to teach pupils to respond calmly in the event of an emergency. Detailed escape plans are posted near the door of each classroom. Each class has an escape route to an outside area a safe distance from the building. In the event of a lockdown, emergency, or evacuation of the school building the Infinite Campus Parent Notification System will be used to direct parents on the situation and student pickup locations.

FIELD TRIPS - IJOA

Field trips are designed to supplement different aspects of the school curriculum and to introduce students to various resources. Parents will receive notices and students must have a signed parent permission slip for each field trip throughout the year. The teacher and/or sponsor of the field trip will disseminate and retrieve parent permission forms for field trips. Please note that all students must have an emergency phone number on file in the main office to go on a field trip. Also, students who have excessive absences, demonstrate poor citizenship, have lost their right to be transported on buses, or chronically misbehave will be denied participation on these field trips. Field trips will be subject to academic eligibility as previously outlined, and students may not go on any field trip unless they are academically eligible in all classes. Field trips will be scheduled on Fridays to the extent possible.

FLAG RESPECT - IMDB

Students will recite the Pledge of Allegiance with the classroom teacher no later than 8:10 daily. Students with a valid exemption for health, religious, nationality, personal or other reasons as provided by law can remain seated and must be respectful during the ceremony. This written exception must be on file in the school office.

HALL REGULATIONS

Any student in the hall during class must have a classroom pass and must show the pass to any school official who asks to see such. The primary function of school personnel is to make sure that nothing interferes with classroom instruction and that the educational atmosphere is conducive to learning. Any kind of disobedience toward a staff member in the hallway will be grounds for disciplinary action. Students are not allowed to share hall passes and more than one student will not be allowed in the halls with a single pass unless supervised by a teacher.

MEDICATION

The school cannot legally administer any medication to a student unless it is sent in the original prescription bottle and accompanied by the appropriate form signed by the parent and doctor. The medication form must be left in the nurse's office.

OFF-LIMITS AREAS

Students are not allowed in the following areas: boiler room, storage areas, inner offices, staff lounge/workroom, and in the food preparation/maintenance portion of the cafeteria. The residential area is strictly off-limits. All construction areas are to be considered off-limits to students.

SCHOOL CLOSING

In case of inclement weather or mechanical breakdown, school may be canceled or delayed. The school has an emergency response system called Thrillshare. This is a web-based social media messaging system (facebook, instagram, X, live feed, text message, email and voice call) which will be used to notify households of closings, early dismissals, and/or delays. It is imperative that the school have an operating telephone number in which to contact parents. If the school does not have a working number, the household will not be notified. The office will also use this system to inform parents of upcoming events. School closings or delays will be announced over the radio station KYDN-95.3 in the morning between 6 and 7 AM or as soon as a determination has been made.

STUDENT PARKING ON SCHOOL PREMISES

Students who wish to park on school grounds must have a current driver's license, proof of insurance, and Sierra Grande parking permit. Students may secure a parking permit from the facilities director with proof of current car insurance and a valid driver's license. Students will be allowed a grace period of one week from their first warning to procure the permit after which the parent, Colorado State Patrol, and Costilla County Sheriff's department will be notified. Continued violation of student parking will result in the vehicle being towed at the owner's expense. To provide a safe and secure environment, the school district must be able to identify cars parked on the school grounds. With the ongoing construction of the new school, parking information will be distributed as it becomes available.

SCHOOL INSURANCE - JLA

Students are required to have their own primary insurance if they participate in athletics.

SCHOOL PUBLICATIONS CODE

School-sponsored publications are a public forum for students as well as an educational activity through which students can gain experience in reporting, writing, editing, and understanding responsible journalism. Content of school publications should reflect all areas of student interest, including topics about which there may be dissent or controversy. The publication advisor will exercise general supervision over all activities to create a proper learning environment. The publications advisor will inform the student journalists of their responsibilities. This supervisor will also outline materials which are prohibited as well as the time, place, and manner of distribution of the publications.

SCHOOL VISITATION

Parents/guardians are encouraged to visit the school frequently and actively participate in the education of their children. We request that parents schedule parent/teacher conferences at a mutually acceptable time; however, parents are encouraged to visit classrooms to observe and/or participate in instruction. All visitors must check-in through the school office, declare their reason for coming and give 30-minute notice when planning on observing a classroom or meeting with a teacher. Visitors will receive a visitor pass, and the school secretary will notify the teacher or other school personnel that the visitor is in the building. Any person who arrives at a classroom without a visible pass will be denied admission to the classroom and asked to return to the office to obtain the pass. The teacher will notify the office of the person's presence in the building. Visitors may be asked to show passes to school staff in the halls or other areas of the building. Visitors are expected to cooperate with these requests as a means of sustaining a safe environment.

SMOKING/VAPING

Sierra Grande School District buildings, outbuildings, offices, and grounds are a tobacco-free zone. Smoking and tobacco products, lighters or matches, and vaping items are prohibited at all times anywhere on school grounds.

TEXTBOOKS

All texts are loaned to students for their use during the school year. Students are required to pay for lost or damaged books. Colorado state law indicates that any student who refuses to pay fines may not receive his/her school record, including transcripts and report cards until these fines have been paid.

CHROMEBOOKS

Students in grades 6th-12th will receive a school-issued Chromebook to be used as a learning tool. As with all electronic devices, students must follow the usage rules set in place by the district. Chromebooks will not be issued to students until the student and parent have signed the usage contract which will be issued to students on the first day of school.

Vandalism and property damage/loss

Students who destroy or vandalize school property will be required to pay for losses or damages within 30 days. If students willfully destroy school property, suspension, and subsequent expulsion, may be necessary. If a student should happen to damage something by accident, that student should report it to a staff member or the office immediately. Any athlete, band member, or member of an extracurricular activity who loses a uniform, costume, or instrument will be responsible for the replacement of the object or article. If the student is unable to pay for losses or damages, the requirement to pay for such damages/losses will be imposed on the parent/guardian. If payment is not made within 30 days, a bill will be placed on the student's permanent record and must be paid before the end of the current school year.

BEHAVIOR AND CONDUCT

Bullying Prevention and Education - JICDE

Statement of Purpose

The Board of Education supports a secure and positive school climate, conducive to teaching and learning that is free from threat, harassment, and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

Bullying and other behaviors as defined below are prohibited on district property, at district or school-sanctioned activities and events, when students are being transported in any vehicle dispatched by the district or one of its schools, or off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event.

Prohibited Behavior

- Bullying
- Retaliation against those reporting bullying and/or other behaviors prohibited by this policy
- Making knowingly false accusations of bullying behavior

Definitions

Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental, or emotional harm to another person. Bullying can occur through written, verbal, or electronically transmitted expressions (i.e., cyberbullying) or by means of a physical act or gesture. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of their academic performance, on the basis of their weight, height, or body size, or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, family composition, national origin, religion, ancestry, or the need for special education services, whether such characteristic(s) is actual or perceived.

Retaliation is an act or communication intended as retribution against an individual who reports an act of bullying. Retaliation can also include knowingly making false accusations of bullying or acting to influence the investigation of, or the response to, a report of bullying.

False Accusations of bullying are those made knowingly by an individual or group of individuals with the purpose of causing harm to another individual and which are false.

Prevention and Intervention

The superintendent will develop a comprehensive program to address bullying at all school levels, and will ensure that the program is consistently applied across all students and staff. The program will be aimed toward accomplishing the following goals:

1. To send a clear message to students, staff, parents, and community members that bullying and retaliation against a student who reports bullying will not be tolerated.
2. To train staff on an annual basis in taking proactive steps to prevent bullying from occurring, which includes but is not limited to, training on the bullying prevention and education policy, how to recognize and intervene in bullying situations, and positive school climate practices.
3. To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.
4. To initiate efforts to change the behavior of students engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate negative consequences.
5. To foster a productive partnership with parents and community members in order to help maintain a bullying-free environment across settings.
6. To support targets of bullying through a layered continuum of supports that includes, but is not limited to, individual and peer counseling.
7. To help develop peer support networks, social skills, and confidence for all students.
8. To support positive school climate efforts that clearly define, teach, and reinforce prosocial behavior. This includes intentional efforts to promote positive relationships between staff and students as well as students with other students.

9. To designate a team of persons at each school who advise the school administration on the severity and frequency of bullying. The team of persons at the school may include, but need not be limited to, school resource officers, social workers, school psychologists, health professionals, mental health professionals, members of bullying prevention or youth resiliency community organizations, counselors, teachers, administrators, parents, and students.
10. To survey students' impressions of the severity and frequency of bullying behaviors in their school.
11. To include students in the development, creation, and delivery of bullying prevention efforts as developmentally appropriate.
12. To provide character building for students that includes, but is not limited to, age-appropriate, evidence-based social and emotional learning as well as information on the recognition and prevention of bullying behaviors.

The district's comprehensive program to address bullying will incorporate provisions for adequate due processes and safeguards for students accused of bullying behaviors, in accordance with applicable law and Board policy.

Reporting

Any student who believes they have been a victim of bullying and/or other behaviors prohibited by this policy, or who has witnessed such bullying and/or other prohibited behaviors, is strongly encouraged to immediately report it to a school administrator, counselor, or teacher.

Investigating and Responding

As part of the superintendent's comprehensive program to address bullying, procedures will be developed with the goal of immediate intervention and investigation in response to reports of students engaged in bullying and/or other behaviors prohibited by this policy. Procedures will include, to the extent appropriate as determined by the investigator and designated administrator, and in accordance with applicable law and local school board policy and procedures, notification to parents/guardians of the results of bullying investigations and their right to appeal investigatory findings to the district.

Supports and Referrals

As part of the superintendent's comprehensive program to address bullying, procedures will be developed with the aim toward accomplishing the following goals:

- Initiate efforts to change the behavior of students engaged in bullying behaviors.
- Support targets of bullying in ways that avoid increasing their likelihood of discipline.
- Support witnesses of bullying.

A student who engages in any act of bullying, retaliation, and/or other behaviors prohibited by this policy is subject to appropriate disciplinary action including, but not limited, to suspension, expulsion, and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior will be taken into consideration when disciplinary decisions are made. Bullying behavior that constitutes discrimination or harassment will be subject to investigation and discipline under related

Board policies and procedures. Students targeted by bullying when such bullying behavior may constitute discrimination or harassment also have additional rights and protections under Board policies and procedures regarding discrimination and harassment.

DRUG AND ALCOHOL INVOLVEMENT BY STUDENTS - JICH-R

In accordance with the accompanying policy, the following procedures are established for addressing alcohol- or drug-related misconduct. These procedures will supplement and complement authority conferred elsewhere by Board policy and will not be deemed to limit or suspend such other authority.

Use

1. When a student is suspected of use, the person having the suspicion shall notify the principal or designee. Notification must include reasons for such suspicion (observed use, unusual behavior, etc.). The principal or designee will conduct a check of the suspected student and collect data. This action shall comply with the Board policy on investigations and searches.
2. If information is not sufficient to warrant further action, the principal or designee may have a personal conference with the student expressing awareness and concern.
3. If information warrants, the student's parent/guardian will be requested to attend a conference at school. The conference may include sharing the data collected, explaining consequences of involvement with drugs/alcohol, developing a plan of action, and offering the student's parent or guardian general information and resources related to substance abuse.
4. When necessary, emergency health and safety care will be provided and any procedural or disciplinary issues postponed until the student's immediate needs are treated.

Possession, distribution and exchange

Students who possess or are involved in any distribution or exchange of alcohol, drugs, other controlled substances or drug-containing or drug-related paraphernalia in violation of Board policy will be handled in the following manner:

1. A staff member who comes in contact with evidence and/or contraband shall notify the principal or designee as soon as possible.

2. A staff member who has reasonable cause to believe that a student possesses or is involved in any distribution or exchange of alcohol, any controlled substance or drug-containing or drug-related paraphernalia in violation of Board policy will request that the student accompany him or her to the principal or designee. If the student refuses, the staff member will notify the principal or designee as soon as possible.

3. The principal or designee will undertake investigation and search procedures in accordance with Board policy.

4. The principal or designee will place any evidence in an envelope or alternative container as necessary which will be sealed, dated and initiated by the individual who originally obtained the materials and by the principal or designee. The evidence then will be placed in the school safe or other secure location.

5. The principal or designee shall refer the student to appropriate law enforcement officials in accordance with applicable law. A mutual decision will be made as to retention of the contraband by the school or testing by the authorities.

6. If information warrants, the student's parent/guardian will be requested to attend a conference at school. The conference may include sharing the data collected, explaining consequences of involvement with drugs/alcohol, developing a plan of action, and offering the parent or guardian general information and resources related to substance abuse.

Sanctions and interventions

Students are subject to disciplinary action up to and including suspension and expulsion for any single violation of the accompanying policy. Offenses and consequences for violations of the accompanying policy shall be cumulative for three calendar years. Offenses confirmed from school prior to the student's enrollment in the district may count toward the cumulative total.

Possession, use and/or being under the influence

First offense

1. The student will be suspended from school for three days.
2. A parent conference will be held.
3. The principal or designee will attempt to develop with the student's parent/guardian and student a plan that will outline the responsibilities of the parent/guardian, the student and the school in an effort to prevent further offenses from occurring.
4. The principal or designee may recommend additional suspension and/or expulsion depending on the severity of the case.

Second offense

1. The student will be suspended from school for five days
2. The principal or designee may recommend additional suspension and/or expulsion depending on the severity of the case.

Third offense

1. The student will be suspended for 10 days and recommended for expulsion.
2. Alternatively, the expulsion may be waived and a suspension on no less than five days shall be imposed if the student agrees to complete an approved education/counseling/treatment program mutually agreed to by the student's parent/guardian and the principal or designee. The student and student's parent/guardian shall be responsible for the program's completion and its costs. Failure to provide documentation of completion of the program within the required time limits shall result in the imposition of the full expulsion period initially recommended.
3. The principal or designee may determine that the alternative to suspension is not appropriate.
4. Students who complete the approved education/counseling/treatment program shall be expelled for subsequent offenses of the Board's policy regarding student involvement with drugs and alcohol.

Purchase, sale, distribution and exchange

First offense

1. The student will be suspended for 10 days and recommended for expulsion.
2. Alternatives to expulsion may be considered by the principal or designee.

Second offense

1. The student will be suspended for 10 days and recommended for expulsion upon the second offense and all subsequent offenses within any three-year period.

TOBACCO/VAPING - FREE SCHOOLS - ADC

To promote the general health, welfare, and well-being of students and staff, smoking, chewing, or any other use of any tobacco product by staff, students, and members of the public is prohibited on all school property.

1. Possession of any tobacco product by students is also prohibited on school property.

2. For purposes of this policy, the following definitions apply:

3. “School property” means all property owned, leased, rented, or otherwise used or contracted for by a school, including but not limited to the following:
4. All indoor facilities and interior portions of any building or other structure used for students or children under the age of 21 for instruction, educational or library services, routine health care, daycare, or early childhood development services, as well as for administration, support services, maintenance, or storage. The term does not apply to buildings used primarily as residences.

5. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas, and parking areas.

6. All vehicles used by the district for transporting students, staff, visitors, or other persons.

7. At a school-sanctioned activity or event.

8. “Tobacco product” means:

9. Any product that contains nicotine or tobacco or is derived from tobacco and is intended to be ingested or inhaled by or applied to the skin of an individual, including but not limited to cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, or liquid nicotine/e-liquids.

10. Any electronic device that can be used to deliver nicotine to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo, or pipe.

11. “Tobacco product” does not include any product that has been approved by the appropriate federal agency as a tobacco use cessation product.

12. “Use” means lighting, chewing, smoking, ingesting, inhaling, vaping, or application of any tobacco product.

Signs will be posted in prominent places on all school property to notify the public that smoking or other use of tobacco products is prohibited in accordance with state law and district policy. This policy

will be published in all employee and student handbooks, posted on bulletin boards, and announced in staff meetings.

Any member of the general public considered by the superintendent or designee to be in violation of this policy will be instructed to leave school district property. Employees found to be in violation of this policy will be subject to appropriate disciplinary action.

Disciplinary measures for students who violate this policy will include in-house detention, revocation of privileges, and exclusion from extracurricular activities. Repeated violations may result in suspension from school. In accordance with state law, no student will be expelled solely for tobacco use.

SECRET SOCIETIES / GANG ACTIVITY - JICF

The Board of Education desires to keep district schools and students free from the threats or harmful influence of any groups or gangs which advocate drug use, violence or disruptive behavior.

The principal or designee shall take reasonable steps to deter gang intimidation of students and confrontations between members of different gangs on school grounds, in school vehicles and at school activities or sanctioned events.

The presence of any apparel, jewelry, accessory, notebook or manner of grooming which by virtue of its color, arrangement, trademark or any other attribute denotes membership in gangs which advocate drug use, violence or disruptive behavior is prohibited on school grounds, in school vehicles and at school activities or sanctioned events.

SEXUAL HARASSMENT - JBB

The Board recognizes that sexual harassment can interfere with a student's academic performance and emotional and physical well-being and that preventing and remedying sexual harassment in schools is essential to ensure a nondiscriminatory, safe environment in which students can learn. In addition, sexual harassment is recognized as a form of sex discrimination and thus is a violation of the laws that prohibit sex discrimination, as addressed in the Board's policy concerning unlawful discrimination and harassment.

District's Commitment

The district is committed to maintaining a learning environment that is free from sexual harassment. It is a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature, or to retaliate against anyone that reports sexual harassment or participates in a harassment investigation.

Sexual Harassment Defined

Pursuant to Title IX of the Educational Amendments of 1972, "sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. A school employee conditioning education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo);

2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or

3. Sexual assault, dating violence, domestic violence, or stalking.

Reporting, Investigation, and Sanctions

Students are encouraged to report all incidents of sexual harassment to either a teacher, counselor, or principal in their school building and file a complaint, through the district's complaint process addressing sex-based discrimination. All reports and indications from students, district employees, and third parties must be forwarded to the Title IX Coordinator.

The district will initiate and conduct an investigation in accordance with the appropriate procedures addressing sex-based discrimination and sexual harassment (AC-R-3: Sexual Harassment Investigation Procedures). If the district determines an act does not qualify as sexual harassment under Title IX, it may still qualify as sexual harassment under state law and district policy, in which case the district will continue the investigation in accordance with the appropriate procedures (AC-R-1: students or AC-R-2: applicants, staff, and members of the public).

All matters involving sexual harassment reports must remain confidential to the extent possible as long as doing so is in accordance with applicable law and policy and does not preclude the district from responding effectively to the harassment or preventing future harassment. Filing a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status or affect grades.

The district will take appropriate corrective action to make the harassed student whole by restoring lost educational opportunities, prevent harassment from recurring, or prevent retaliation against anyone who reports sexual harassment or participates in a harassment investigation. A formal report or finding of harassment will not be required before the district takes corrective action.

Notice and Training

To reduce discrimination and harassment and ensure a respectful school environment, the administration is responsible for providing notice of this policy and complaint procedures to all district schools and departments. All communications regarding this policy must be written in simple and age-appropriate language. The policy and complaint procedures must be referenced in student and employee handbooks, described in hard-copy notices posted at schools, and otherwise be made available to all students, staff, and members of the public through electronic or hard-copy distribution.

All students and district employees will receive periodic training related to recognizing and preventing sexual harassment. District employees must receive additional periodic training related to handling reports of sexual harassment. Training materials are available to the public on the district's website.

DISTRIBUTION OF NON-CURRICULAR MATERIALS KHC

The purpose of this policy is to define the parameters applicable to the distribution or posting of noncurricular materials on district property in a manner that does not disrupt the district's educational programs nor interfere with the district's mission. Requests from the public to distribute or post noncurricular materials in the district's schools or buildings or on district property may be permitted in accordance with this policy and accompanying regulation.

Noncurricular materials deemed "unacceptable" by the district shall not be approved for posting or distribution. The following shall be considered "unacceptable" material:

- Material that promotes or favorably portrays unlawful conduct or conduct that violates Board policy, including but not limited to the Board's policies prohibiting unlawful discrimination, harassment and bullying.

- Material that is injurious to, or encourages conduct that threatens disruption of school operations or endangers the health or safety of staff and/or students.

- Material designed for commercial purposes–advertising a product or service for sale or rent–unless the material itself has educational value that makes the commercial message a secondary consideration.

- Material that is libelous, invades the rights of others or inhibits the functioning of the school or district, or advocates interference with the rights of any individual or with the normal operation of the school or district.

- Material which in any way promotes, favors or opposes the candidacy of any candidate for election, or the adoption of any bond issues proposal, or any public question submitted at any general, municipal or school election. The prohibition shall not apply on any election day or special election when the school is being used as a polling place.

- Material that is obscene, vulgar or patently offensive as defined by prevailing community standards throughout the district.

- Material that is inconsistent with or unrelated to the district's mission and educational values.

This policy governs non curricular material and is not intended and shall not be interpreted to prevent or limit distribution of materials by district staff that are intended to supplement and enrich district curriculum in accordance with Board policy. District staff who wish to distribute non curricular materials shall comply with this policy and accompanying regulation.

The superintendent or designee shall present to any person or persons wishing to distribute or post non curricular materials a copy of this policy and the accompanying regulation.

STAFF PERSONAL SECURITY AND SAFETY - GBGB

Offenses against school employees

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

The same procedures shall be followed in instances of damage by a student to the personal property of a teacher or school employee occurring on school district premises.

1. The teacher or employee shall file a written complaint with the building principal, the superintendent's office, and the Board of Education.
2. The principal, after receipt of both the complaint and adequate proof of the charges, shall suspend the student for three days in accordance with established procedures.
3. The superintendent shall initiate procedures for further suspension or expulsion of the student when injury or property damage has occurred.
4. The superintendent or 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 in 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 that student. Any teacher or counselor who is assigned a student with known serious behavior problems will be informed of the student's behavior record. Any school employee who is provided this information shall maintain its confidentiality and shall not communicate it to any other person.

WEAPONS IN SCHOOL - JICI

The Board of Education determines that student possession, use and/or threatened use of a weapon is detrimental to the welfare and safety of the students and school personnel within the district.

Dangerous weapons

Using, possessing or threatening to use a dangerous weapon on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event without the authorization of the school or the school district is prohibited. An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms.

As used in this policy, "dangerous weapon" means:

a. A firearm.

b. Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.

c. A fixed blade knife with a blade that exceeds three inches in length.

- Zero-Tolerance Policy

d. Sierra Grande may impose disciplinary actions, including suspension, for any knife possession, regardless of blade size, to ensure a safe environment and deter dangerous behavior.

e. A spring-loaded knife or a pocket knife with a blade exceeding three and one-half inches in length.

f. Any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury including, but not limited to, a slingshot, bludgeon, nunchucks, brass knuckles or artificial knuckles of any kind.

Students who use, possess or threaten to use a dangerous weapon in violation of this policy may be subject to disciplinary action in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

In accordance with federal law, expulsion shall be mandatory for no less than one full calendar year for a student who is determined to have brought a firearm to or possessed a firearm at school in violation of this policy. The superintendent may modify the length of this federal requirement for expulsion on a case-by-case basis. Such modification shall be in writing.

Firearm facsimiles

Carrying, using, actively displaying or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off school property when such conduct has a reasonable connection to school or any district curricular or non-curricular event without the authorization of the school or school district is prohibited. Students who violate this policy provision may be subject to disciplinary action, including but not limited to suspension and/or expulsion, in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

A student may seek prior authorization from the building principal to carry, bring, use or possess a firearm facsimile that could reasonably be mistaken for an actual firearm on school property for purposes of a school-related or non-school related activity. A student's failure to obtain such prior authorization is a violation of this policy provision and may result in disciplinary action, including but not limited to suspension and/or expulsion, in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions. The principal's decision to deny or permit a student to carry, bring, use or possess a firearm facsimile that could reasonably be mistaken for an actual firearm on school property shall be final.

School administrators shall consider violations of this policy provision on a case-by-case basis to determine whether suspension, expulsion or any other disciplinary action is appropriate based upon the individual facts and circumstances involved.

Local restrictions

The Board of Education determines that extra precautions are important and necessary to provide for student safety. Therefore, the using, possessing or threatening to use any *knif*e, regardless of the length of the blade, on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event without authorization of the school or school district is prohibited. Students who violate this policy provision shall be subject to disciplinary action, including suspension and/or expulsion, in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

Recordkeeping

The district shall maintain records which describe the circumstances involving expulsions of students who bring weapons to school including the name of the school, the number of students expelled and the types of weapons involved as required by law.

Referral to law enforcement

In accordance with applicable law, school personnel shall refer any student who brings a firearm or weapon to school without authorization of the school or the school district to law enforcement.

DISCIPLINE CODE

One of the most important lessons education should teach is discipline. Self-disciplined students make Sierra Grande a better school. Sierra Grande's discipline is based on a philosophy known as Positive Behavior Support (PBS). The goal of PBS is to encourage positive behaviors through a system of rewards and consequences, consistently applied as well as increase sustained learning and academic performance for all students. An effective learning environment supports positive behavior. The philosophy of PBS functions under four basic expectations:

1. Be Responsible
2. Be Respectful
3. Be Ready
4. Be Safe

These expectations are posted in every classroom and different locations throughout the school.

BEHAVIOR GUIDELINES

Lunch Detention:

Each of the first two infractions of a Type I Offense will result in a one day Lunch Detention. The first infraction of a Type II Offense will result in a one day lunch detention.

ISD Type I Offenses - Eligible Conduct / Behavior

Three Type I Offenses or a combination of three Type I Offenses. The following are behaviors that qualify as offenses for which a student may be referred to ISD if the offense is repetitive and documented.

- Not abiding by classroom rules/required standards
- Minor disruptions to the learning environment (making noises, out of their seat, interrupting)
- Not keeping hands and feet to self
- Minor altercations (pushing and mouthing to each other)
- Arguing with or antagonizing others.
- Public Display of Affection (other than holding hands)
- Profanity
- Cheating (1st offense)
- Dress Code Violation (1st offense written warning, 2nd offense ISD)

ISD Type II Offenses - Eligible Conduct/Behavior

The following conduct/behavior qualifies a student to be referred to ISD. Students who exhibit such conduct/behavior are mandated to ISD on a second documented occurrence.

- Defiance of authority (minor)
- Profanity-directed at a student or staff or student had been previously warned
- Committing an act that by accident and no intent endangers others
- Breaking student cell phone policy
- Forgery

ISD Type III Offenses - Eligible Conduct / Behavior

The following conduct/behavior qualifies a student to be referred to ISD. Students who exhibit such conduct/behavior will be referred to ISD immediately. The principal will be notified immediately. Accusations will also be handled by the school principal who will investigate accordingly. Students will be referred to the In-School Detention Officer during the investigation period, but not officially assigned until the investigation is complete.

- Flagrant disrespect for student, staff, school, and property
- Truancy-Attempts to leave classroom or school without teacher and office approval
- Vandalism
- Assault (physical action of having hands on each other, but no punches thrown)
- Theft
- Defacing school or personal property
- Encouraging/Instigating others to fight
- Vaping/vaping Materials

Regulations on ISD Hours Assigned

Level of Offense	1st ISD Referral	2nd ISD Referral	3rd ISD Referral	4th ISD Referral	5h ISD Referral	6th ISD Referral
Type I Offenses	1 Day With No Loss of extracurricular activities	2 Days	3 Days	3 Days OSS	5 Days OSS	5 days OSS EXP

Type II Offenses	2 Days	3 Days	3 Days OSS	5 Days OSS	5 Days OSS EXP	
Type III Offenses	3 Days	3 Days OSS	5 Days OSS	5 Days OSS EXP		

ISD REGULATIONS

- ➢ Students must receive counseling when assigned to ISD at some point, and if a counselor is not available when a referral is made student may enter ISD, but may not exit until counseling session and behavior goals are set (guidance counselor will assist)
- ➢ Student counted time in ISD begins at the beginning of the next school day after the referral, but students may be placed in ISD at any time during the school day
- ➢ Staff will not interrupt the ISD room during the school day unless absolutely necessary
- ➢ No electrical devices including phones will be allowed in ISD except student chrome books (unless IEP mandates)
- ➢ ISD will be a silent environment (no noise or headphones)
- ➢ Any abuse of the student rules and regulations while the student is in ISD will constitute 2 hours of additional In-School Detention time
- ➢ ISD Officer may assign up to an additional 8 hours before school principal intervention

STUDENT RULES While in ISD

- ➢ All students will complete a reflection paper
- ➢ No electronic devices-Chromebook only
- ➢ No talking or making noise (whistling, humming, talking to themselves, tapping)
- ➢ No laying head on the desk or rocking back in the chair
- ➢ Students will work on assignments from their folder
- ➢ Breakfast and lunch will be delivered
- ➢ Restroom breaks will be as a group (as determined by ISD)
- ➢ No talking while traveling to and from the restroom
- ➢ No walking around the classroom, the student will stay in their cubicle
- ➢ No traveling the school while in ISD unless escorted by a discipline team member
- ➢ Must have a library book to read (no magazines)

DISCIPLINARY ACTIONS

The administrative staff will follow the procedures of Disciplinary Offenses/ Actions outlined in this Student Handbook, as a means of ensuring student, staff, and facility safety.

Type IV Offenses

- Possession of tobacco or vaping materials

Type V Offenses - Not Eligible for ISD

The following conduct/behavior requires immediate disciplinary action that may require removal from school grounds. Students who exhibit such conduct/behavior will be referred to the school principal immediately.

- Bullying, harassment, intimidation of students or staff (verbal, non-verbal, written)
- Sexual Harassment (verbal, non-verbal, written)
- Hazing
- Theft
- Assault (physical action of having hands on each other, punches have been thrown) Individuals who are involved in instigating or escalating a fight, even if they do not physically participate, may still face disciplinary action as determined by the administration.
- Possession of firearms, knives, or weapons
- Verbal or written communication that threatens another student or staff's life
- Possession of tobacco, alcohol, drugs, or vaping materials
- Any student recording or distributing the video of other students fighting

Type IV Disciplinary Actions:

In cases of smoking and/or vaping, the level of consequence is at the discretion of the principal or superintendent. For Type IV Offenses as defined above the following disciplinary actions will be taken.

1st offense: 3 Days ISD
2nd offense: 3 Days Out of School Suspension
3rd offense: 5 Days Out of School Suspension
Students may be expelled if there are a combination of two type IV offenses or any type V offense.

Type V Disciplinary Actions:

In cases of assault/fighting, alcohol, drugs, and tobacco, or dangerous weapons the level of consequence is at the discretion of the principal or superintendent. For Type IV Offense as defined above the following disciplinary actions will be taken.

1st offense: 3 Days Out of School Suspension
2nd offense: 5 Days Out of School Suspension
3rd offense: 5 Days Out of School Suspension with recommendation for Expulsion

➢ A parent conference may be requested at any step in this process.
➢ An Individual Behavior Plan will be developed at any step in this process.

NOTE: While a student is given in-school detention, suspended, or expelled from school, the student is not allowed on school grounds (Exception-1st time ISD for Type I Infraction). Students who choose to come onto any part of campus without administration consent while suspended or expelled shall be considered trespassing for purposes of reporting to law enforcement.

The student will be given any missed assignments during the suspension period. The time frame to turn in the missed assignments is the same as for excused absences. For those students that have been expelled, the District will follow procedures as outlined in Colorado School Law 22-33-105.

In addition to school disciplinary action, juvenile citations are sent to the District Attorney's Office in cases of harassment, menacing, assault, alcohol or drug incidents, and disorderly conduct. In cases where a student is on probation, the probation or officer and /or law enforcement will be notified. Students may be prosecuted for these offenses.

All infractions of the Discipline Code of Sierra Grande R-30 School District are subject to Colorado Revised Statutes where Colorado Law is stricter than District policy.
EACH SITUATION WILL BE HANDLED ON AN INDIVIDUAL BASIS. THE FINAL DECISION ON DISCIPLINE WILL BE UP TO THE DISCRETION OF THE ADMINISTRATION.

EQUAL EDUCATIONAL OPPORTUNITIES

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, selections of educational materials, equipment, curriculum, and regulations affecting students. The district shall make reasonable accommodations for students with identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.

NONDISCRIMINATION/EQUAL OPPORTUNITY

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, and Colorado Law, the Sierra Grande School District does not unlawfully discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, disability or need for special education services in admissions, access to, treatment, or employment in educational programs or activities which it operates.
Complaint procedures for Title IX and Section 504 have been established for students, parents, employees, and members of the public. The following person(s) have been identified as the designated employee(s) to coordinate compliance activities for the district:

As referenced in exhibit ACE-E-1, specific complaints of alleged discrimination under Section 504 of the ADA (disability) should be referred to:
Director of Student Services
17523 Hwy. 160
Blanca, Colorado 81123
719-379-3257
As referenced in exhibit JBA-E, specific to complaints of alleged discrimination under Title IX (sex) should be referred to:
Superintendent
17523 Hwy. 160
Blanca, Colorado 81123
719-379-3257

Complaints may also be filed with:

Office of Civil Rights
U.S. Department of Education Region VIII
Federal Office Building
1244 North Speer Boulevard, Suite 310
Denver, Colorado 80204
303-844-2991

2026–2027 SIERRA GRADE SCHOOL DISTRICT R–30

Conduct Code, Handbook, and Related Policies

I have received a copy of the Sierra Grande School District R-30 Sierra Grande Panthers Student/Parent Handbook. I understand and consent to the responsibilities outlined in this handbook. I also understand that my son/daughter will be held accountable for his/her behavior and consequences outlined in this handbook, at school-sponsored and school-related activities, including school-sponsored field trips, travel, and for any school-related misconduct, regardless of time and location. I understand that any student who violates the Sierra Grande Panthers 2026-2027 Student/Parent Handbook is subject to disciplinary action, up to and including state or federal, or referral for criminal prosecution of the law.

He recibido una copia del manual de reglas de la escuela de Sierra Grande Distrito R-30 del año 2026-2027 Entiendo y consiento a las responsabilidades que encuentran en el manual de conducta. También comprendo que mi hijo/hija va a ser responsable por su conducta y por las consecuencias ya describidas en el manual, en viajes escolares, y a sea deportivo o didáctico, incluyendo a viajes de aprendizaje o de club, también sera responsable en cualquier viaje patrocinado por la escuela y será disciplinado si hay mala conducta de su parte sin importar la hora o el local. Entiendo que si un alumno va contra las reglas del Manual de Conducta de la Escuela de Sierra Grande 2026-2027 tendrá que estar sujeto a las acciones disciplinarias, hasta e incluyendo el estado, federal, o mandar como referencia para el procesamiento criminal de la ley.

_____ _____ _____
Student Name (Please Print) DATE GRADE

_____ _____
(Student Signature) (Parent Signature)

Please return to your child's homeroom teacher by August 25, 2026

2026–2027 SIERRA GRANDE SCHOOL DISTRICT

ACCEPTABLE USE POLICY FOR INTERNET ACCESS

The Internet provides access to worldwide information, databases, and program files in virtually every discipline and curricular area. However, there are also materials available which are not acceptable to K-12 education. All computers having Internet access must be used in a responsible, efficient, ethical, and legal manner. Transmission of any materials in violation of any U.S. or state regulation is prohibited. Because misuse could endanger the privilege for everyone, we have adopted a policy that prohibits the following:

1. Profane or pornographic materials.
2. Materials which advocate violence or discrimination towards other people.
3. Materials which advocate illegal acts.
4. Copyrighted material.
5. Those materials which have been determined to be inappropriate by individual parents. Anyone who attempts to access such sites will lose their access immediately and be brought before the building administrator for whatever consequences may be appropriate. It is understood that Internet access is a privilege and not a right.

Sierra Grande School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Sierra Grande School District will not be responsible for any damages a student may suffer in using the Internet. This includes loss of data resulting from delays, non-deliveries, or service interruptions. Use of any information obtained via the Internet is at the student's own risk. The Sierra Grande School District specifically denies any responsibility for the accuracy or quality of information obtained through this service.

Before any student is permitted access to the Internet, they must:

1. Sign this form acknowledging the agreement to use the Internet access decently and appropriately.
2. Obtain parents' signatures acknowledging that misuse is possible and that Sierra School does not condone accessing these resources.
3. Complete the Internet training appropriate for each school in the district.

4. I will not attempt to access material that is profane, obscene, or pornographic, or that advocates violence toward other people.
5. I will not attempt to gain unauthorized access to any computer system or go beyond my authorized access. This includes attempting to log in through another person's account or access another person's file.
6. I will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
7. I will not use the computer to engage in any illegal acts such as threatening the safety of others.
8. I will not plagiarize works that I find on the Internet.
9. I am aware of those subjects which my parents have judged inappropriate and will not attempt to access these subjects.

As a student of Sierra Grande Middle/High School, I have read the Acceptable Use Agreement. I understand that this access is designed for educational purposes. I understand that my signature on this document is legally binding and indicates that I have read these terms and conditions carefully and understand their significance.

_____ _____

Student Name (Please Print) Date

_____

Student Signature

As the parent or guardian of this student, I have read the Acceptable Use Agreement. I understand that this access is designed for educational purposes. I recognize that it is impossible for the Sierra Grande School District to restrict access to all controversial materials and I will not hold Sierra Grande School District responsible for materials acquired through the Internet. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I understand that unacceptable materials are accessible via my son/daughters' Internet access and I trust them not to abuse their privileges. I have instructed my child as to any additional materials and subjects that I feel are inappropriate.

_____ _____

Parent/Guardian (Please Print) DATE

_____

Parent/Guardian Signature