La Veta School District RE-2

Student & Family Handbook

2026-2027 Academic Year

PK-12 | Four-Day School Week (Monday-Thursday)

Go Redhawks!

Main Office: 719-742-6417
www.lvk12.org

Our C.L.A.W.S. Values

Community • Leadership • Attitude • Work Ethic • Safety

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Section 1: Welcome from the Superintendent

Dear La Veta Students and Families,

On behalf of the entire La Veta School District RE-2 team, welcome to the 2026-2027 school year! Whether you are a returning Redhawk family or joining our community for the first time, we are honored to partner with you in your student's education.

La Veta is a special place: a close-knit, rural PK-12 community where every student is known by name and every family matters. Our mission is simple and ambitious: to graduate capable lifelong learners, productive citizens, and self-directed leaders, with every student ready for the post-secondary path they choose and prepared to thrive in, adapt to, and lead in the future.

This year, our Board of Education put that mission into a new kind of promise, defining in plain language the results this district exists to produce for your children and holding me accountable for reaching them. For every La Veta student, that means:

- Strong academic foundations and critical thinking: reading on grade level by the end of 3rd grade, and mastering the fundamentals of mathematics, prepared for Algebra, by the end of 8th grade.
- Belonging, safety, and character: students who feel they belong here, are safe here, and develop the resilience and self-direction to engage deeply and persist through challenge.
- Readiness for the path they choose: graduates prepared for college, career, military service, or other training, with every one of those paths valued equally.

We do not simply hope for these results; we measure them, report them to the Board, and validate our progress through the Student-Centered Accountability Program (S-CAP), the accountability system La Veta helped build with rural districts across Colorado. You will see our four priorities at work all year: high-quality staff, excellent environments, student ownership and belonging, and productive partnerships.

That last priority is where you come in. A partnership among family, community, and school is vital to an excellent education, and this handbook is one of its tools: your guide to the policies, expectations, and resources that help our school community thrive. Please read it carefully and keep it for reference throughout the year.

A word about this handbook: it is a living document. Our district is updating its governance model to Policy Governance, so students and families should expect continued policy updates throughout the year, beginning with a review of our student technology policies that staff, students, and families will help shape this fall. When policies change, we will communicate clearly and update this handbook. We are also committed to improving how we communicate with you: board meetings will now be broadcast and stored on our website at lvk12.org. Please follow along, and reach out anytime you would like to be involved; this district is better when you are part of it.

Thank you for trusting us with your student. We look forward to a remarkable year ahead.

With gratitude,

Dr. Bree Jones
Superintendent

Section 1: Welcome from the Principal

Dear La Veta Students and Families,

It is my privilege to welcome you to the 2026-2027 school year as your K-12 Principal. I am excited to spend this year in classrooms, hallways, and bleachers alongside your students, and my door is always open to you.

While Dr. Jones has shared the results our district is working toward, my letter is about how we live together day to day. At La Veta, that is defined by our C.L.A.W.S. behavioral framework:

Community, Leadership, Attitude, Work Ethic, and Safety

C.L.A.W.S. is who we are as a Redhawk community. It names what we expect of ourselves and of each other: we take care of our community, we lead by example, we bring a positive attitude, we work hard, and we keep ourselves and others safe. You will see these values taught explicitly, woven through our Wayfinder social-emotional learning curriculum, and celebrated in classrooms, hallways, and activities all year long. When students fall short of them, our response is designed to teach, restore, and reconnect, because belonging and safety are the foundation for learning.

If you ever have a question or concern, please start with your student's teacher; most concerns are resolved with a direct conversation. And if you need me, call 719-742-6426. I look forward to a wonderful year with your children.

Warmly,

Mrs. Erica Switzer
K-12 Principal

Section 2: District Information

Contact Information

Main Office: 719-742-6417

Website: www.lvk12.org

Address: 200 East Stadium Drive / PO Box 85, La Veta, CO 81055

Office Hours: 7:30 a.m. - 4:30 p.m. on school days

District Leadership Directory: 2026-27

Name	Role	Phone	Email
Bree Jones, Ed.D.	Superintendent	719-742-6416	bree.jones@lvk12.org
Erica Switzer	K-12 Principal	719-742-6426	erica.switzer@lvk12.org
Alan Nelms	Asst. Principal / CTE Director	719-742-6443	alan.nelms@lvk12.org
Cindy Campbell	UPK / Redhawk Daycare Director	719-742-6442	cindy.campbell@lvk12.org
Rick Sciacca	Director of Student Services	719-742-6421	rick.sciacca@lvk12.org
Elizabeth Talafuse	Director of Exceptional Student Services (ESS)	719-742-6427	elizabeth.talafuse@lvk12.org
Ashley Beasley	K-12 MTSS Coordinator	719-742-6417	ashley.beasley@lvk12.org
Jenny Peil, Psy.D.	School Counselor	719-742-6410	jenny.peil@lvk12.org
Vonnie Valdez	School Nurse	719-742-6417	vonnie.valdez@lvk12.org
LesLee Miller	Business Manager	719-742-6444	leslee.miller@lvk12.org
Lon Goemmer	Athletic / Transportation Director	719-742-6438	lon.goemmer@lvk12.org
Kathy Coe	Student Engagement Coordinator	719-742-6417	kathy.coe@lvk12.org
Karen Medina	Nutrition Services	719-742-6417	karen.medina@lvk12.org

Jim Montalbano	Front Office Coordinator	719-742-6417	jim.montalbano@lvk12.org
Aron Northrup	IT Director	719-742-6455	aron.northrup@lvk12.org
Tim Gripka	Facilities Director	719-742-6456	tim.gripka@lvk12.org

Staff emails follow the format first.last@lvk12.org. For a complete staff directory, visit lvk12.org/staff.

Who to Contact: Start Here

Most concerns are resolved with a direct conversation. Find the role that matches your concern and reach out first. If unresolved, escalate using the steps at the bottom.

Contact	For concerns about...
Front Office 719-742-6417	Not sure who to contact? Start here. Walk-in questions, picking up forms, scheduling meetings with staff, facilities or maintenance reports.
Your Child's Teacher first.last@lvk12.org lvk12.org/staff	Grades, assignments, or academic progress. Classroom behavior or interactions. Homework or curriculum questions. Start here before going to administration.
Coach lvk12.org/staff	Playing time, team rules, practice or game scheduling, your student's athletic development. Start here before contacting the Athletic Director.
Erica Switzer K-12 Principal 719-742-6426	Teacher or classroom concerns after speaking with the teacher first. Curriculum, instruction, or grading practices school-wide. Kindergarten readiness and transition. Building schedules, events, and day-to-day school operations. Title IX concerns, including sex-based discrimination or harassment
Alan Nelms Asst. Principal / CTE Dir. 719-742-6443	Student discipline. Bullying or peer conflict - formal response. Attendance and truancy intervention (district attendance officer). CTE program concerns.
Jenny Peil, Psy.D. School Counselor 719-742-6410	Social-emotional support. Mental health concerns or crisis support. Attendance intervention. C.L.A.W.S. behavioral framework questions.

Rick Sciacca Dir. of Student Services 719-742-6421	Graduation requirements or credit questions. Student records or transcript requests. Assessment results or testing accommodations.
Liz Talafuse Director of Exceptional Student Services (ESS) 719-742-6427	Special education services and IEP questions. Evaluations and referrals for special education. Related services and accommodations for students with disabilities.
Ashley Beasley K-12 MTSS Coordinator 719-742-	MTSS Coordination, including 504 and health plans. Gifted and talented program oversight.
Lon Goemmer Athletic & Transportation Dir. 719-742-6438	Athletic program concerns - after speaking with the coach. Activities transportation. Eligibility questions. Coach conduct if conversation with coach did not resolve.
Kathy Coe Student Engagement Coord. 719-742-6417	Club and class activities and the district activities calendar. Field trips and club/class fundraising. Reengagement meetings after extended absences. Attendance improvement support and make-up assessment supervision arrangements.
Dr. Bree Jones Superintendent 719-742-6416	Emergency management and school crisis response. Complaints not resolved at the building level. Personnel or staff conduct concerns. Budget questions. Media or public records inquiries. Discrimination or civil rights concerns not addressed through the Title IX process.

Escalation Path: If Your Concern Is Not Resolved

Step 1: Contact the staff member whose role matches your concern (see table above).

Step 2: If not resolved, contact Erica Switzer (K-12 Principal) at 719-742-6426 or Alan Nelms (Asst. Principal) at 719-742-6443.

Step 3: If still unresolved, contact the Superintendent's Office at 719-742-6417. Formal complaints follow Board Policy KE.

School Calendar & Daily Schedule (Policy IC/ICA)

2026-27 Key Dates

La Veta operates on a Monday through Thursday school week. Fridays are non-instructional days for students.

Date	Event
Monday, August 17, 2026	First day for secondary students (Grades 6 - 12)
Wednesday, August 19, 2026	First day for elementary and preschool students (Grades PK - 5)
September 7, 2026	Labor Day: No School
October 8 & 12, 2026	Fall Break: No School
November 23-26, 2026	Thanksgiving Break: No School
December 18, 2026 - January 4, 2027	Winter Break: No School
Tuesday, January 5, 2027	PK-12 Students return for Spring Semester
February 11 & 15, 2027	President's Day Break: No School
March 22-25, 2027	Spring Break: No School
Tuesday, May 18, 2027	Last day for graduating seniors
Thursday, May 20, 2027	Last day for PreK and Kindergarten students
Wednesday, May 26, 2027	Last day for all other students
June 28 - July 9, 2027	District Offices Closed: Family Summer Break

Note: The calendar is subject to change. Subscribe to the district's online calendar at lvk12.org or download the LV Schools App for all updates.

Official 2026-27 Attendance Calendar

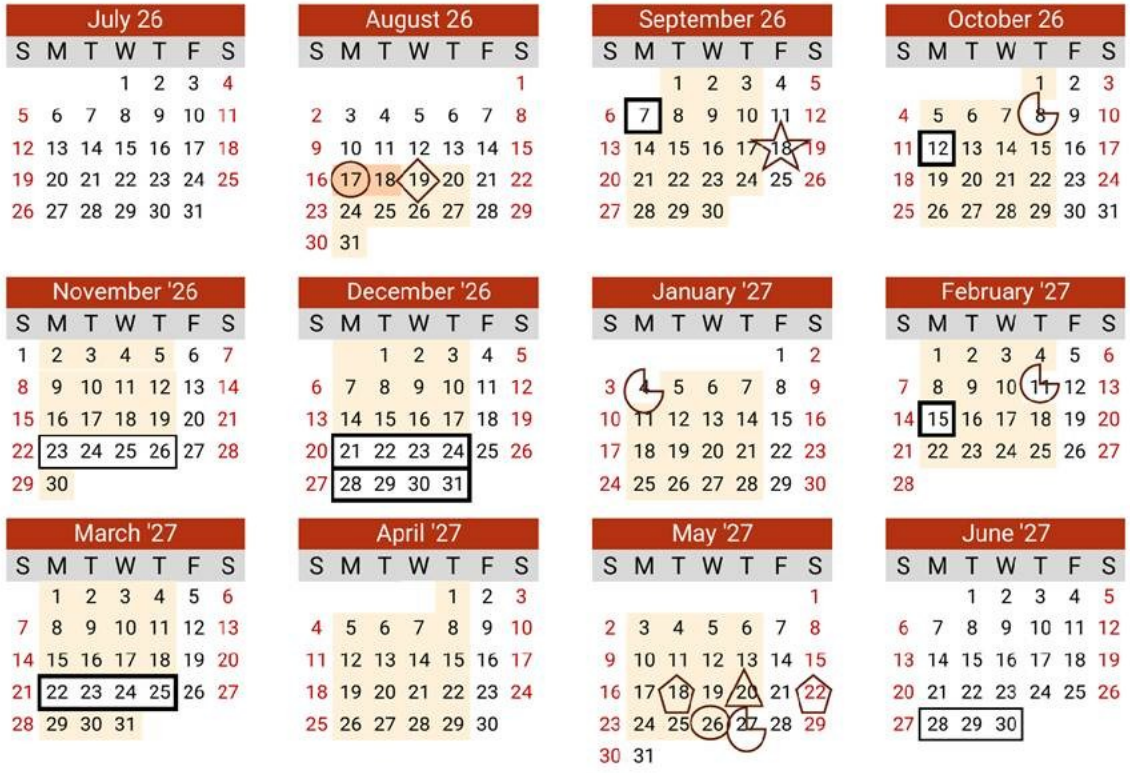
La Veta Public Schools

2026-2027 Student Attendance Calendar

v. 2-2-26

Report Absences:

Call: 719-742-6405 or Email: attendance@lvk12.org



Grades 6 - 12 Attend, No Pre-School or Elementary School

All Students Attend

- First Day for Grades 6 - 12 and Last Day for Grades 1 - 11
- First Day for Pre-School - 5th Grade
- Last Day for Pre-School & Kinder
- Homecoming Parade 10:30 a.m. (Not a scheduled attendance day)
- Last Day & Graduation for Class of 2026
- Staff Work Day (No Student Attendance)

Scheduled Holidays & Breaks:

September 7th	Labor Day
October 8th & 12th	Fall Break
November 23rd - 26th	Thanksgiving Break
December 18 - January 4th	Winter Break
February 11th & 15th	President's Day Break
March 22nd - 25th	Spring Break

** Note the calendar is subject to change*

Please subscribe to the district's online calendar at lvk12.org or the LV Schools App for all updates.

June 28 - July 9, 2027: District Offices Closed and School Activities Suspended for Family Summer Break

Daily Bell Schedules

School is in session Monday through Thursday. The following schedule applies every school day:

Event	Time
Breakfast Service Begins	7:15 a.m.
Warning Bell	7:45 a.m.
School Begins	7:50 a.m.
School Ends	4:00 p.m.

Jr.-Sr. High School Bell Schedule (Grades 6-12)

Time	Period
7:50 - 8:45 a.m.	1st Hour
8:50 - 9:20 a.m.	Advisory / Breakfast in the Classroom
9:25 - 10:20 a.m.	2nd Hour
10:25 - 11:20 a.m.	3rd Hour
11:25 a.m. - 12:20 p.m.	4th Hour
12:25 - 12:35 p.m.	JH Recess / HS Lunch
12:35 - 1:00 p.m.	Lunch
1:05 - 2:00 p.m.	5th Hour
2:05 - 3:00 p.m.	6th Hour
3:05 - 4:00 p.m.	7th Hour

Students arriving after 7:50 a.m. will be marked tardy. To report a late arrival or absence, call the attendance line at 719-742-6405 or email attendance@lvk12.org by 8:00 a.m.

Breakfast is available to all students beginning at 7:15 a.m.; the last hot breakfast plate is served at 7:35 a.m. Junior/senior high school students are also offered breakfast from 8:50 to 9:20 a.m.

during advisory. See Section 10: Food Services & Nutrition for complete information about meals, food from home, and classroom celebrations.

- School is in session Monday through Thursday only
- Friday is not a school day - childcare arrangements should be made accordingly
- Emergency/make-up days, if needed, may be scheduled on Fridays
- School closures due to weather or emergency will be communicated via the district's notification system

School Closings, Delays & Cancellations (Policy EBCE)

When hazardous weather or road conditions arise, the district balances two priorities: student and staff safety, and preservation of instructional time. The Superintendent monitors moisture levels, ice, temperature, wind, visibility, and daylight, and consults weather reports at www.noaa.gov and road conditions at www.cotrip.org.

The district has built approximately 2 weather-related cancellations into the 2026-27 calendar. Because elementary students are permitted to attend for fewer daily hours under state requirements, the elementary program carries greater flexibility. For secondary students in grades 6-12, full-day cancellations draw more directly against required instructional hours. Should cancellations exceed what the calendar accommodates, make-up days will be added to the spring calendar for secondary students.

We respect that weather conditions vary across Huerfano County. If conditions in your area are hazardous, parents have the right to keep their student home. Please report the absence using the attendance line at 719-742-6405 or attendance@lvk12.org. We do not expect any family to risk harm to attend school.

How Closures and Delays Are Announced

When a delay or closure is called, the district will notify families through all of the following:

- Apptegy/Thrillshare – email, phone call and text to contacts on file (not communicated via Alma)
- Facebook: www.facebook.com/@lavetaschools
- TV stations: KKTV, KOAA, and KRDO

To receive notifications, keep your contact information current in Alma, the district student information system:

- Elementary families: aes-laveta.getalma.com
- Jr.-Sr. High families: ahs-laveta.getalma.com

Questions about a weather decision? Contact Dr. Jones at 719-742-6416 or bree.jones@lvk12.org.

Section 3: C.L.A.W.S.: Our School-Wide Values

C.L.A.W.S. is La Veta's homegrown behavioral framework, developed by our staff to reflect the values that define our Redhawk community.

Every student, staff member, and community partner is expected to embody the C.L.A.W.S. values in all settings: classrooms, hallways, cafeteria, buses, and extracurricular activities.

C: Community

We take care of each other and our school. We respect our environment, our peers, our teachers, and our community. We recognize that what we do affects everyone around us.

L: Leadership

We take responsibility for our actions and choices. We step up when others need help. We lead by example and make decisions we are proud of.

A: Attitude

We approach challenges with a growth mindset. We try, we persist, and we ask for help when we need it. We bring our best attitude every day.

W: Work Ethic

We show up ready to learn. We complete our responsibilities with effort and integrity. We understand that hard work builds success.

S: Safety

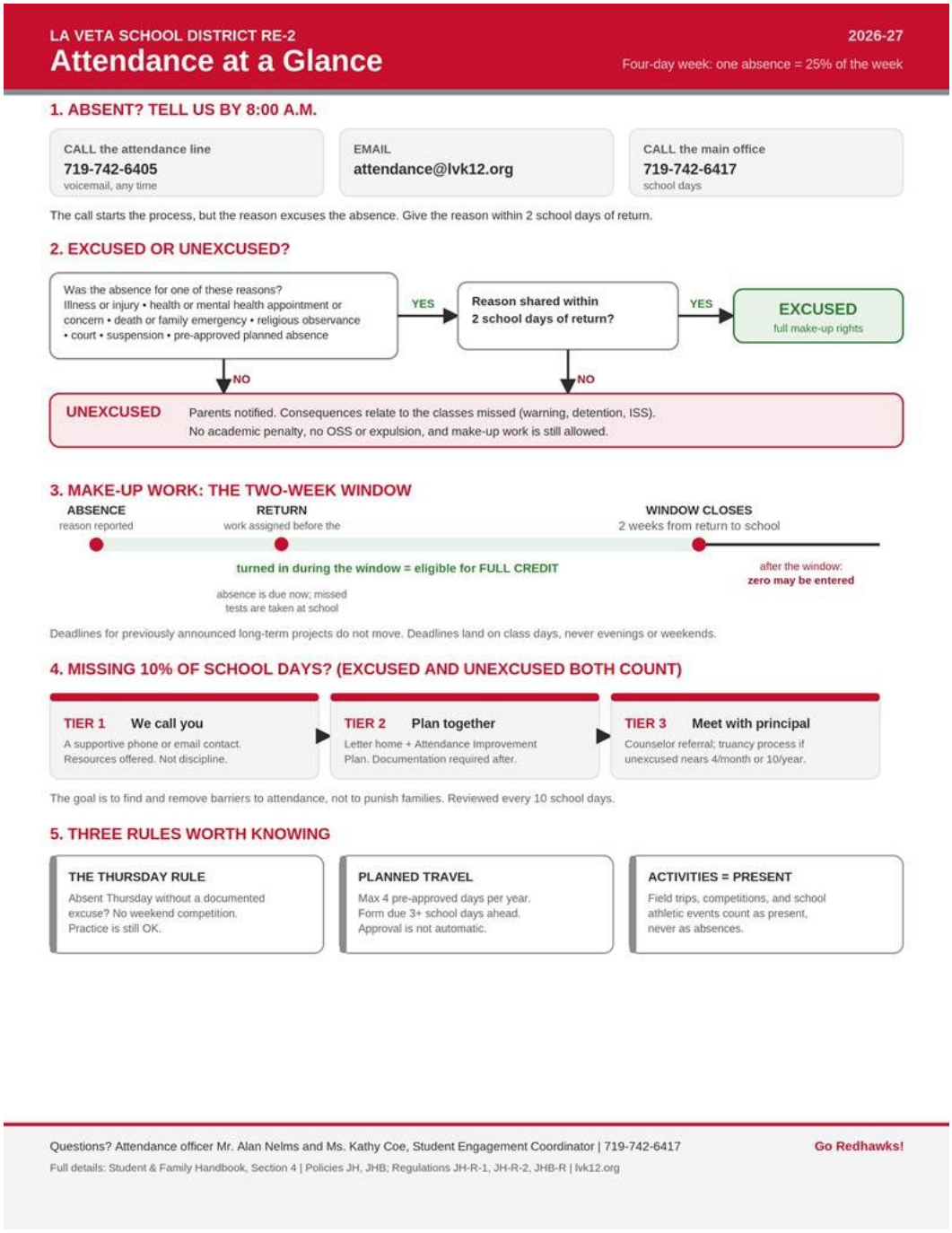
We keep ourselves and others safe at all times. We follow school safety procedures, use good judgment, and speak up when something feels wrong.

Wayfinder: Social-Emotional Learning

C.L.A.W.S. is grounded in and connected to Wayfinder, the district's social-emotional learning (SEL) curriculum. Wayfinder supports students in developing self-awareness, relationship skills, and responsible decision-making, the same qualities our C.L.A.W.S. values describe. Families can expect to see Wayfinder concepts reinforced through C.L.A.W.S. language across all grade levels.

Section 4: Attendance (Policies JH / JHB; Regulations JH-R-1, JH-R-2, JHB-R)

Regular attendance is critical to student success. Colorado law requires students to attend school regularly (C.R.S. 22-33). This section reflects the comprehensive attendance policy package adopted by the Board of Education on July 22, 2026 (Policy JH, Regulations JH-R-1 and JH-R-2, Policy JHB, and Regulation JHB-R), developed with input from the La Veta District Accountability Committee (DAC).



The essentials on one page. The complete rules follow and govern in any difference.

Attendance Expectations

Students are expected to be in school and on time every scheduled school day (Monday-Thursday). On our four-day school week, each absence represents 25% of a week's instruction, making consistent attendance especially important at La Veta. For 2026-27, the district's Board-designated attendance officer is Mr. Alan Nelms, supported by Ms. Kathy Coe, Student Engagement Coordinator.

Compulsory Attendance Ages (Policy JEA)

Colorado law requires school attendance for all children ages 6 through 16, that is, from age 6 until the student turns 17. Students who turn 6 years old on or before August 1 must be enrolled in school that year.

Reporting an Absence

To report a student absence, contact the school by 8:00 a.m. on the day of the absence using any of the following:

- Attendance line (voicemail): 719-742-6405
- Email: attendance@lvk12.org
- Main office: 719-742-6417

A parent call does not by itself excuse an absence; the reason for the absence does. When a student is absent and the school has received no contact, office staff will make a reasonable effort to reach the family by telephone before the end of the school day; if no contact is made, the absence is coded unexcused pending follow-up. Parents/guardians must provide an excuse for any absence within two (2) school days of the student's return. Excuses received after two school days may be accepted at the attendance officer’s discretion.

Excused Absences (Policy JH)

The following are considered excused absences:

- Illness or injury (parent call or note for up to 3 consecutive days; a provider note is requested for 4 or more consecutive days)
- Medical, dental, or mental/behavioral health appointments (appointment confirmation or provider note when available)
- Behavioral or mental health concerns - temporary behavioral health absences are excused; a written parent statement is sufficient for absences of fewer than three consecutive days, and a provider's note will not be required for them
- A death in the student's family or a serious family emergency
- Religious observance, including observance of a religious holiday of the student's faith (a written parent statement is sufficient)
- A required court appearance or other legal obligation;

- Suspension or expulsion (recorded as excused for truancy calculation purposes under state law)
- Pre-approved, family-initiated planned absences (such as family travel, college visits, etc.) approved in advance under Regulation JH-R-2 (see Pre-Approved Absences below)

The reason for an absence must be communicated by the parent/guardian, and the district may request suitable documentation. Documentation strengthens the basis for excusal and should be provided whenever it is available.

Activities Counted as Present (Not Absences)

Students who participate in school-sponsored activities of an educational nature with advance administrative approval (such as field trips, academic competitions, and athletic events) and students in a school-supervised work-study program are marked present for the school day. These are not absences and do not count toward chronic absenteeism.

Pre-Approved Absences (Regulation JH-R-2)

Pre-approved absences apply to family-initiated planned absences, most commonly family travel and including college visits. To request pre-approval, families complete the official Pre-Approved Absence Request form (Exhibit JH-E-1), available at www.lvk12.org and the school office, as early as possible, but no less than three (3) school days before the absence. Requests submitted with less notice may be denied.

The administration may pre-approve no more than four (4) school days per academic year for family-initiated planned absences. Approval is not automatic. In deciding a request, the principal or designee will consider:

- The student's current attendance record, including whether the student is already identified as chronically absent
- The student's current academic standing, including any failing grades
- Any current unexcused absences
- The timing of the absence relative to major assessments, finals, or critical instructional periods
- Previous pre-approved travel absences during the current year

A pre-approved absence is an excused absence and, like all excused absences, counts toward chronic absenteeism identification. Once the four-day limit is used, additional discretionary travel days will not be pre-approved as excused; however, the cap applies only to discretionary travel and does not convert an otherwise-excusable absence (such as illness) into an unexcused one. Denial of a pre-approval request does not, by itself, make a later absence unexcused. Pre-approved absences during finals week or the final two weeks of a grading period are strongly discouraged and may be denied; if approved, the student completes an alternative examination of equivalent rigor, which may result in a temporary incomplete. Please note that pre-approval of family travel does not by itself preserve extracurricular eligibility (see Extracurricular Eligibility below).

Unexcused Absences

An absence that does not meet the criteria for an excused absence, or for which no excuse is provided within the two-school-day timeline, will be marked unexcused. Parents/guardians will be notified of each unexcused absence. Penalties for unexcused absences relate directly to the classes missed and may include a warning, school detention, or in-school suspension. Academic penalties, out-of-school suspension, and expulsion will not be imposed for any unexcused absence. Make-up work is still allowed following an unexcused absence (see Make-Up Work below).

Chronic Absenteeism (Policy JH / Regulation JH-R-1)

A student who is absent 10% or more of enrolled school days, whether the absences are excused or unexcused, may be identified as chronically absent. Absences resulting from suspension or expulsion are not counted toward this threshold. The principal or designee reviews attendance data for chronic absenteeism every ten (10) school days, and the district responds through a tiered support process:

Tier	Trigger	District Action
Tier 1	First identification at or above 10% total absences	Phone or email contact with the parent/guardian; the contact is documented and attendance support resources are offered. This is a supportive outreach, not a disciplinary action.
Tier 2	Student remains at or above 10% at the next 10-day review	Written letter sent home and an Attendance Improvement Plan (AIP) is begun with the family. The AIP includes identified reasons for absences, strategies and supports, measurable attendance goals, a review date within 30 school days, and signatures. After Tier 2, all future absences must be supported by qualifying documentation (e.g., a licensed provider, the school nurse, legal or bereavement documentation, or a written religious observance statement); absences without it are coded unexcused.
Tier 3	Chronically absent and approaching the habitual truant threshold	The principal meets with the family; referral to the school counselor or other supports; coordination with the truancy intervention procedures in Regulation JHB-R if unexcused absences approach 4 in a month or 10 in a year.

The goal of this process is to identify and remove barriers to attendance, not to punish families. The principal or designee, will exercise reasonable judgment in applying documentation requirements and will not use them to penalize families experiencing documented hardship. Referral to the school counselor or community support services may occur at any tier.

Tardiness

Students are expected to arrive on time. A student detained by another teacher or administrator will not be considered tardy provided the staff member gives the student a pass to enter the next class. Appropriate penalties may be imposed for excessive tardiness, for instance, students may be

assigned detention (lunch or after-school) after 2 tardies in a week, 4 tardies in a month, or 6 tardies in a semester. Tardy-related detention is assigned and tracked by the school office based on attendance records, not by individual classroom teachers. Parents/guardians will be notified of any such penalties.

For sign-out procedures during the school day, including lunch release for grades 10-12, see Student Sign-Out and Lunch Release in Section 12.

Make-Up Work (Policy JH / Regulation JH-R-2)

A student with an excused absence is entitled to make up missed work, including missed quizzes, tests, and projects, with no academic penalty. The following rules apply:

- Work assigned before the absence and due during it, including previously announced quizzes and tests, is due, or will be taken, upon the student's return. For pre-approved planned absences, students are expected to complete previously assigned work during the absence.
- For work assigned during the absence, students have a make-up window of two (2) school days for each day of excused absence, measured from the date of the student's return to school, to complete and submit the work for full credit. Work submitted after the make-up window is governed by the Late Work Policy in Section 6. Teachers may extend these timelines when circumstances warrant.
- Established deadlines for previously announced long-term projects and papers that are progressive in nature may not change.
- Assessments missed during an absence are taken at school upon return, scheduled in cooperation with the classroom teacher; assessments are not sent home. Teachers may assign alternative assessments of equivalent rigor.
- All deadlines, including make-up deadlines, are tied to a scheduled class meeting. Google Classroom or another platform may collect the work, but due dates correspond to class time; work will not be due on evenings, weekends, or days when school is not in session.
- Teachers use a placeholder notation in the gradebook, marking the assignment missing with no score entered; no zeroes are entered, as placeholders or as grades, until fourteen (14) days have elapsed from the student's return. Work submitted within the make-up window is eligible for full credit; work submitted after the make-up window is governed by the Late Work Policy in Section 6; a zero may be entered after fourteen days for work that has not been submitted.
- Some daily in-class work (such as bell-ringers, group labs, and presentations) cannot be replicated; students will not be penalized academically for such work, and teachers may assign an alternative activity of equivalent learning value.

Make-up work is also allowed following an unexcused absence or a suspension, with the goal of helping the student keep up with the class and encouraging attendance. A suspension is an excused absence under Policy JH; make-up work following a suspension follows the excused-absence provisions above. The make-up window following an unexcused absence is one (1) school day for each day of absence, measured from the student's return; work submitted within that window remains eligible for at least passing credit, and work submitted after it is governed by the Late Work Policy in Section 6, consistent with the building administrator's determination under

Policy JH. Students are responsible for initiating the make-up process with each teacher upon return; high school students are encouraged to communicate directly with their teachers by email about missed work and assessment scheduling. Teachers will make reasonable efforts to provide available assignments before or during an absence when requested; receiving work early is a courtesy and does not change the deadlines above.

Extracurricular Eligibility and Attendance

To be eligible to practice or compete in any extracurricular activity on a given day, a student must attend the entire school day, unless the absence is covered by a documented excuse (medical, dental, mental/behavioral health, bereavement, or court/legal, with documentation) or receives administrative approval. Because the district operates a Monday-Thursday week, Thursday attendance governs weekend eligibility: a student absent on Thursday without a documented excuse or administrative approval may not compete that weekend, although the student may participate in practices held on days after the day of the absence. Only competition is restricted. Pre-approval of family travel under Regulation JH-R-2 does not by itself preserve eligibility; that is a separate administrative decision. School-sponsored activities and work-study, for which students are marked present, do not affect eligibility. See the athletic/activities handbook and Regulation JJJ-R for details. Board Policy JJJ (Extracurricular Activity Eligibility) is scheduled for Board review this fall to align with the attendance policy package adopted on July 22, 2026; see Section 11.

Questions and Support

Families with attendance questions should contact the school office at 719-742-6417. For 2026-27, attendance intervention is coordinated by Mr. Alan Nelms, the district's designated attendance officer, and Ms. Kathy Coe, Student Engagement Coordinator.

Section 5: Student Conduct & Discipline

La Veta students are expected to conduct themselves in a manner consistent with our C.L.A.W.S. values at all times. (Policies JIC, JICDA, JK/JK-R)

General Expectations

Students are expected to:

- Treat all people with dignity and respect
- Follow adult directions promptly and respectfully
- Take responsibility for their own learning and behavior
- Protect and respect school property and the property of others
- Refrain from behavior that disrupts the learning environment

These expectations are not just for students. Everyone in the La Veta school community - students, staff, families, and visitors - is expected to treat people with dignity and respect. Hostile, abusive, or aggressive behavior toward staff or students will not be tolerated from anyone, just as families

would expect staff to be held accountable for the same conduct. Concerns about staff or district conduct should be raised through the complaint procedures in Section 12.

Public Displays of Affection

School is a place of learning, and students are expected to keep interactions appropriate for a school setting. Holding hands is generally acceptable. Displays of affection beyond that, such as kissing, prolonged embracing, or sitting on laps, are not appropriate on campus, on district transportation, or at school activities.

- **Response.** Staff will respond to inappropriate displays of affection first with a discreet reminder. Repeated or excessive displays will result in parent/guardian contact and may result in disciplinary consequences consistent with this section and Appendix A.
- **Applied evenly.** These expectations apply equally to all students, regardless of sex, sexual orientation, or gender identity, and will be enforced consistently. See Equal Educational Opportunity (Policy JB) in Section 12.
- **Consent matters.** Unwelcome physical contact of any kind is never treated as a display of affection. It is addressed under the district's sexual harassment and bullying policies (Policies JBB and JICDE).

Student Dress Standard

A safe and disciplined learning environment is essential to a quality educational program. This standard helps students concentrate on schoolwork, reduces discipline concerns, and supports school order and safety. The District recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

Students are expected to dress appropriately for a variety of environments. All students are expected to wear clothing to school and school activities that promotes a sense of pride and poise. At a minimum, this includes:

1. Shirt (long-sleeve, short-sleeve, or tank top; strapless tops are not permitted)
2. Bottom (pants, sweatpants, shorts, skirt, dress, or leggings; pajama pants are not allowed at school except on specially designated days)
3. Shoes (curricular-specific and activity-specific shoe requirements are permitted; flip flops and other footwear that may impede ease of movement are discouraged at school)

Clothing must cover all back, midriff, and buttock areas in all states of wear, regardless of gender or activity.

Costume Items and Accessories

Clothing worn during the school day must be everyday student attire. Costumes and costume accessories are not permitted during the regular school day. This includes, but is not limited to:

- Costume ears, tails, snouts, paws, or similar appendages

- Masks or face coverings that obscure the face (except for documented medical or religious purposes)
- Collars, leashes, or similar accessories
- Full or partial costumes of any kind, including character costumes

Costume items may be worn only when expressly authorized by the administration for:

- Designated spirit days or dress-up days announced in advance by the school
- School-sponsored performances, theatre productions, and mascot appearances
- Approved curricular activities where costume elements are part of the instruction

On such designated occasions, all other provisions of this dress standard continue to apply, and costume items must be removed at the conclusion of the designated activity or day.

Enforcement and Consequences

Any student deemed in violation of this standard shall be referred to the office.

Administration will require the student to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. Costume items and accessories may simply be removed and stored in the front office for the remainder of the day; when an item is removed promptly upon request, no further consequence applies to a first occurrence.

If the student cannot or will not promptly comply, the following consequences apply:

1. First offense: The student will be given a written warning and an administrator will notify the student's parent/guardian.
2. Second offense: The student will remain in the administrative office for the school day, complete schoolwork, and a conference with the student's parent/guardian will be held. Attendance status for classes missed will be recorded consistent with Board Policy JICA and the District's attendance policy.
3. Third and subsequent offenses: The student may be subject to suspension or other disciplinary action in accordance with Board policy concerning student suspensions, expulsions, and other disciplinary interventions.

Drug & Alcohol Policy (Policy JICH)

La Veta School District is a drug-free and alcohol-free school zone. The possession, use, sale, or distribution of alcohol, marijuana, controlled substances, or drug paraphernalia on school grounds, at school events, or on school transportation is strictly prohibited and will result in disciplinary action up to and including suspension or expulsion.

Weapons (Policy JICI)

The possession, use, or threat of use of any weapon on school grounds, in school vehicles, or at school activities is strictly prohibited under Colorado law (C.R.S. 22-33-106) and will result in expulsion. A weapon includes firearms, knives, explosive devices, and any object used or threatened to be used to cause harm. Law enforcement will be notified.

Any student who becomes aware of a weapon or potential weapon on school grounds must report it immediately to a staff member or administrator.

Violent & Aggressive Behavior (Policy JICDD)

Physical aggression, fighting, threats of violence, and intimidating behavior are prohibited and subject to serious disciplinary consequences. Physical bullying involving destruction of property or intimidation is a Tier 2 offense requiring immediate principal notification, parent contact, and formal documentation. Incidents involving serious bodily injury or a weapon are Tier 3: law enforcement will be contacted and the Superintendent and Board will be notified as required by C.R.S. 22-33-106.

The district cooperates fully with law enforcement when student conduct constitutes a criminal offense.

Bullying Prevention & Education (Policy JICDE)

Colorado law (C.R.S. 22-32-109.1) defines bullying as conduct that is (1) intentional, (2) repeated or likely to be repeated, and (3) involves an imbalance of power. A single incident may constitute harassment or aggression without meeting the full bullying definition. The district will document and respond to all such incidents regardless. False accusations of bullying are themselves a policy violation.

Bullying includes verbal and social bullying, physical bullying, and cyberbullying. Off-campus conduct with a clear school nexus is covered by this policy.

How We Respond: Tiered Response Framework

La Veta uses a tiered response aligned to the district's Conduct & Discipline Response Matrix (revised July 2026), included in this handbook as Appendix A:

- **Tier 1 (first occurrence / lower severity)**

  Staff intervention, restorative conversation, parent contact, documentation in student record. Examples: name-calling, purposeful exclusion, put-downs.

- **Tier 2 (repeated / moderate severity)**

  Immediate principal notification, same-day JICDE*-E-1 report form filed, formal investigation, suspension consideration, counseling referral. Examples: verbal threats, intimidation, cyberbullying, physical aggression.

- **Tier 3 (serious / threat of harm / protected class)**

  Superintendent notified same day, formal investigation under both JICDE* and AC-R-1 (nondiscrimination), possible law enforcement referral, suspension or expulsion. Examples: slurs targeting race, disability, sexual orientation, or gender identity; serious bodily harm; weapon involvement.

Superintendent or Board notification is required for all Tier 3 incidents and any incident involving a weapon.

Reporting Bullying

Any student or family who believes bullying is occurring should:

- Report to a trusted adult immediately - teacher, counselor, or principal
- Document incidents when possible: dates, locations, what was said or done, witnesses
- Contact Alan Nelms (Asst. Principal) at 719-742-6443 or the main office at 719-742-6417

Reports are investigated promptly and confidentially. Retaliation against any student who reports bullying is strictly prohibited and is itself a policy violation.

Student Publications (Policy JICEA)

La Veta students have the right to express themselves through school-sponsored publications. School-sponsored publications are supervised by a staff advisor and subject to editorial review for content that is unlawful, substantially disruptive, or inconsistent with the school's educational mission. Student journalists are expected to uphold C.L.A.W.S. values, especially Community and Leadership, in the content they produce and the way they represent our school.

Student Distribution of Noncurricular Materials (Policy JICEC)

Students may distribute noncurricular written materials (flyers, invitations, petitions, or similar items not sponsored by the school) subject to reasonable time, place, and manner rules. Materials must be submitted to the Principal's office for review before distribution and may not be obscene, libelous, substantially disruptive, or promote illegal activity. Review addresses only these standards, not the viewpoint expressed. See Policy JICEC for complete procedures and appeal rights.

Disciplinary Process (Policy JK / JK-R)

La Veta uses a graduated response to student misconduct that prioritizes restorative practices wherever possible:

- Level 1: Verbal redirection, reflection, restorative conversation
- Level 2: Parent contact, loss of privileges, in-school intervention
- Level 3: Office referral, parent meeting, short-term suspension
- Level 4: Long-term suspension or expulsion (per Board Policy JKD/JKE)

These levels are detailed in the district's Conduct & Discipline Response Matrix, which pairs each tier of behavior with an immediate response and an escalation path for repeated conduct, and sets the consequence ranges by offense and occurrence. The full matrix is included in this handbook as Appendix A and will continue to be reviewed and refined during the 2026-27 school year.

Students have the right to due process in all disciplinary matters. Parents/guardians will be notified of any significant disciplinary action.

Suspension & Expulsion (Policy JKD/JKE)

The building principal may suspend a student for up to ten school days for violations of the Code of Conduct. Suspensions exceeding ten days or expulsions require a formal hearing process with Board involvement. Parents/guardians have the right to appeal suspensions and expulsions per district policy.

Discipline of Students with Disabilities (Policy JK*-2)

Students receiving special education services under IDEA or Section 504 have additional procedural protections in disciplinary matters. The district will conduct a manifestation determination review for any removal exceeding ten school days to determine whether the behavior was a manifestation of the student's disability. Parents will be notified of their rights in this process.

Student Searches & Interrogations (Policy JIH)

School officials have the authority to search a student, their belongings, locker, or vehicle on school property when there is reasonable suspicion that the search will reveal a violation of school rules or law. Searches will be conducted in a reasonable manner with appropriate supervision.

Law enforcement officers may conduct searches on school property pursuant to a warrant or other lawful authority. Students may be questioned by law enforcement officers on school grounds; in non-emergency situations, the district will make reasonable efforts to notify parents/guardians.

Section 6: Academic Programs & Expectations

Instructional Program

La Veta School District provides a comprehensive PK-12 curriculum aligned to Colorado Academic Standards (CAS). Our instructional program emphasizes literacy, mathematics, critical thinking, and preparation for post-secondary success.

Late Work Policy

Students are expected to turn in work by the assigned due date. When work is turned in late, the following applies:

- Every assignment runs on a fourteen (14) day clock measured from its anchor date. If the late work is not related to an absence, the anchor is the original due date. If the work was missed because of an absence, the anchor is the date the student returns to school (the day the make-up work becomes available to them). Work submitted within any applicable make-up window under Section 4 receives credit as provided there; once the applicable due date or make-up window has passed, teachers may reduce credit incrementally according to the late work schedule published in the course syllabus.
- No zero is entered for any assignment, as a placeholder or as a grade, until fourteen days have elapsed from the anchor date. Until then the assignment is marked missing in the gradebook, with no score entered and a note describing what is owed and when it is due.
- After fourteen days have elapsed, teachers may enter a zero for work that has not been turned in; teachers may still accept work for partial credit at their discretion. All due dates, original and make-up, are tied to scheduled class meetings on school days; work is not due on evenings, weekends, or days when school is not in session.
- Established deadlines for previously announced long-term projects and papers that are progressive in nature may not change.

See Make-Up Work in Section 4 for additional rules that apply to work missed during an absence.

Homework Philosophy

Homework at La Veta is purposeful practice, not busywork. Because we operate a four-day school week, we are thoughtful about what comes home. As a general guide, families should expect:

- Grades PK-5: Little to no formal homework. Reading together at home every night is the most valuable thing families can do. Unfinished classwork may occasionally come home.
- Grades 6-8: About 10 minutes per core class per night, on average.
- Grades 9-12: Nightly homework varies by course load, but a high school student should not routinely be doing more than about two hours of homework in a night.

Even when a student says there is "no homework," there is always something productive to work on: reading, vocabulary, and reviewing notes. A tip from our teachers: set up a consistent place and

time for homework at home. It cuts down on the "getting ready to do homework" routine and helps students, especially those who struggle with attention, get started and finish.

If homework is regularly taking much longer than these guidelines, or if you have questions about assignments, please contact your student's teacher.

NWEA MAP Assessment

All students participate in NWEA MAP (Measures of Academic Progress) assessments in the fall, winter, and spring. These assessments measure individual growth over time and help teachers personalize instruction. Results are shared with families each testing window.

Special Programs & Support Services

La Veta offers the following additional programs and supports:

- Special Education services (IDEA-compliant IEP and 504 plans)
- Multi-Tiered System of Supports (MTSS) for academic and behavioral intervention
- English Language Acquisition (ELA) services

Field Trips

Field trips extend classroom learning beyond the school building. Trips are coordinated through the classroom teacher and Ms. Kathy Coe, Student Engagement Coordinator. The following guidelines apply to all school-sponsored field trips:

- **Who may attend.** Field trips are for the grade level or group the trip is planned for. Students from other grades, and students from other schools, may not attend a field trip scheduled for another grade or group on a school day. For example, on a fifth-grade field trip, a fifth grader's second-grade sibling may not attend.
- **Chaperones.** Parents/guardians may not ride district transportation unless they are serving as an official, school-approved chaperone for the trip. All field trip chaperones must be approved volunteers under Board Policy KI before the trip, including screening through the Raptor Visitor Management System and completion of the Parent Volunteer Classroom Helper Agreement and its training components (see Visitor & Volunteer Policy in Section 12). Families interested in chaperoning should contact the front office well before the trip date so approval can be completed in time.
- **Parents attending on their own.** A parent/guardian who wishes to attend a school-funded field trip without serving as an official chaperone may do so at their own expense and must also cover the cost for any siblings who attend with them. Parents attending on their own are not required to stay with the school group.
- **Students stay with the group.** Enrolled students on the trip are required to remain with the school group at all times, including when their parent/guardian is attending on their own.

Section 7: Technology & Acceptable Use (Policy JS)

A note for 2026-27: Policy JS and this section are under major review for 2026-27. As the district works through questions about artificial intelligence, appropriate screen time, and device practices, we will be gathering input from students, staff, families, and the District Accountability Committee throughout the year, and updates will be communicated as they are adopted.

For 2026-27, district Chromebooks for students in grades 6-8 will remain at school and will not be checked out for home use. Students in grades 9-12 will continue to be issued devices for the school year.

District-Provided Technology

La Veta School District provides students with access to technology resources to support learning. Students are expected to use district technology responsibly and in accordance with this Acceptable Use Policy.

Acceptable Use

Technology resources may be used for:

- Academic research and coursework
- School-sanctioned communication with teachers and peers
- Educational programs and applications approved by district staff

Prohibited Uses

The following uses of district technology are strictly prohibited:

- Accessing, downloading, or sharing inappropriate content
- Cyberbullying or harassment of any kind
- Unauthorized access to accounts, networks, or data
- Personal use that disrupts instruction
- Circumventing content filters or security measures

Personal Electronic Devices (Policy JICJ)

The instructional school day is defined as 7:45 a.m. to 4:00 p.m., excluding the lunch period. Personal electronic communication devices include cell phones, tablets, smartwatches, headphones, and any device capable of sending or receiving communication by voice, image, text, or application.

Grade-Level Rules

- Grades PK-8: Personal electronic devices must remain completely out of sight from building entry until dismissal. Devices must not be visible at any time during the school day. District-issued Chromebooks and headphones are provided for instructional use.
- Grades 9-12: Personal electronic devices must remain completely out of sight during the instructional school day. During the lunch period only, from 12:35 to 1:00 p.m., high school students may use personal devices in the designated 'phone zone' area outside the cafeteria/commons; devices must be put away when the lunch period ends. District-issued Chromebooks and headphones are provided.

Consequences for Violations

- First offense: Immediate confiscation of the device until the end of the school day.
- Second offense: Device held; parent or guardian must retrieve it at a specifically designated time.
- Third and repeated offenses: Disciplinary consequences per Policy JICDA (Student Code of Conduct), including in- and out-of-school suspension and loss of extracurricular eligibility.

Accommodations

Students with a documented IEP or 504 plan may receive accommodations for device use, including retention of a personal device for medical monitoring, expanded use of school-provided headphones, or access to designated phone zones with prior approval.

All emergency communications during the school day will be facilitated through the main office. The district is not responsible for personal devices that are lost, stolen, or damaged on school property.

District Device Care & Damage Fines

District-issued Chromebooks are the responsibility of the student to whom they are assigned. Students and families are expected to handle district devices with care. Intentional damage, negligent damage, or loss of a district device will result in a fine assessed to the student's account.

The current fine schedule for damaged or lost components, along with fee waiver information, is listed under Chromebook Damage Fines in the Student Fees, Fines & Charges (Policy JQ) section of this handbook. Normal wear and tear will not result in a fine. The district makes the determination of whether damage is accidental, negligent, or intentional.

Privacy & Digital Citizenship

Students should be aware that their use of district technology is not private and may be monitored. La Veta is committed to teaching digital citizenship as part of our broader educational mission.

Annual Acceptable Use Agreement (Policy JS-E)

Students and parents/guardians must sign the Annual Acceptable Use Agreement before students may access district technology resources. The agreement is included at the end of this handbook.

Some career and technical education (CTE) programs require an additional program-specific acceptable use agreement before students may use program technology or equipment; see Student Fees, Fines & Charges (Policy JQ) in Section 10.

Section 8: Transportation (Policy JICC)

Student Conduct on School Vehicles

Riding the school bus is a privilege. Students are expected to follow all C.L.A.W.S. values while on school transportation. The following rules apply:

- Follow the bus driver's instructions immediately and respectfully
- Remain seated while the bus is in motion
- Keep voices at a conversational level
- Keep the bus clean: no food, drinks, or littering
- Keep hands, feet, and objects to yourself and inside the bus
- No bullying, fighting, or threatening behavior
- Electronic devices must be used with headphones and not disturb other riders

Misconduct on the bus will result in loss of bus riding privileges and other disciplinary action per the Student Code of Conduct.

Transportation Safety

Students must be at their designated bus stop on time. The bus cannot wait. Students should wait in a safe location away from traffic and board in an orderly manner. Parents are responsible for supervising students at the bus stop and ensuring safe behavior before and after the bus arrives.

Section 9: Health, Safety & Wellness (Policy JLC)

Health Services

La Veta School District maintains basic health services to support student wellness during the school day. Parents/guardians are asked to ensure the school health file is kept current with:

- Up-to-date immunization records (required by Colorado law)
- Emergency contact information
- Medication authorization forms (for any medication administered at school)
- Documentation of known medical conditions, allergies, or special health needs

Immunizations (Policy JLCB / JLCB-R)

Colorado law requires students to be immunized against specified diseases as a condition of school attendance (C.R.S. 25-4-902). Students who are not current on required immunizations may be excluded from school during a disease outbreak.

Exemptions from immunization requirements may be granted for medical reasons (with a licensed provider's signed statement) or on religious or personal belief grounds (with required state documentation). Contact the main office for information on the exemption process.

Medication Administration (Policy JLCD)

Students may not self-administer prescription or over-the-counter medication on school grounds without prior written authorization. All medications must be in the original labeled container and stored in the main office.

To authorize medication at school, a parent/guardian must complete a Medication Authorization Form. Prescription medications may also require written authorization from a licensed health care provider.

Students with Food Allergies (Policy JLCDA)

La Veta School District takes student food allergies seriously. Families of students with diagnosed food allergies should contact the main office before the start of school to develop an individualized health care plan. The plan addresses allergen avoidance, cafeteria and classroom accommodations, and emergency response, and is shared with staff who supervise the student. Questions about menu ingredients may be directed to Karen Medina, Nutrition Services, at karen.medina@lvk12.org.

Illness at School

Students who become ill during the school day will be cared for in the health office and parents/guardians will be contacted for pickup. Students with a fever of 100°F or higher must remain home until fever-free for 24 hours without fever-reducing medication.

Tobacco-Free Schools (Policy ADC)

La Veta School District is a tobacco-free and vape-free environment. The use, possession, or distribution of tobacco products, electronic cigarettes, vaping devices, or nicotine products is prohibited for all students on school grounds, in school vehicles, and at school-sponsored events at any time.

Violations will be handled per the Student Code of Conduct and may include referral to cessation support resources.

Mental Health & Wellness

Student well-being is a priority at La Veta. We offer short-term counseling services to students and provide referrals for students and families who need long-term mental health treatment. Any student or family member may request services or a referral through the main office.

Suicide Prevention & Mental Health Crisis (Colorado Jason Flatt Act)

La Veta School District is committed to the prevention of suicide and the support of students experiencing mental health crises. All district staff receive annual suicide prevention awareness training consistent with Colorado's Jason Flatt Act (C.R.S. 22-1-136).

If you are concerned about a student's mental health or safety, please contact:

- The main office at 719-742-6417 during school hours
- Colorado Crisis Services: 1-844-493-8255 (24/7)
- 988 Suicide & Crisis Lifeline: call or text 988
- Safe2Tell Colorado (anonymous, 24/7): 1-877-542-7233, safe2tell.org, or text S2TCO to 738477

Screening & Testing of Students (Policy JLDAC)

The district may conduct health screenings (vision, hearing, developmental) as authorized by law and district policy. Parents/guardians will be notified in advance of any screening and may opt their student out in writing. In addition, under Board Policy JLDAC:

- **Right to review.** Parents/guardians and eligible students (age 18 or older, or emancipated) have the right to review any survey, assessment, analysis, or evaluation administered or distributed by the school, whether created by the district or a third party.
- **Written consent for protected information.** Students will not be required to take a survey, assessment, analysis, or evaluation that reveals protected information without prior written consent of the parent/guardian or eligible student. Protected information includes: political affiliations or beliefs; mental or psychological conditions of the student or family; sexual behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of close family members; legally privileged relationships (such as with lawyers, physicians, or ministers); religious practices, affiliations, or beliefs; family income (except as required for program eligibility); and Social Security numbers.
- **Advance notice.** School personnel will give written notice at least two weeks before administering any such survey and will make a copy available for review at convenient times and locations.
- **Behavior testing and medication.** School personnel may not recommend or require the use of psychotropic drugs for students, and may not test or require testing of a student's behavior without giving notice to the parent/guardian describing the testing and how results will be used, and obtaining written permission in accordance with law.
- **Exceptions.** Nothing in this policy limits the district's ability to administer academic assessments, suicide or threat assessments, or to report suspected child abuse or neglect as required by law.

The district's full annual notice under the federal Protection of Pupil Rights Amendment (PPRA) appears in Section 12: Parent & Family Rights.

Emergency Procedures

La Veta School District maintains current emergency response plans for fire, lockdown, severe weather, and medical emergencies. Drills are conducted regularly throughout the year. Emergency management and school crisis response are reserved to the superintendent's office; questions about emergency planning or the district's crisis response should be directed to the Superintendent at 719-742-6416.

Families will be notified through Thrillshare/Apptegy (the district's automatic phone, text, and email notification system) in the event of a real emergency. Please do not call the school during an active emergency. Await official communication and follow instructions provided.

To ensure you receive emergency notifications, keep your contact information current in Alma (aes-laveta.getalma.com for elementary families; ahs-laveta.getalma.com for Jr.-Sr. High families).

Child Abuse Reporting (Policy JLF)

All school district employees are mandatory reporters under Colorado law (C.R.S. 19-3-304). Any staff member who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect must report it immediately to the Colorado Child Abuse and Neglect Hotline at 1-844-CO-4-KIDS (1-844-264-5437) or to local law enforcement. Anyone who is concerned about a child's safety may call the hotline; reports are not limited to school staff. Staff members who report in good faith are immune from civil and criminal liability.

Students who have safety concerns about themselves or another student are encouraged to speak with a trusted adult immediately.

Sex Offender Information (Policy JLFF)

The Colorado Bureau of Investigation maintains a public sex offender registry. Parents may access this registry at www.colorado.gov/cbi to search for registered sex offenders in the area. The district cooperates with law enforcement regarding sex offender monitoring near school grounds.

Section 10: Food Services & Nutrition

School Meal Program

La Veta serves breakfast and lunch in the school cafeteria every school day, Monday through Thursday. Breakfast is available to all students, PK-12, beginning at 7:15 a.m.; the last hot breakfast plate is served at 7:35 a.m. Junior/senior high school students are also offered breakfast from 8:50 to 9:20 a.m. during advisory, so no student needs to start the day hungry.

Elementary students receive a fresh fruit or vegetable snack in the afternoon. Families do not need to send a snack from home; if you choose to, please send a fresh fruit or vegetable.

Current menus, pricing, and payment information are posted at lvk12.org. Questions about school meals? Contact Karen Medina, Nutrition Services, at karen.medina@lvk12.org or 719-742-6417.

Food From Home & Microwaves

Students are welcome to bring breakfast or lunch from home. Cafeteria microwaves are available for junior/senior high students (grades 6-12) to use during their scheduled meal times. Microwaves are not available for elementary student use, so food from home for elementary students should be ready to eat without heating. A student whose documented health plan requires heated food should work through the nurse's office.

Classroom Parties & Birthday Celebrations (K-5)

Birthday and holiday celebrations in grades K-5 are arranged in advance with the classroom teacher. If you are bringing a sweet treat, please also bring a fruit or vegetable option to balance it out. Teachers will let families know when a classroom celebration is planned so that students with allergies or dietary needs can be accommodated; if you prefer your student not have sweets, please tell the classroom teacher ahead of time.

Join Us for Lunch

Parents and grandparents are always welcome to join students for lunch. Please let the office know in the morning if you plan to come, check in at the front office as a visitor, and pay the adult meal price.

Meal Prices & Payments (Policy EF-E-1)

Meal prices are approved by the Board of Education. Current prices for student and adult breakfast and lunch are posted at lvk12.org and are available from the front office.

Every student has a meal account established by the district. The following applies to meal accounts and payments:

- **Paying for meals.** Families are encouraged to pre-pay for meals. Funds can be added to a student account at any time, including on the day of service, and families always have at least one no-cost way to pay, including paying in person at the front office.
- **Students are always fed.** A student who has money in hand to purchase that day's meal will always be served that meal. Money a student intends to use for the day's meal will not be applied to previously unpaid charges.
- **Meal charges.** A student who does not have money in their account or in hand at the time of service will be permitted to charge a meal, up to $15.00 in charges per school year. A student who reaches the charge maximum will be provided a complimentary replacement meal; no student goes without eating.

Free & Reduced-Price Meals (Policy EFC)

La Veta School District participates in the National School Lunch Program (NSLP). Families who meet federal income guidelines may qualify for free or reduced-price meals.

How to apply and what to expect:

- **Applying.** Application forms are provided to all households at the beginning of each school year and are available from the front office at any time. A new application must be submitted each school year, and families may apply at any point during the year if household circumstances change.
- **Eligibility.** Eligibility is determined using the federal income guidelines published by the USDA. Once an eligible application is received, the student will receive free or reduced-price meals while the determination is completed.
- **Appeals.** If an application is denied, the household may appeal the decision to the Superintendent or designee, and a hearing will be conducted under the procedures of the National School Lunch Act. The student continues to receive free or reduced-price meals until the appeal is resolved.
- **Confidentiality.** Eligibility is strictly confidential. Students receiving free or reduced-price meals are never identified: there are no separate serving lines, lunchroom sections, entrances, mealtimes, or payment methods, and names are never made public.

An approved application also allows families to request a waiver of the Athletic Participation Fee; see Student Fees, Fines & Charges below.

Meal Account Negative Balance Policy

The district follows Board Policy EF-E-1 and USDA guidance for low and negative meal account balances. The goal is to keep students fed, keep families informed, and work with the adults in the household, never the student, to resolve any balance:

- **Low balance.** When a student account falls below $10.00, families are notified privately by email. The notice includes a reminder of this policy and information about applying for free or reduced-price meal benefits.
- **Negative balance.** When an account goes negative, families are notified by email and/or phone call, and payment is requested within 10 days of the notice.
- **Collection.** Collection efforts are directed to the responsible adults in the household and are handled so they do not negatively impact the student. The principal will contact the

responsible adult to arrange payment, and the district will work with families to establish repayment plans with amounts and due dates suited to the household's circumstances.

- **Prior debt.** Meal debt accrued before a student is determined eligible for free or reduced-price meals remains the parent/guardian's responsibility.

Nondiscrimination in School Meal Programs (USDA Civil Rights)

Any person alleging discrimination in the district's school meal programs based on race, color, national origin, sex (including gender identity and sexual orientation), age, or disability has the right to file a complaint within 180 days of the alleged discriminatory action. Complaints should be directed to Dr. Bree Jones, Superintendent, La Veta School District RE-2, 200 East Stadium Drive / PO Box 85, La Veta, CO 81055, phone 719-742-6416, email bree.jones@lvk12.org. Complaints may be submitted verbally, in writing, or anonymously; a complaint form is available (see Appendix C) but is not required. The district will obtain all necessary complaint information, process the complaint within 90 days, and forward the complaint to the appropriate state or federal agency within five days.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. To file a program discrimination complaint with USDA, a complainant should complete Form AD-3027, USDA Program Discrimination Complaint Form, available at any USDA office, by calling (866) 632-9992, or online at www.usda.gov; details also appear on the complaint form in Appendix C. This institution is an equal opportunity provider.

Student Fees, Fines & Charges (Policy JQ)

La Veta School District may assess fees, fines, and charges in accordance with Board Policy JQ. Families with financial hardship may request a fee waiver through the main office. Requests are handled confidentially.

Chromebook Damage Fines

Students assigned district Chromebooks are responsible for their care. The following fines apply for damaged or lost components:

Component	Fine
Charger	**$15.00**
Screen	**$60.00**
Palmrest	**$60.00**

Fines reflect current replacement part costs and are subject to update as equipment changes. Normal wear and tear is not subject to a fine. The district determines whether damage is accidental, negligent, or intentional. Outstanding fines must be resolved before a student's records can be released.

2026-27 Student Fees

Fee	Amount	Details
Expendable School Supplies and Materials	$100.00 / year	Voluntary fee, paid in lieu of a school supply list.
Athletic Participation Fee	$100.00 / year	Mandatory fee. Students eligible for free and reduced-price lunch may request a waiver of fees upon approval of their FRL application.

CTE Program Fees and Agreements

Fees, fines, and charges for technology, materials, and supplies in career and technical education (CTE) programs may be specific to the individual program. Some CTE programs also require a program-specific acceptable use agreement, in addition to the district's Annual Acceptable Use Agreement (Policy JS-E), before a student may participate or use program equipment. Program instructors will provide details at the start of the course, and any program-specific fees appear on the Board-approved fee schedule. Fee waivers for families with financial hardship apply to CTE fees on the same terms as other district fees.

Section 11: Extracurricular Activities & Athletics (Policy JJJ)

A note for 2026-27: Board Policy JJJ (Extracurricular Activity Eligibility) is scheduled for Board review and update this fall to align it with the attendance policy package adopted on July 22, 2026 (Policies JH and JHB and their regulations). Until Policy JJJ is updated, the attendance-based eligibility rules in Section 4 (Extracurricular Eligibility and Attendance) apply as written. Any changes will be communicated to families.

Participation Philosophy

Extracurricular activities are a vital part of the La Veta school experience. We encourage all students to participate in activities that align with their interests and talents.

Academic Eligibility

To participate in extracurricular activities, students must maintain satisfactory academic standing as defined by district policy. Students with failing grades may be placed on academic probation and restricted from participation until grades improve.

Behavioral Eligibility

Students who are suspended or who have significant behavioral concerns may have their extracurricular participation restricted. Coaches and activity sponsors may set additional expectations for their programs.

Dances & School Socials

School dances and socials are a privilege. The following expectations apply:

- **Eligibility.** Students must be academically and behaviorally eligible to attend.
- **Outside guests.** A student who wishes to bring a guest who is not enrolled at La Veta must complete the guest screening and approval process in advance through the front office. All outside guests are subject to administrative approval.
- **Arrival.** All students are expected to arrive within the first 30 minutes of the scheduled dance or social.
- **Leaving and re-entry.** Once a student leaves a dance or social, re-entry is not permitted.
- **Sign-out.** Students are expected to stay until the end of the event unless a parent/guardian comes to pick them up and signs them out with the supervising staff member. Seniors may leave without a physical pickup, but only with parent/guardian confirmation by text or phone call to the supervising staff member.

Transportation

District transportation is provided for approved away events. Students who ride district transportation to an event must return on district transportation unless a parent/guardian provides written permission in advance and personally checks their student out with the supervising staff member.

Redhawk Pride & Sportsmanship

La Veta competes in the Fishers Peak League (FPL) and the Southern Peaks League (SPL). We are proud of our Redhawk athletes and the sportsmanship they demonstrate on and off the field. Students representing La Veta in competition are ambassadors for our community and are expected to uphold C.L.A.W.S. values at all times.

Section 12: Parent & Family Rights

La Veta School District is committed to transparent, respectful partnership with families. The following rights are protected under Colorado law and district policy.

Equal Educational Opportunity (Policy JB)

La Veta School District provides equal educational opportunity to all students regardless of race, color, national origin, sex, disability, religion, age, sexual orientation, gender identity, or any other characteristic protected by federal or state law.

Nondiscrimination & Title IX (Policy AC / AC-R)

La Veta School District does not discriminate on the basis of sex in its educational programs or activities. Title IX of the Education Amendments of 1972 prohibits sex discrimination including sexual harassment.

The district's designated Title IX Coordinator is Erica Switzer, K-12 Principal: 719-742-6426, erica.switzer@lvk12.org, 200 East Stadium Drive / PO Box 85, La Veta, CO 81055. Reports of sex-based discrimination, harassment, or sexual misconduct may be made to the Title IX Coordinator at any time, in person, by phone, by mail, or by email.

Complaints involving students are investigated under Regulation AC-R-1 (Harassment and Discrimination Investigation Procedures for Students). Complaints involving employees, applicants for employment, or members of the public are investigated under Regulation AC-R-2. Sexual harassment complaints follow Regulation AC-R-3 (Sexual Harassment Investigation Procedures). Retaliation against anyone who reports discrimination or participates in an investigation is strictly prohibited.

Sexual Harassment (Policy JBB)

Sexual harassment of students by other students, staff, or third parties is prohibited. Any student who believes they have been subjected to sexual harassment should report it to a teacher, counselor, or administrator. Reports will be investigated promptly and confidentially.

Sexual harassment complaints are investigated under Regulation AC-R-3, Sexual Harassment Investigation Procedures. Report concerns to the Title IX Coordinator: Erica Switzer, K-12 Principal, 719-742-6426, erica.switzer@lvk12.org.

Reporting, Supports & Protections (C.R.S. 22-1-143)

Reports of harassment or discrimination are accepted in writing, in person, by phone, by email, or by form, from students, parents/guardians, or anyone else. Students may also report anonymously, 24/7, through Safe2Tell Colorado: 1-877-542-7233, safe2tell.org, the Safe2Tell app, or text S2TCO to 738477. In immediate danger, call 911.

- **Support is immediate.** A student experiencing harassment or discrimination is entitled to supportive measures, such as counseling, schedule changes, academic adjustments, and excused absences for related appointments, as soon as the school is aware, before and

regardless of any formal report, investigation, or finding. Contact Dr. Peil, School Counselor, at 719-742-6410 or jenny.peil@lvk12.org.

- **No retaliation.** Retaliation against a student for reporting or for participating in an investigation is itself a violation. A student's report will not be used to discipline that student for conduct connected to the incident, with narrow exceptions for knowingly false reports and action necessary for safety.

The district's complete notice of protections for students experiencing harassment or discrimination, including reporting options, response timelines, and investigation standards, is posted prominently at lvk12.org and is available in Spanish upon request.

Your Rights as a Parent or Guardian (Policy KE)

Parents and guardians have the right to:

- Review and request copies of your student's educational records (FERPA)
- Receive timely notification of your student's academic progress and attendance
- Be informed of disciplinary actions involving your student
- Participate in IEP, 504, and other planning meetings
- File a complaint or grievance (Policy JII) if you believe your student's rights have been violated
- Opt your student out of certain surveys or activities as permitted by law
- Request meetings with teachers, counselors, or administrators

Protection of Pupil Rights Amendment (PPRA) Notice (Policy JLDAC-E)

The federal Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, affords parents/guardians certain rights regarding the conduct of surveys, the collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey"), if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
    1. Political affiliations or beliefs of the student or student's parent/guardian.
    2. Mental or psychological problems of the student or student's family.
    3. Sex behavior or attitudes.
    4. Illegal, anti-social, self-incriminating, or demeaning behavior.
    5. Critical appraisals of others with whom respondents have close family relationships.
    6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers.
    7. Religious practices, affiliations, or beliefs of the student or parents/guardians.
    8. Income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of:
    1. Any other protected information survey, regardless of funding.
    2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student.

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

3. Inspect, upon request and before administration or use:
    1. Protected information surveys of students.
    2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes.
    3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents/guardians to a student who is 18 years old or an emancipated minor ("eligible student") under state law.

La Veta School District RE-2 will develop and adopt policies, in consultation with parents/guardians, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

The district will directly notify parents/guardians of these policies at least annually at the start of each school year and after any substantive changes. The district will also directly notify, such as through U.S. Mail or electronic mail, parents/guardians of students who are scheduled to participate in the specific activities or surveys noted above and will provide an opportunity for the parent/guardian to opt his or her child out of participation in the specific activity or survey. The district will make this notification to parents/guardians at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time.

For surveys and activities scheduled after the school year starts, parents/guardians will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents/guardians will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

1. Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
2. Administration of any protected information survey not funded in whole or in part by ED.
3. Any non-emergency, invasive physical examination or screening as described above.

To review survey materials or exercise opt-out rights, contact the main office at 719-742-6417. Parents/guardians and eligible students who believe their rights have been violated may file a complaint with: U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Avenue SW, Washington, D.C. 20202-5901.

Instruction on Sensitive or Controversial Topics; Exemptions (Policies IMB / IMBB)

Occasionally, instruction touches on topics that some families consider sensitive or controversial. Teachers present such material for its educational value, in an age-appropriate way, and without advocating a personal position. Parents/guardians with questions about upcoming instructional content are encouraged to contact the classroom teacher first.

- **Comprehensive human sexuality education.** If the district offers instruction in comprehensive human sexuality education, families will be notified in advance and may

excuse their student from all or part of that instruction, as provided by Colorado law (C.R.S. 22-1-128; C.R.S. 22-25-101 et seq.).

- **Exemption requests.** A parent/guardian who wishes to request an exemption from a specific portion of instruction on religious or personal grounds may submit a written request to the Principal under Board Policy IMBB. The school will work with the family on a reasonable alternative assignment; students remain responsible for applicable state and district requirements.
- **Library resources.** School library resources are selected, retained, and reconsidered under Board policy consistent with Colorado's school library resource law (SB 25-063). A parent/guardian of a currently enrolled student may request reconsideration of a library resource using the request form available at the front office.

Name Changes (Policy ACA)

A student, or the parent or guardian of a student, may request that the school use a name other than the student's legal name. Requests should be made to the Principal. Chosen names will be used consistent with Board Policy ACA and applicable law; legal names will continue to appear on official records where required.

Student Dismissal Precautions (Policy JLIB)

The school day ends at 4:00 p.m. End-of-day release procedures are designed so that every student leaves campus safely and with the right person:

- **Grades 6-12.** Students in grades 6-12 are released at 4:00 p.m. by the bell.
- **Preschool.** PreK students must be picked up in the classroom.
- **Grades K-5.** K-5 students will be brought to the car line location and released individually by staff as their designated pickup person arrives.
- **Car line.** Parking is not permitted in the car line. A parent who needs to speak with staff should park in the main parking lot or, when asked by staff, move into the PreK parking lot.

For release during the school day, see Student Sign-Out and Lunch Release below.

Student Sign-Out and Lunch Release

Students may not leave campus during the school day without signing out through the front office. A student may sign out on their own behalf only if a completed student self sign-out authorization form, signed by a parent/guardian, is on file in the front office. All other students must be signed out by a parent/guardian or another adult authorized on the student's emergency contact list.

Leaving campus during lunch is a privilege, not a right, and is limited to students in grades 10-12. The following rules apply:

- **Permission required.** Off-campus lunch privileges are limited to students in grades 10-12, and only with a completed lunch release permission form, signed by a parent/guardian, on file in the front office. Permission must be renewed each school year. The Lunch Release Permission Form is included in Section 13, Part D of this handbook and is available at the front office and at lvk12.org. A student who leaves campus without parent permission on file will be subject to disciplinary consequences.

- **Eligibility.** Students must be academically and behaviorally eligible to leave campus and must remain eligible to keep this privilege. An academically ineligible student who leaves campus in violation of this expectation will be subject to disciplinary consequences.
- **Sign out and sign in.** Students must sign out in the front office when leaving, sign back in upon return, and return in time for their next class.
- **Stay local.** Students who leave campus for lunch must remain within the town of La Veta.
- **Approved list.** The front office maintains a current list of students approved to leave campus for lunch to ensure accountability.
- **Loss of privilege.** A student who becomes academically or behaviorally ineligible loses the privilege of leaving campus for lunch for the period of ineligibility, following the same weekly eligibility cycle used for extracurricular activities; the privilege is restored when the student regains eligibility. A student who causes problems off campus or fails to return to campus on time will lose the privilege for the remainder of the semester. Parents/guardians will be notified whenever the privilege is revoked.

Student Records & FERPA (Policy JRA/JRC)

Educational records are protected under the Family Educational Rights and Privacy Act (FERPA). Parents/guardians (and students who have reached age 18) have the right to:

- Inspect and review the student's educational records
- Request corrections to records believed to be inaccurate or misleading
- Consent before the district discloses personally identifiable information from records (with limited exceptions)
- File a complaint with the U.S. Department of Education regarding FERPA violations

The district discloses records without consent to school officials with a legitimate educational interest, to other schools in a transfer, and as otherwise permitted by FERPA. To request records, contact the main office in writing.

Directory information. Under Board Policy JRA/JRC, the district may disclose “directory information” without written consent. Directory information is information that would not generally be considered harmful or an invasion of privacy if disclosed, and includes: the student’s name, email address, photograph, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status, honors and awards received, and the most recent school previously attended. Student telephone numbers and home addresses are never disclosed as directory information.

- **Opting out.** Parents/guardians and eligible students (age 18 or older) have the right to refuse the designation of any or all categories of directory information. The refusal must be received in writing in the Principal’s office no later than September 7, or the following Monday if September 7 falls on a Saturday or Sunday.
- **Military recruiters.** Under federal law, the names, addresses, and home telephone numbers of secondary students, along with directory information, are released to military recruiting officers upon request unless a parent or the student submits a written request that the information not be released. Opt-out requests may be submitted to the Principal’s office at any time.

Visitor & Volunteer Policy (Policy KI)

We welcome families in our building. Under Board Policy KI, and for the safety of students and staff, school visitors are limited to: parents/guardians of current students; other family members of current students approved by the student's parent/guardian; and Board members and other persons invited by the district for official business.

- **Check-in.** All visitors must report to the front office immediately upon entering the building and sign in. Visitors may be asked to present a valid state-issued ID for scanning through the district's Raptor Visitor Management System, will wear a visitor badge while in the building, and sign out when leaving. Visitors may be accompanied by a district employee for some or all of a visit.
- **Classroom visits.** Visits to a classroom during instructional time should be arranged in advance with the classroom teacher through the front office so that instruction is not disrupted.
- **Volunteers.** Regular classroom volunteers must be approved before beginning service. On the initial visit, the volunteer's valid state-issued ID is scanned through the Raptor system, which conducts the required background screening; once cleared, the volunteer is added to the approved volunteer list for the school year. Volunteers also complete the Parent Volunteer Classroom Helper Agreement and training covering student confidentiality (FERPA), mandatory reporting, safety and emergency procedures, and appropriate boundaries with students. Volunteers sign in and wear a badge on every visit and work under the direct supervision of the classroom teacher. Volunteers are never alone with individual students, may not photograph or record students, and may not share classroom information on social media.
- **Athletics volunteers.** Regular volunteers with athletic teams at practices, contests, and team events complete the Secondary Athletics Volunteer Agreement, Raptor screening, and fingerprint-based background screening through the Colorado Bureau of Investigation before beginning service, along with training in confidentiality, mandatory reporting, safety and emergencies, and boundaries. Athletics volunteers work under the direction of the head coach and never make return-to-play decisions. Paid and CHSAA-registered coaching positions have separate requirements.
- **Field trip chaperones.** Parents/guardians serving as field trip chaperones must be approved volunteers, including Raptor screening and completion of the Parent Volunteer Classroom Helper Agreement, before the trip (see Field Trips in Section 6).
- **Annual renewal.** Volunteer approval, agreements, and training are renewed each school year, and Raptor screening is re-run at the beginning of each year.
- **A privilege, not a right.** Visiting our schools is a privilege, not a right, and may be limited, denied, or revoked by an administrator based on student and staff safety, efficient school operations, maintenance of a proper educational environment, or failure to comply with this policy. Unauthorized persons may not loiter on school property, and law enforcement may be contacted to enforce this policy.

Student & Family Concerns, Complaints and Grievances (Policy JII / JII-R)

It is the intent of La Veta School District RE-2 to resolve complaints promptly, fairly, and at the lowest appropriate level. Most concerns are resolved through a direct conversation with the appropriate staff member. The formal complaint process below is available when informal resolution is not achieved.

Complaints alleging unlawful discrimination on the basis of a protected characteristic are handled under Policies AC and JB and their accompanying regulations, not this process. Use Form AC-E-2 for discrimination complaints.

Step 1: Start with the Right Person

Begin by contacting the staff member whose role matches your concern (see the Who to Contact section). Most concerns are resolved at this stage without a formal filing.

Step 2: File a Written Complaint (Form JII-E)

If your concern is not resolved informally, submit a written complaint using Form JII-E (Student / Parent / Guardian Complaint Form). Forms are available at the front office and on the district website at lvk12.org. Complaints should be filed within the same school year in which the concern arose, and must be dated and signed.

File your completed form with:

- Conduct of an individual: K-12 Principal (or Superintendent if the complaint concerns the Principal)
- Building or departmental procedures: K-12 Principal
- Board policies or regulations: Superintendent
- Curricular programs: K-12 Principal
- All other concerns: K-12 Principal

Step 3: Initial Response Timelines

Upon receipt of a written complaint, a conference will be held with the complainant within 5 school days. A written response will be provided within 10 school days following that conference.

Step 4: Appeal

If the complaint is not resolved to your satisfaction, you may submit a written appeal within 10 school days of receiving the written response. Appeals proceed in the following order: K-12 Principal (if not the initial respondent) → Superintendent → Board of Education.

At each appeal level, a conference will be held within 10 school days of the written appeal, and a written response will follow within 10 school days of that conference. Board of Education review must be requested within 20 school days; Board decisions are final at the district level.

Complaints Involving the Superintendent

If a complaint concerns the conduct or decisions of the Superintendent directly, it may be filed in writing with the Board President at the district office, bypassing the administrative steps. The Board will acknowledge receipt within 5 school days.

Retaliation Prohibited

Retaliation against any student, parent, or guardian who files a complaint in good faith is strictly prohibited. Report any suspected retaliation to the Superintendent or, if the complaint involves the Superintendent, to the Board President.

External Resources

Complainants not satisfied with the district's resolution may contact:

- Office for Civil Rights, U.S. Department of Education: 303-844-5695
- Colorado Department of Education: 303-866-6600

Community & Public Complaints (Policy KE / KE-R)

This process is for members of the public filing complaints about district operations or personnel. It does not apply to parents or guardians filing on behalf of a student. Those complaints use the JII / JII-R process described above. For discrimination complaints, use Form AC-E-2 regardless of complainant.

Community complaints use working days (Monday-Friday, excluding holidays and office closures) rather than school days, and must be filed within the same school year in which the concern arose.

Step 1: Informal Resolution

Discuss the concern directly with the district employee responsible for the action or event. Most concerns can be resolved at this level.

Step 2: Formal Written Complaint (Form KE-E)

If informal resolution is unsuccessful, submit Form KE-E (Community Complaint Form, included in Appendix C) to the administrator with direct supervisory responsibility over the employee involved, within 20 working days of the Step 1 discussion. A written decision will be issued within 10 working days of receipt.

Step 3: Superintendent Review

If unresolved at Step 2, submit a written request for Superintendent review within 10 working days of the Step 2 decision. If the complaint directly involves the Superintendent, you may begin at this step. The Superintendent will issue a written decision within 10 working days.

Step 4: Board of Education Review

If unresolved at Step 3, submit a written request for Board review within 10 working days of the Superintendent's decision. The Board will not consider complaints that have not first been

addressed at the appropriate administrative level. Board decisions are final at the district level and will be issued within 15 working days of the Board's review.

Board Member Protocol

When a Board member receives a complaint directly, they will refer the person to the Superintendent or appropriate administrator. Individual Board members do not take unilateral action on complaints.

Retaliation & External Resources

Retaliation against anyone who files a complaint in good faith is prohibited. If you believe the district has violated state or federal law, you may contact the Colorado Department of Education at 303-866-6600 or www.cde.state.co.us independently of this process.

Which Form to Use

If you are...	Your concern is about...	Use this form
A parent or guardian	A student's discipline, bullying, welfare, records, or education	**Form JII-E: Student/Parent/Guardian Complaint Form**
Any person	Discrimination based on a protected class (race, sex, disability, etc.)	**Form AC-E-2: Discrimination Complaint Form**
A community member or member of the public	District operations, staff conduct, programs, facilities	**Form KE-E: Community Complaint Form**
Any person	Discrimination in the school meal program (school nutrition)	**Civil Rights Complaint Form: School Meal Programs (Appendix C)**

All complaint forms are available at the front office, the Superintendent's office, and at lvk12.org, and copies are included in Appendix C of this handbook.

Appendix A: Conduct & Discipline Response Matrix

Aligned to Board Policy JICDA (Student Code of Conduct) and Colorado law. Revised July 2026.

How this matrix works: This matrix governs both process and consequences. Parts 1-3 define how the district classifies, responds to, and escalates bullying and conduct incidents involving students, staff, and the public. Parts 4-5 define the student discipline consequence ranges that attach to each tier. The matrix is not exhaustive, and the principal or designee retains discretion to impose consequences above or below the listed ranges based on the severity, context, and individual circumstances of each incident (JK-R).

First occurrences of Tier 1 and Tier 2 conduct are addressed through lunch detention, after-school detention, or Friday School rather than suspension; restorative approaches are encouraged before escalating. Repeated Tier 1 conduct may escalate to a higher tier, and any out-of-school suspension of two or more days constitutes a strike under the Habitually Disruptive Student provisions; three strikes in a school year may result in referral to the Board of Education pursuant to C.R.S. 22-33-106.

Key: Detention = lunch or after-school detention | Friday School = supervised session on Friday, the district's non-student day | ISS = In-School Suspension | OSS = Out-of-School Suspension | SR = Superintendent Referral | BR = Board Referral (expulsion hearing) | LE = Law Enforcement Notification

Color key: Throughout this appendix, the Tier column is color-coded by severity so the level of a behavior can be read at a glance:

Tier 1 - minor	Tier 2 - moderate	Tier 3 - serious	Admin - notify	Process

Level	Definition	Consequence range
Tier 1	First occurrence / lower severity or minor misconduct. Handled at the classroom or building level with progressive consequences; restorative approaches preferred before suspension.	Classroom and building-level consequences; lunch or after-school detention up to Friday School; parent contact. No suspension on first occurrence.
Tier 2	Repeated / moderate severity. Formal office referral and investigation as required. Parent/guardian notification required.	Detention or Friday School on first occurrence, escalating to ISS or short OSS; counseling or program referral as indicated.
Tier 3	Serious misconduct / threat of harm / protected class. Significant harm, safety risk, or legal violation.	OSS; superintendent referral (SR) or board referral (BR) likely; law enforcement notification as required.
Admin	Superintendent or board notification required.	Applies in addition to the tier designation.
Process	Governance / procedural guidance.	No consequence attaches; row defines required routing and roles.

Part 1: Student Bullying - Student to Student

Applies to all PK-12 students on district property, in district vehicles, at school events, and to off-campus conduct with a school nexus.

Colorado law (C.R.S. 22-32-109.1) requires three elements for bullying: (1) intentional conduct, (2) repeated or likely to be repeated, and (3) an imbalance of power. A single incident may be harassment or aggression without meeting the bullying definition: the district documents and responds regardless. Form JICDE*-E-2 is used to make the formal determination. False accusations of bullying are themselves a policy violation under JICDE*.

PK-2 note: For students in preschool through second grade, C.R.S. 22-33-106.1 restricts out-of-school suspension and expulsion to three grounds: weapons, drugs or alcohol, and conduct that endangers the health or safety of others. For PK-2 students, the response, investigation, and notification steps below apply in full, but consequences follow Part 5 (PK-2) only.

Behavior / conduct	Tier	Immediate response	Escalation and consequences	Policy / law
Verbal and social bullying				
Name-calling, put-downs, derogatory remarks	**Tier 1**	→ Staff intervenes immediately → Conference with student(s) → Parent contact → Document in student record	If repeated: referral to principal; remedial discipline plan (JK-R); counseling; SEL intervention. Student consequences per Part 4, Tier 1 range.	JICDE*, JICDA #6 C.R.S. 22-32-109.1
Purposeful exclusion, rumor-spreading, social manipulation	**Tier 1**	→ Staff intervenes → Restorative conversation → Parent contact → Complete JICDE*-E-1 report form	If repeated: principal investigation using JICDE*-E-2; graduated consequences per Part 4, Tier 1 range; referral to counseling.	JICDE*, JICDD* C.R.S. 22-32-109.1
Verbal threats, intimidation, coercion	**Tier 2**	→ Remove students; ensure safety → Immediate principal notification → JICDE*-E-1 filed same day → Parent notification - both parties	Formal investigation (JICDE*-E-2); student consequences per Part 4, Tier 2 range; threat assessment; law enforcement if criminal.	JICDE*, JICDD*, JKD/JKE C.R.S. 22-32-109.1(2)(a)(I)(K)
Slurs or targeting based on protected class (race, disability, sexual orientation, gender identity, etc.)	**Tier 3 + Admin**	→ Immediate principal notification → JICDE*-E-1 AND AC-E-2 both filed → Superintendent notified same day → Both families contacted	Formal investigation under JICDE* AND AC-R-1; OCR referral possible; student consequences per Part 4, Tier 2-3 range, and per JKD/JKE; IEP/504 review if applicable.	JICDE*, AC, AC-R-1, JICDD* #11 Title VI, Title IX, ADA C.R.S. 22-32-109.1
Cyberbullying				

Behavior / conduct	Tier	Immediate response	Escalation and consequences	Policy / law
Online harassment, social media targeting, or threatening messages where conduct has a nexus to school	**Tier 2**	→ Preserve all evidence (screenshots, messages) → Principal notified immediately → JICDE*-E-1 filed → Parent notification	Formal investigation; interim safety measures; student consequences per Part 4, Tier 2 range; law enforcement if criminal threat.	JICDE*, JICJ C.R.S. 22-32-109.1 Off-campus conduct with school nexus is covered
Physical bullying				
Physical aggression, pushing, destruction of property with intent to intimidate	**Tier 2**	→ Ensure immediate safety → Principal notified; parents called → JICDE*-E-1 and JICDD* documented → Medical assessment if needed	Formal investigation; student consequences per Part 4, Tier 2 range (fighting / physical aggression; vandalism rows as applicable); threat assessment; law enforcement referral if assault-level; board notification per C.R.S. 22-33-106.	JICDE*, JICDD* JKD/JKE, ADD C.R.S. 22-33-106; 22-32-109.1
Serious bodily injury or weapon involvement	**Tier 3 + Admin**	→ Ensure safety; call 911 if needed → Superintendent notified immediately → Board notification required by law → Law enforcement involved	Student consequences per Part 4, Tier 3 range (assault / dangerous weapon / firearm rows); mandatory expulsion consideration (firearm); 45-day alternative placement for students with disabilities; full investigation; report to CDE.	JICDA #11 JKD/JKE, JK*-2 C.R.S. 22-33-106 IDEA 34 C.F.R. 300.530

Part 2: Staff Conduct Toward Students

Staff-to-student misconduct is not "bullying" under Colorado statute; it triggers harassment, discrimination, and professional conduct frameworks with equal or greater legal obligations.

Every report of staff misconduct toward a student is taken seriously and documented. Informal resolution without documentation is never permitted, and the Superintendent is notified in all cases. The district compliance officer is the Superintendent; if a concern involves the Superintendent, the K-12 Principal serves as alternate compliance officer.

- **How concerns are handled.** Concerns involving discrimination, harassment, or sexual misconduct toward a student are investigated under Policies AC and AC-R-1, with sexual harassment procedures under AC-R-3 and Title IX where applicable. Other conduct concerns are handled under the district's personnel policies, including GBEB (Staff Conduct).
- **Mandatory reporting.** All staff are mandatory reporters. Suspected child abuse or neglect is reported to law enforcement or county human services as required by C.R.S. 19-

3-304. Conduct that may be criminal is referred to law enforcement, and licensure concerns are reported to the Colorado Department of Education as required by law.

- **Student protection.** During any investigation, interim measures such as schedule changes, no-contact directives, or administrative leave may be used to protect students.
- **How to report.** Report to Erica Switzer, K-12 Principal and Title IX Coordinator, 719-742-6426, erica.switzer@lvk12.org, or Dr. Bree Jones, Superintendent and Compliance Officer, 719-742-6416, bree.jones@lvk12.org. Anonymous reports may be made 24/7 through Safe2Tell: 1-877-542-7233.

Part 3: Community and Public Conduct Toward Staff

La Veta staff are entitled to a safe and respectful workplace. This part summarizes how conduct by parents, community members, and the public toward staff is addressed.

Conduct that harasses or threatens staff, disrupts school operations, or interferes with the educational environment is addressed under Policies KE/KE-R (public concerns and complaints) and KFA (public conduct on school property), and, where applicable, Colorado criminal law, including C.R.S. 18-9-109 (interference with school staff or students).

- **Graduated response.** Depending on severity and recurrence, responses range from a documented conversation and written expectations, to restricted or supervised access to district property or communications, to no-trespass directives and law enforcement referral. Physical assault on staff or threats of violence result in immediate law enforcement involvement and may result in permanent exclusion from district property.
- **The right channel.** Complaints about district operations or staff must come through the complaint procedures in Section 12. Complaints made directly to individual Board members are referred to the Superintendent; Board members take no unilateral action, and the Board considers a complaint only after administrative review is complete (Policy KE-R and Board governance protocol).

Part 4: Student Discipline Consequences - Grades 3-12

Consequence ranges by offense and occurrence, aligned to Board Policy JICDA. Applies to students in third through twelfth grade.

This part is a guide for consistent, fair, and proportionate consequences. It is not exhaustive; the principal or designee retains discretion to impose consequences above or below those listed based on severity, context, and individual circumstances. First occurrences of Tier 1 and Tier 2 conduct are addressed through lunch detention, after-school detention, or Friday School; ISS and OSS are reserved for repeated or more serious conduct as shown. For bullying, harassment, and related conduct, tier classification and the required response and notification steps are governed by Part 1; this part supplies the consequence range once the tier is set. Repeated minor infractions may escalate to a higher tier under the Habitually Disruptive Student provisions (C.R.S. 22-33-106).

Offense / behavior	Tier	1st occurrence	2nd occurrence	3rd+ occurrence	Notes
Academic dishonesty / plagiarism	**Tier 1**	Loss of credit for assignment; parent contact	Loss of credit; Friday School or ISS	Loss of credit; 1 day ISS; SR	Cheating, plagiarism, unauthorized collaboration (JICDA #22)
Improper display of affection	**Tier 1**	Lunch or after-school detention	Friday School or 1 day ISS	1 day OSS; parent conference	Staff reminder precedes referral; see Public Displays of Affection (Section 5)
Dress code violation	**Tier 1**	Student required to change clothing	Change clothing + lunch or after-school detention	Change clothing + Friday School or ISS	Ref. Policy JICA
Improper technology use	**Tier 1**	Lunch or after-school detention; parent contact	Friday School or 1 day ISS; loss of device privilege for remainder of semester	OSS; loss of internet/device privilege for remainder of year; SR	Ref. Policies JICJ & JS
Lying / dishonesty to staff	**Tier 1**	Lunch or after-school detention	Friday School or 1 day ISS	1 day OSS; SR	Ref. Policy JICDA #21
On-campus truancy / skipping	**Tier 1**	Lunch or after-school detention; parent contact	Friday School or 1 day ISS; parent conference	1 day OSS; parent conference; SR	
Profanity / vulgar language / obscene gestures	**Tier 1**	Lunch or after-school detention	Friday School or 1 day ISS	1 day OSS	Ref. Policy JICDA #20
Disrespect toward staff or students	**Tier 1**	Lunch or after-school detention	Friday School or 1 day ISS	1 day OSS; SR	

Offense / behavior	Tier	1st occurrence	2nd occurrence	3rd+ occurrence	Notes
Scholastic disruption (minor)	**Tier 1**	Lunch or after-school detention	Friday School or 1 day ISS	1 day OSS	Repeated minor infractions may trigger Habitually Disruptive designation
Bullying / harassment / hazing	**Tier 2**	After-school detention or Friday School; parent contact; investigation initiated	1-2 day OSS or ISS; parent conference; counseling referral	2-3 day OSS; SR; possible BR	Tier classification and response process per Part 1 (JICDE*). Includes verbal, physical, cyberbullying. All incidents documented.
Insubordination / defiance of authority	**Tier 2**	After-school detention or Friday School	ISS or 1-2 day OSS; parent conference	2-3 day OSS; SR	Ref. Policy JICDA #26
Theft (minor - property under $50)	**Tier 2**	After-school detention or Friday School; restitution; parent contact	ISS or 1 day OSS; restitution; parent conference	2 day OSS; restitution; LE notification; SR	Ref. Policy JICDA #1-2
Vandalism / destruction of property	**Tier 2**	After-school detention or Friday School; restitution; parent contact	ISS or 1 day OSS; restitution; parent conference	2-3 day OSS; restitution; LE notification; SR	Ref. Policies JICDA #3 & ECAC
Off-campus truancy	**Tier 2**	1 day OSS; parent contact; LE notification possible	2 day OSS; parent conference; LE notified	3 day OSS; LE notified; SR; possible BR	
Tobacco / vaping / e-cigarettes	**Tier 2**	After-school detention or Friday School; parent contact; cessation program referral	ISS or 1 day OSS; parent conference; cessation program	2 day OSS; SR	Ref. Policy ADC
Gang-related activity	**Tier 2**	After-school detention or Friday School; parent contact; documentation	1-2 day OSS; parent conference; LE notified	3 day OSS; LE notified; SR; possible BR	Ref. Policy JICF
Sexual / other harassment	**Tier 2**	After-school detention or Friday School; investigation; parent contact	1-2 day OSS or ISS; investigation; parent conference	3+ day OSS; SR; possible BR; Title IX/AC process	Ref. Policies JBB, AC. Mandatory investigation required.

Offense / behavior	Tier	1st occurrence	2nd occurrence	3rd+ occurrence	Notes
Fighting / physical aggression (minor - no injury)	Tier 2	1-2 day OSS; parent contact	2-3 day OSS; parent conference	3-5 day OSS; SR; possible BR	No injury, mutual combat. See Tier 3 for assault or significant injury.
Assault / serious physical violence	Tier 3	3-5 day OSS; LE notification; SR	5 day OSS; LE notification; BR	Expulsion recommended; LE notification	Ref. Policy JICDD. Acts that would constitute assault under C.R.S. 18-3-202 et seq. if committed by an adult.
Robbery / extortion / coercion	Tier 3	3-5 day OSS; LE notification; SR	5 day OSS; LE notification; BR	Expulsion recommended; LE notification	Ref. Policy JICDA #4, #5. C.R.S. 18-4-301 et seq.
Theft (major - property $50 or more)	Tier 3	3 day OSS; LE notification; restitution; SR	5 day OSS; LE notification; restitution; BR	Expulsion recommended; LE notification; restitution	
Alcohol / marijuana (possession or use)	Tier 3	OSS; LE notification; parent conference; cessation referral	2-3 day OSS; LE notification; cessation program required	3-5 day OSS; SR; LE notification; possible BR	Ref. Policy JICH
Controlled substance (non-marijuana drugs - possession or use)	Tier 3	3 day OSS; LE notification; parent conference	5 day OSS; LE notification; SR	Expulsion recommended; LE notification	Ref. Policy JICH
Sale / distribution of drugs or alcohol	Tier 3	5 day OSS; LE notification; BR	Expulsion recommended; LE notification	Expulsion recommended; LE notification	
Dangerous weapon (other than firearm)	Tier 3	OSS; LE notification; SR; possible BR	5 day OSS; LE notification; BR	Expulsion recommended; LE notification	Includes knives with blade over 3.5 inches. Ref. Policy JICI.
Firearm on school property	Tier 3	Mandatory expulsion (federal law); LE notification; SR	-	-	MANDATORY EXPULSION under federal Gun-Free Schools Act and C.R.S. 22-33-106. No discretion.

Offense / behavior	Tier	1st occurrence	2nd occurrence	3rd+ occurrence	Notes
Bomb threat / false fire alarm / emergency threat	Tier 3	5 day OSS; LE notification; SR; possible BR	Expulsion recommended; LE notification	Expulsion recommended; LE notification	May also involve criminal charges.
Sexual violence	Tier 3	5 day OSS; LE notification; Title IX investigation; SR	Expulsion recommended; LE notification; Title IX process	Expulsion recommended; LE notification	Ref. Policy AC. Mandatory Title IX investigation. Aggregate data reported per C.R.S. 22-32-109.1.

Part 5: Students in Preschool Through Second Grade (PK-2)

Limited grounds for out-of-school suspension and expulsion under C.R.S. 22-33-106.1 (effective July 1, 2020).

Out-of-school suspension or expulsion may NOT be imposed on PK-2 students for behavioral reasons other than the three grounds listed below. For all other misconduct, administrators must employ alternative interventions such as parent conferences, counseling referrals, behavior support plans, and classroom-level consequences. The district is committed to restorative, trauma-informed, and developmentally appropriate interventions for this grade band.

Offense / behavior	Consequence	Notes
Weapons on school property (including firearm)	Firearm: mandatory expulsion; LE notification. Other dangerous weapon: OSS; LE notification; SR; possible BR.	MANDATORY EXPULSION for firearms under federal law. Ref. Policy JICI.
Drugs or alcohol (possession or use)	OSS; LE notification; parent conference; referral to support services.	Ref. Policy JICH.
Conduct that endangers the health or safety of others	Consequence determined by severity: ranges from removal from class, parent conference, and support plan up to OSS and SR for imminent safety threats. LE notification when applicable.	Restorative and supportive interventions must be considered and documented. OSS used only when necessary to protect health/safety.

This matrix is a reference guide. It does not supersede adopted Board policy; all policy citations refer to La Veta RE-2 adopted policies. The matrix is reviewed annually each July and will continue to be refined during the 2026-27 school year.

Section 13: Acknowledgment Forms

Please complete and return all forms in this section to your student's homeroom teacher within the first two weeks of school.

Part A: Handbook Acknowledgment

We have read and understood the La Veta School District RE-2 Student & Family Handbook for the 2026-2027 school year. We agree to abide by the policies, expectations, and procedures described herein.

Student Name (print): _____

Student Signature: _____ Grade: _____ Date: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Phone: _____ Email: _____

Part B: Technology Acceptable Use Agreement (Policy JS-E)

Complete this agreement each school year before the student may access district technology, devices, or the Internet. The full Student Use of Technology policy (Policy JS) is summarized in Section 7 and available at lvk12.org.

Student

I have read, understand and will abide by the district's policy on Student Use of Technology. Should I commit any violation or in any way misuse my access to the school district's technology devices, including use of the Internet and electronic communications, I understand and agree that my access privileges may be revoked and disciplinary and/or legal action may be taken.

If I am 18 years or older, I hereby release the school district from all costs, claims, damages or losses resulting from my use of district technology devices, including use of the Internet and electronic communications, including but not limited to any user fees or charges incurred through the purchase of goods or services.

I understand that the district supports the use of Artificial Intelligence (AI) tools for educational purposes and that I must use such tools responsibly, honestly, and in accordance with teacher and administrator guidance. I will not submit AI-generated work as solely my own unless expressly authorized.

Your signature on this Acceptable Use Agreement is binding and indicates you have read the district's policy on Student Use of Technology and understand its significance.

Student Name (print): _____ Date of Birth: _____

Student Signature: _____ Date: _____

Parent or Guardian

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

As the parent or guardian of this student, I have read the district's policy on Student Use of Technology. I understand that access to the Internet and electronic communications is designed for educational purposes and that the school district has taken reasonable steps to block or filter material and information that is obscene, pornographic or otherwise harmful to minors, as defined by the Board. I also recognize, however, that it is impossible for the school district to prevent access to all materials or information I might find harmful or controversial and I agree not to hold the district responsible for any such materials and information accessed by my child. Further, I accept full responsibility for supervision if and when my child's Internet or electronic communications use is not in a school setting.

I understand that the district's technology use policy includes guidance on the use of Artificial Intelligence tools and that my child is expected to use such tools responsibly and in accordance with teacher and administrator guidance.

I hereby release the school district from all costs, claims, damages or losses resulting from my child's use of district technology devices, including use of the Internet and electronic

communications, including but not limited to any user fees or charges incurred through the purchase of goods or services.

I hereby give permission to issue an Internet and electronic communications account for my child and certify that the information contained on this form is true and correct.

Your signature on this Acceptable Use Agreement is binding and indicates you have read the district's policy on Student Use of Technology carefully and understand its significance.

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Part C: Media Release / Photo Consent

The district is proud of its students and regularly celebrates their accomplishments in district newsletters and publications, on the district website and district social media accounts, and through local news media coverage of school programs, activities, and athletics. Media items may include a student's name, photograph, video, and samples of student work. Please indicate your choice below. This consent applies for the 2026-27 school year, may be changed at any time by written notice to the front office, and a decision to decline will never affect a student's participation in any school program or activity.

Please check one:

☐ I GIVE permission for La Veta School District RE-2 to use my student's name, photograph, video, and/or work in district publications, on the district website, on district social media, and in news media coverage of school programs and activities.

☐ I GIVE LIMITED permission: as above, EXCEPT (specify, for example no last name, no social media): _____

☐ I DO NOT give permission for the district to use my student's name, photograph, video, or work in any of the above.

Please note: the district cannot control photography or recording by news media, spectators, or members of the public at events that are open to the public, such as athletic competitions, concerts, and graduation.

Student Name (print): _____ Grade: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Part D: Lunch Release Permission Form (Grades 10-12)

Leaving campus during lunch is a privilege, not a right, and is limited to students in grades 10-12 whose parent/guardian has signed this form and returned it to the front office. Permission must be renewed each school year.

I give my student permission to leave campus during their scheduled lunch period for the 2026-27 school year. I understand and agree that my student must:

- Sign out at the front office when leaving and sign back in upon return.
- Remain within the town of La Veta.
- Return to campus in time for their next class.
- Remain academically and behaviorally eligible to keep this privilege.

I understand that a student who becomes academically or behaviorally ineligible loses this privilege for the period of ineligibility, and that a student who causes problems off campus or fails to return on time will lose the privilege for the remainder of the semester. I understand that the district does not supervise students who leave campus during lunch and that transportation arrangements are the family's responsibility.

Student Name (print): _____ Grade: _____

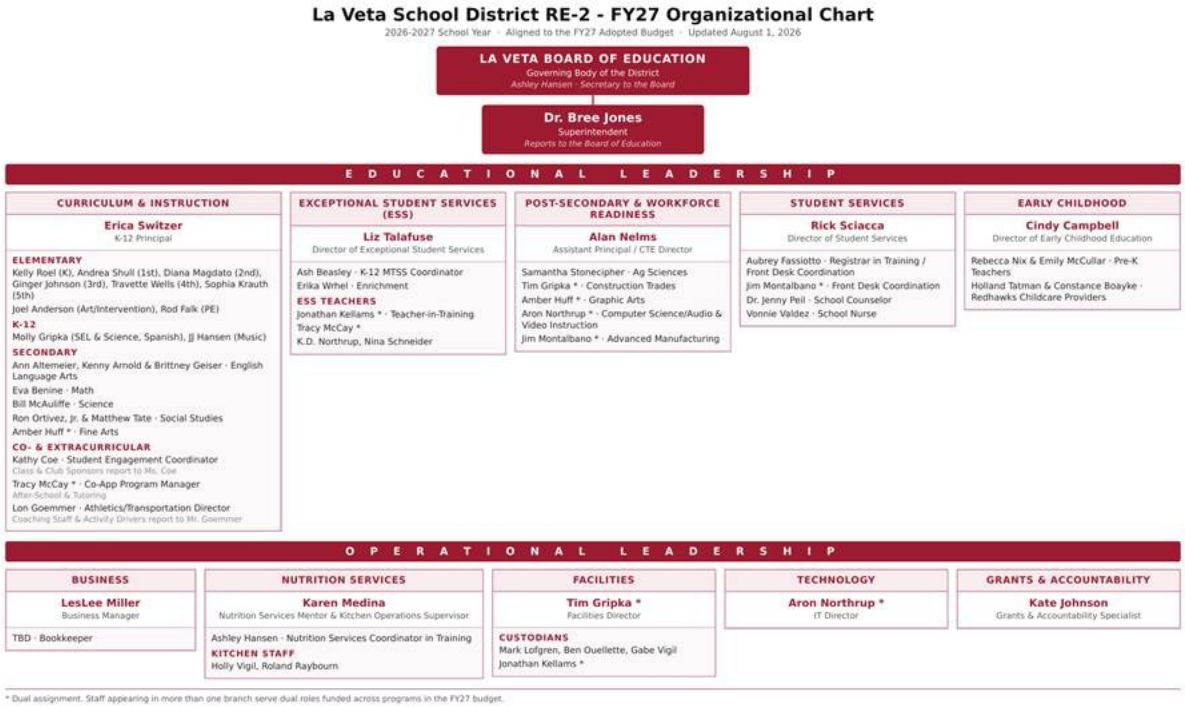
Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

Office use only: Date received _____ Added to approved list (initials/date) _____

Appendix B: 2026-27 Organizational Chart



FY27 organizational chart, aligned to the FY27 adopted budget (updated August 1, 2026). Staff marked with an asterisk serve dual roles funded across programs. The complete staff directory is available at lvk12.org/staff.

Questions? Contact the main office at 719-742-6417 or visit www.lvk12.org

Appendix C: Complaint Forms

The complaint forms referenced in Section 12 are reproduced on the following pages so they are immediately available to families and community members. Copies are also available at the front office, the Superintendent's office, and at lvk12.org. Forms marked pending board adoption are provided as a courtesy; a written complaint submitted on a pending form, or in any written format, will be accepted and processed under the applicable policy.

Form	Title	Use it for	Governing policy
C-1	Form JII-E: Student / Parent / Guardian Complaint Form	Concerns about a decision or action affecting your student	Policy JII / JII-R (pending board adoption)
C-2	Form KE-E: Community Complaint Form	General complaints about district operations, staff, or programs	Policy KE / KE-R (pending board adoption)
C-3	Form AC-E-2: Nondiscrimination / Equal Opportunity Complaint Form	Discrimination or harassment based on a protected class, including Title IX	Policy AC / AC-R
C-4	Civil Rights Complaint Form: School Meal Programs	Discrimination in the school breakfast or lunch program	USDA / CDE School Nutrition requirements

Each form begins with a one-page guide describing who uses the form, what it covers, where to submit it, and what happens next. If you are unsure which form fits your concern, start with the Which Form to Use table in Section 12 or call the front office at 719-742-6417.

Form C-1: Form JII-E: Student / Parent / Guardian Complaint Form

Who uses it. Parents, guardians, and students filing a complaint about a decision or action affecting a student, including discipline, bullying response, student safety, staff conduct toward a student, or student records.

Governing policy. Board Policy JII and Regulation JII-R. This form is pending board adoption; a written complaint submitted on this form, or in any written format, will be accepted and processed under Policy JII.

Before you file. Policy JII-R asks complainants to first discuss the concern with the staff member or administrator involved. If the complaint concerns the K-12 Principal directly, you may file without prior discussion.

Where to submit. K-12 Principal's Office or Superintendent's Office, 200 East Stadium Drive / PO Box 85, La Veta, CO 81055, 719-742-6417.

What happens next. You receive a signed copy as your receipt, a conference is held within 5 school days, and a written response is issued within 10 school days after the conference. Appeals run from the K-12 Principal to the Superintendent to the Board of Education. Full procedures appear in Section 12.

LA VETA SCHOOL DISTRICT RE-2 • La Veta, Colorado • 719-742-6417

Student / Parent / Guardian Complaint Form

Board Policy JII & Regulation JII-R

PENDING BOARD ADOPTION — Not yet in effect. Prepared for attorney review.

Important: *This form is for parents, guardians, and students filing complaints about decisions or actions affecting a student, including discipline, bullying response, student safety, staff conduct toward a student, or student records under Board Policy JII and JII-R.* ***For discrimination complaints, use Form AC-E-2. For general community complaints not involving a student, use Form KE-E.***

SECTION 1 — COMPLAINANT INFORMATION

Date: _____ **Student Grade:** _____

Name of parent/guardian or student filing complaint:

Relationship to student: _____ **Phone:** _____

Mailing Address:

Email:

SECTION 2 — NATURE OF COMPLAINT

Category — check all that apply:

- ☐ Student discipline / disciplinary response
- ☐ Bullying or harassment response
- ☐ Staff conduct toward student
- ☐ Student safety or supervision
- ☐ Student records or privacy concern
- ☐ Curriculum or program concern
- ☐ Board policy or school rule application
- ☐ Other (describe below)

Date(s) concern occurred: _____ **Location (classroom, hallway, event, etc.):** _____

SECTION 3 — DESCRIPTION

Note: Do not include the names of other students in this form. Refer to other students by role or description only (e.g., "another student in the class"). Student privacy protections apply to all students equally.

Summary of concern (describe specifically what occurred, including dates and actions taken):

Name(s) or role(s) of staff involved (e.g., "classroom teacher," "principal"):

Name(s) of any adult witnesses:

SECTION 4 — PRIOR COMMUNICATION

Board Policy JII-R requires complainants to first attempt to discuss the concern with the staff member or administrator involved before filing a formal complaint.

Describe prior attempts to resolve this concern (who you contacted, when, and what response you received):

☐ I have spoken with the teacher or staff member directly ☐ I have spoken with the K–12 Principal

☐ I contacted the Superintendent's office ☐ I am filing without prior discussion because the complaint involves the K–12 Principal directly

Have you previously submitted a written complaint about this concern?

☐ Yes — Date submitted: _____ ☐ No

SECTION 5 — REQUESTED RESOLUTION

Describe the specific corrective action or resolution you are requesting:

Any additional information or documentation you wish to provide:

SECTION 6 — SIGNATURES

Signature of complainant _____ **Date** _____

Signature of person receiving complaint _____ **Date** _____

What happens after you submit this form:

1. The person receiving this form will provide you a signed copy as your receipt.
2. A conference will be held with the complainant within **5 school days** of filing.
3. A written response will be issued within **10 school days** following the conference.
4. If unsatisfied, a written appeal may be submitted within **10 school days**, in this order: K–12 Principal → Superintendent → Board of Education.
5. If the complaint reaches the Board, a meeting will be scheduled within **20 school days** and a written response issued within **10 school days** of that meeting.
6. If you believe federal or state law has been violated, you may contact the U.S. Department of Education Office for Civil Rights at **303-844-5695** or the Colorado Department of Education at **303-866-6600**.

Submit to: K-12 Principal's Office or Superintendent's Office - La Veta School District RE-2
200 East Stadium Drive / PO Box 85, La Veta, CO 81055 • 719-742-6417
File: JII-E • Pending Board Adoption • La Veta School District RE-2

Form C-2: Form KE-E: Community Complaint Form

Who uses it. Community members and members of the public with general complaints about district programs, operations, staff conduct, or related concerns not involving their own student.

Governing policy. Board Policy KE and Regulation KE-R. This form is pending board adoption; a written complaint submitted on this form, or in any written format addressed to the Superintendent's Office, will be accepted and processed under Policy KE.

Before you file. Board policy encourages informal resolution first: discuss the concern directly with the district employee responsible for the action or event.

Where to submit. Superintendent's Office, La Veta School District RE-2, 200 East Stadium Drive / PO Box 85, La Veta, CO 81055, 719-742-6417.

What happens next. Receipt is acknowledged in writing within 5 business days and a written response is issued within 10 business days, with a possible 10-day extension on written notice. Appeals go to the Board of Education. Full procedures appear in Section 12.

COMPLAINTS / CONCERNS FROM PARENTS AND COMMUNITY MEMBERS

Complaint Form | Board Policy KE | File: KE-E

PENDING BOARD ADOPTION *— This form has been prepared for board review and is provided here as a courtesy pending formal adoption. It reflects the procedures of Board Policy KE, which is currently in effect. A written complaint submitted on this form, or in any written format addressed to the Superintendent's Office, will be accepted and processed under Policy KE. This form is expected to be formally adopted at the April 2026 Board meeting.*

Important Notice: *This form is for general complaints and grievances regarding district programs, operations, student discipline handling, and related concerns. It is governed by Board Policy KE.* ***For complaints alleging discrimination based on race, color, national origin, sex, disability, or other protected characteristics, do not use this form — use Form AC-E-2*** *(Nondiscrimination/Equal Opportunity Complaint Form). Submission of this form initiates a formal complaint.* ***Please retain a copy for your records.*** *If your complaint requires more space than provided, attach additional pages and note "See attached" in the relevant field. Attachments submitted with this form are considered part of your formal complaint.*

SECTION 1 — COMPLAINANT INFORMATION

Date of this submission: **Student name (if applicable):** **Student grade / school:**

Name of complainant: **Relationship to student (parent, guardian, community member, other):**

Mailing address:

Phone: **Email:**

SECTION 2 — NATURE OF COMPLAINT

Category of concern (check all that apply):

[ ] Student discipline / disciplinary response	[ ] Bullying or harassment response
[ ] Staff conduct or communication	[ ] Safety or supervision concern
[ ] Program or instructional concern	[ ] Records request / access to information
[ ] Administrative decision or process	[ ] Adequacy of district investigation or response
[ ] Failure to report suspected abuse or neglect	[ ] Other (describe in Section 3)

Date(s) the incident or concern occurred: **Date you first became aware of the concern:** **Location (school, classroom, event, etc.):**

SECTION 3 — DESCRIPTION OF CONCERN

Detailed description of your concern (describe specifically what occurred, in your own words):

Include dates, times, locations, and a clear account of what happened. If more space is needed, attach additional pages and write "See attached" here.

Name(s) of staff member(s) or individual(s) involved (describe students by role only — do not include student names):

Name(s) of witness(es), if any:

Are others similarly affected? If so, please describe (do not include student names):

SECTION 4 — PRIOR COMMUNICATION AND STEPS TAKEN

Colorado board policy encourages complainants to first attempt informal resolution by communicating directly with the staff member or administrator involved before filing a formal complaint.

Describe prior attempts to resolve this concern (who you contacted, when, and what response you received):

Include dates of any meetings, phone calls, emails, or written communications with district staff or administrators.

Have you previously submitted a written complaint about this concern? [ ] Yes — Date submitted: _____ [ ] No

SECTION 5 — REQUESTED RESOLUTION

Describe the specific corrective action or outcome you are requesting. Examples may include: acknowledgment of the concern, a meeting with district leadership, a change in policy or procedure, a review of personnel action, a board-level review, or another specific remedy.

Specific resolution requested:

Any additional information, documentation, or context relevant to this complaint:

List any documents, emails, photographs, or other evidence you are attaching to this form.

SECTION 6 — SIGNATURES

Signature of complainant _____ **Date** _____

Signature of person receiving complaint _____ **Date received** _____

What happens after you submit this form:

1. The person receiving this complaint will provide you with a signed copy as your receipt.
2. The Superintendent will acknowledge receipt of your complaint in writing within 5 business days.
3. The Superintendent will investigate and provide a written response within 10 business days of receipt. An extension of up to 10 additional business days may be granted with written notice to you.
4. If you are not satisfied with the Superintendent's response, you may appeal in writing to the Board of Education within 10 business days of receiving the Superintendent's response.
5. If you believe the district has violated state or federal law, you may file a complaint with the Colorado Department of Education at 303-866-6600 or www.cde.state.co.us.

Submit completed form to: Superintendent's Office, La Veta School District RE-2
200 East Stadium Drive / PO Box 85, La Veta, CO 81055 | 719-742-6417

Issued: _____ File: KE-E

Form C-3: Form AC-E-2: Nondiscrimination / Equal Opportunity Complaint Form

Who uses it. Any person alleging discrimination or harassment based on a protected class, including race, color, national origin, religion, sex, sexual orientation, gender identity, disability, or age. Check the box on the form for allegations of sex-based discrimination or sexual harassment so Title IX procedures are applied.

Governing policy. Board Policy AC and Regulations AC-R-1, AC-R-2 (Title IX), and AC-R-3 (sexual harassment investigations).

Where to submit. Superintendent's Office, La Veta School District RE-2, 200 East Stadium Drive / PO Box 85, La Veta, CO 81055. Title IX concerns may also be reported to the Title IX Coordinator, Erica Switzer, K-12 Principal, 719-742-6426, erica.switzer@lvk12.org.

What happens next. Complaints are investigated under the applicable regulation, with interim supports available during the investigation. Retaliation against anyone who files a complaint in good faith is strictly prohibited. See Section 12 for details and external resources.

Policy:AC-E2

Nondiscrimination/Equal Opportunity

Complaint Form

Date: _____ School: _____

Name of complainant: _____

Address: _____

Phone: _____ Email: _____

□ Please check here for allegations of sex-based discrimination and/or sexual harassment. (Note: Investigator will use investigation procedures consistent with allegations of sex-based discrimination and/or sexual harassment.)

Summary of alleged discrimination or harassment:

_____

_____

_____

Name(s) of individual(s) allegedly engaging in prohibited conduct:

_____

Date(s) alleged prohibited conduct occurred: _____

Name(s) of witness(es) to alleged prohibited conduct:

_____

If others are affected by the possible discrimination or harassment, please give their names:

_____

Your suggestions regarding resolving the complaint:

_____

_____

Please describe any corrective action you wish to see taken with regard to the alleged discrimination or harassment. You may also provide other information relevant to this complaint.

_____

_____

Signature of complainant: _____ Date: _____

Signature of person receiving complaint: _____ Date: _____

Submit to: Superintendent's Office - La Veta School District RE-2
200 East Stadium Drive / PO Box 85, La Veta, CO 81055

Form C-4: Civil Rights Complaint Form: School Meal Programs

Who uses it. Any person alleging discrimination in the district's school breakfast or lunch programs. Use of the form is optional; complaints may be made verbally, in writing, or anonymously, and the form is not required for a complaint to be accepted.

Governing requirements. USDA civil rights regulations and Colorado Department of Education School Nutrition requirements. Complaints must be filed within 180 days of the alleged discriminatory action.

Where to submit. Dr. Bree Jones, Superintendent, La Veta School District RE-2, 200 East Stadium Drive / PO Box 85, La Veta, CO 81055, phone 719-742-6416, email bree.jones@lvk12.org.

What happens next. The district obtains the necessary information, processes the complaint within 90 days, and forwards it to the appropriate state or federal agency within 5 days. Complaints may also be filed directly with USDA using Form AD-3027; instructions appear on the form.

LA VETA SCHOOL DISTRICT RE-2

Civil Rights Complaint Form: School Meal Programs

School Nutrition (National School Lunch and School Breakfast Programs)

Use this form for complaints alleging discrimination in the district's school meal programs. Complaints may be made verbally, in writing, or anonymously; use of this form is optional and is not required for a complaint to be accepted. Complaints must be filed within 180 days of the alleged discriminatory action. The district will obtain the necessary information, process the complaint within 90 days, and forward the complaint to the appropriate state or federal agency within 5 days.

Submit to: Superintendent's Office, La Veta School District RE-2, 200 East Stadium Drive / PO Box 85, La Veta, CO 81055. Phone: 719-742-6416. Email: bree.jones@lvk12.org. Complaints may be submitted verbally, in writing, or anonymously.

Name: _____ School: _____

Address: _____

Phone: _____ Email: _____

1. What happened to you? Please include the date, location, and any supporting documentation that would help show what happened.

_____

_____

2. Who do you believe discriminated against you? List name(s).

_____

3. Name(s) of witness(es) to the alleged prohibited conduct, if applicable:

_____

4. It is a violation of the law to discriminate against you based on the following: race, color, national origin, religion, sex (including gender identity and sexual orientation), disability, age, marital status, family/parental status, income derived from a public assistance program, and political beliefs. I believe I was discriminated against based on my:

_____

5. How would you like to see this complaint resolved?

_____

_____

Signature (optional; complaints may be anonymous): _____ Date: _____

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or (2) fax: (833) 256-1665 or (202) 690-7442; or (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.