

STUDENT HANDBOOK
VILAS SCHOOL DIST. RE-5
2019-2020



Verity

Integrity

Loyalty

Accountability

Selfless Service

FORWARD

This handbook is designed to foster a spirit of cooperation between the student body, the school, and the community. It reflects many of the standards expected of them. This handbook is not a contract, nor is it meant to be all-inclusive. It should, however, be looked upon as general guide for students, teachers, and parents with regard to good citizenship and efficiency in daily school life.

The student handbook contains information needed by students and parents during the school year. It is organized alphabetically by topic. Students are addressed as “the student”, “student”, “the child”, or “children”. The term “the students’ parent” refers to the parent, legal guardian, or the person who has agreed to assume school-related responsibility for the student.

Vilas School District Re-5 in compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado law, Vilas Re-5 School District does not unlawfully discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, genetic information, disability or need for special education services in admissions, access to, treatment, or employment in educational programs or activities which it operates.

Complaint procedures have been established for students, parents, employees and members of the public. The following person(s) have been identified as the compliance officer for the district:
Superintendent
202 Collingwood
P.O. Box 727
Vilas, CO 81087
(719) 523-6738

Outside agencies

Complaints regarding violations of Title VI, (race, national origin, Title IX (sex/gender), Section 504/ADA (handicap or disability), may be filed directly with the Office of Civil Rights, U.S. Department of Education, 1244 North Speer Blvd., Suite 310, Denver, CO 80204. Complaints regarding violations of Title VII (employment) and the ADEA (prohibiting age discrimination in employment) may be filed directly with the Federal Office of Equal Employment Opportunity Commission, 303 E. 17th Ave., Suite 510, Denver, CO 80202, or the Colorado Civil Rights Commission, 1560 Broadway, Suite 1050, Denver, CO

This notice shall be disseminated to persons with limited English language skills in the person’s own language. It shall also be made available to persons who are visually or hearing impaired.

Parents/guardians must acknowledge receipt of the Code of Student Conduct and School Rules and the consequences to students who violate District disciplinary policy.

A copy of the student handbook will be sent to the parents with the students. Parents must sign and return the attached page so that school personnel know that you have read this information.

WELCOME

Welcome to Vilas School! You are a member of the student body of a school of which we are very proud and one we invite you to help improve. We have a strong, dedicated, and enthusiastic faculty and staff. Vilas School has already established a fine reputation in all programs. Students are expected to dedicate themselves to continue to build on that reputation.

Mission Statement:

It is the principal mission of the Vilas School District to educate all students in a caring, safe, and challenging environment, and to provide the opportunity to every student to reach their full academic potential and to be productive members of society.

Equal Educational Opportunities

Every student of this school district shall have equal educational opportunities regardless of race, color, creed, sex, national origin or handicap. Further, no student shall on the basis of sex be excluded from participating in, be denied the benefits of or be subject to discrimination under any educational program or activity conducted by the district. More specifically, as prescribed by legal requirements, the school districts will treat its students without discrimination on the basis of sex as this pertains to participation in course offerings, athletics, counseling, employment assistance and extra- curricular activities.

Sexual Harassment

It shall be a violation of policy for any staff member or student to harass students or staff through conduct or communications of a sexual nature (even if the harasser and the student being harassed are the same sex and whether or not the student resists or submits to the harasser).

Sexual harassment may include (but is not limited to) unwelcome sexual advances, requests or threats for sexual favors, or other verbal or physical conduct of a sexual nature, sex-oriented verbal “kidding,” abuse, or harassment, pressure for sexual activity, repeated and/or unwelcome remarks to a person with sexual or demeaning implications, unwelcome touching (i.e. petting, pinching, or constant brushing against another’s body), or any verbal or physical conduct of a sexual nature which has the effect of unreasonably interfering with an individual’s educational performance or creating an intimidating, hostile, or offensive educational environment.

Students are encouraged to report all incidents of sexual harassment to a teacher, counselor, or Principal and file a formal grievance. All matters involving sexual harassment reports shall remain confidential to the extent possible as long as doing so does not preclude the school from responding effectively to the harassment or preventing future harassment.

DAILY SCHEDULE

The school building will be open for all students at 7:30 a.m. Students will be allowed in the building at an earlier time if an appointment has been made with an instructor previously.

School will begin at 7:55 a.m. and end at 4:00 p.m. There will be 7 periods in the day.

The school building will close at 4:30 p.m. Students are required to leave the school premises at this time unless they are required to attend school activities or meetings or are working under the direct supervision of a teacher or staff member.

INDEX

<u>Page Number</u>	<u>Content</u>
2 - 3.....	Accountability, Admission Prices/Athletic Rules
3 - 5.....	Attendance, Absences, Truancies, Tardiness, Expulsion and Credit Redemption
6 - 7	Bus Regulations, Clubs/Organizations, Corporal Punishment
7 - 9	Counseling, Dress Code
9 - 10.....	Electronic Media Acceptable Use Policy
10	Extra- Curricular Activities/Dances
10 - 11.....	Fraternizing/Public Displays of Affection/ Grades/Report Cards/Grading Policy Graduation Requirements
12	Graduation Requirements, Honor Roll, Class Rank Awards & Honors
13.	Post Secondary Enrollment, Insurance, Student Vehicles, Loitering
14..	Library, Progress Reports, Respect, School Lockers, Senior Trip, Student Community Expectations
15 - 23.....	Student Discipline Code, School Rules, Listing of Offenses & Consequences, Emergency Expulsion
23.....	Academic Dishonesty, Tobacco Policy Telephone, Visitors, Text Books
25	Lunch Costs and Closed Campus
26.....	Signature Page
27-28_____	Internet Use Agreement

ACCOUNTABILITY

All students will be held accountable for their actions. It is the responsibility of each student to:

- follow the rules set out in this handbook,
- be prepared for each class,
- ensure all assignments are prepared properly and turned in on time.
- conduct himself/herself in a manner that positively reflects on the School and the community of Vilas, and,
- live the VILAS values every day.

ADMISSION TO GAMES

The fees for Home Athletic games are as follows:

K-12 Students ----- \$3.00

Adults ----- \$4.00

Senior Citizens ----- Free

Parents will be called to pick up their children if they are unsupervised and being disruptive at any school function.

Athletic/Extra-Curricular Activity Eligibility

To be eligible to participate in interscholastic competition or extra-curricular activities such as dances, FFA, and all school activities not directly tied to a required classroom activity, a student must:

1. If the activity is governed by CHSAA, students must meet all of the CHSAA eligibility requirements.
2. If required by the activity, students must have a physical examination completed and cards on file in the office.
3. Have school insurance or proof of other insurance.
4. Meet Vilas eligibility requirements. For High School students, the academic standard is to maintain passing grades in **all** classes based on the semester average. For Middle School students the academic standard is to maintain passing grades in **all** classes based on the quarter average.
5. Teachers will submit their weekly eligibility through Infinite Campus by Tuesday at 10:00 A.M. Eligibility for participation in athletics competitions or activities will be from Wednesday through Tuesday of the ensuing week.
6. Students who appear on the list as ineligible will not be allowed to participate in **any** type of interscholastic competition or activity until the next eligibility check indicates they are academically eligible.
7. Citizenship (e.g. classroom behavior) **can be** a determining factor of eligibility in a class as determined by the administration.
8. Special Education student's eligibility is determined on the IEP (Individual Education Program) and effort in class.

Truancy shall make a student ineligible for that day's competition. Habitual truancy will result in suspension from the activity or activities in which the student participates. An excused absence does not prohibit a

student from practice or participation; however, a student must be in school for at least five class periods on the day of or before the date of an event or he/she will not be allowed to participate unless there are mitigating circumstances that will be determined by the administration. A “no practice, no play” rule is up to the coach and will be stated as such in his or her training rules.

Athletic and Extra-Curricular Suspension

Athletic suspension will occur in the event of violations of student codes and rules as noted elsewhere in this handbook, and/or violations of a coach's specific regulations

A student who has been suspended from participation may appeal his/her suspension to the administration. The administration will convene a group of three teachers who do not coach or sponsor the student in the activities from which the student is suspended to hear the appeal and make a recommendation to the administration.

Training Rules and Regulations

Students making the choice to become athletes must understand that there are sacrifices and commitments involved, if one is to become a true competitor. Of utmost importance is following rules which the Department of Athletics believes to be fair. Coaches will have their own set of training rules specific to their sport with consequences to be determined by them. These rules will be communicated in writing to athletes and parents at the beginning of each athletic season.

Extra-curricular Bus Policy

Team members may not leave the team bus unless permission is granted by an administrator or if the parent asks the head coach in person **and** signs a release. Under no circumstances will a participant travel to or from an activity in a private vehicle unless prior arrangements are made by the parent and approved by the administration.

ATTENDANCE

All students are expected to attend school and be on time for classes. There is a direct relationship between poor attendance and academic failure. The purpose of this plan is to place the primary responsibility for attendance upon **the students**.

Excused absences--occur only for reasons of personal illness, family emergency, professional appointment (legal or behavioral counseling), district-approved holidays, or certain educational opportunities.

Students are required to pick up a

Notice of Upcoming Absence from the office for any pre-arranged absences such as doctor and/or dental appointments at least two (2) days prior to date of absence. Announced schoolwork or tests are to be made up as quickly as is reasonable, but no longer than the **one day** for each day absence.

Unexcused Absences--occur when a student and/or parent/guardian fails to provide the appropriate communication to the office, cutting classes/truancy, skipping school, and failure to check out of the office prior to leaving campus.

Students are allowed a total of 8 absences per semester. This includes both excused and unexcused absences. On the ninth absence the student will not receive credit for the courses in which he/she has been absent. Exceptions to this policy will be at the discretion of the school administration and the board of education.

ATTENDANCE POLICY

All students attending Vilas School are required to attend classes, unless excused for good reason, in accordance with the Colorado Compulsory Attendance law (CRS 22-33-104) and Article IX, Section 2 of the Colorado Constitution. The Vilas School is a CLOSED CAMPUS. This means students may not leave campus during the school day, including lunch time, without parent and administrative approval.

- Students are expected to make up work missed during any absence. Teachers will provide assistance and available make up work to students following excused absences. The student will have one day for every day of excused absence to make up his/her work upon return to school. Work missed because of an unexcused absence may be made up for 75% credit. This includes daily work and/or tests.
- Parents or guardians will be responsible for notifying the school if the student's absence is to be excused. Parents or guardians may phone in the excuse (719) 523-6738 or send a note with the student in advance or on return. The student will have three days to turn in this excuse to the office. If the proper excuse is not turned in, the absence will be considered unexcused. We are concerned for your child's safety, the school will call to verify an absence if we have not received a call by 9:00 a.m. the morning of the absence.

Excessive Unexcused Absence

- a. After 4,6, and 8 excused and unexcused absences a letter will be sent notifying the parents.
- b. After 9 unexcused absences in any semester, the student will not receive credit for the class or classes in which they are absent. The parents will be notified and they may petition the School Board by filing a written request with the administration.
- c. After 5 absences, for any reason, in a single semester the administration may require a written note from a doctor before an absence will be counted as excused.
- d. Students who are seven and less than seventeen are required by law to attend school. The authorities may be notified if a student who falls within this age group has 9 unexcused absences in any

semester or 18 unexcused absences in any school year, and legal action may be initiated.

Tardiness:

Any student who enters a class after the scheduled starting time is considered tardy. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of other students to uninterrupted learning, excessive tardiness will be considered a serious disciplinary problem, and might be cause for disciplinary action.

Unexcused tardiness accumulates from the first offense. Students will be required to secure an admit pass from the office before the student will be allowed in the classroom. Unexcused tardiness may result in the consequences of detention, suspension or expulsion.

Truancy

Truancy is generally defined as missing any class or school day without the prior approval of the administration, or absences that do not meet the guidelines. Students leaving the building without gaining permission from the office and signing out will be truant from subsequent classes missed that day.

Expulsion

Recommendation for expulsion and mandatory expulsion will be made in accordance with state law and district codes of conduct. Violations of various rules may result in recommendation for expulsion based on continued and willful disobedience and/or continual defiance of school rules or school authorities.

The following offenses will result in suspension and/or expulsion recommendation by the school administration:

- Commission of any act which if committed by an adult would be robbery or assault, as defined by law.
- Violation of the school district's alcohol use/drug/tobacco abuse policy.
- Violation of school district's policy on dangerous weapons in the school, or on school property, or at any school district sponsored or sanctioned event.

Credit Redemption:

Students, who have lost credit in one or more classes due to truancies, may request a hearing wherein redemption of credit may be sought. The appeal must be made in writing, and submitted to the Superintendent within ten school days after the student and parents have been notified of the loss of credit.

BUS REGULATIONS

Riding the bus is a privilege not a right. Students who fail to follow the rules may forfeit the privilege of riding the bus. All school rules will be applied while on any bus. The following are UNACCEPTABLE on the bus:

- Deliberate defiance/refusal to cooperate with the driver
- Excessive talking and unnecessary noise, lack of respect and courtesy
- Throwing items of any kind in the bus or out the windows
- Deliberate delay - loading or unloading
- Refusal to stay properly seated
- Extending any part of the body out of a window
- Tampering with equipment, deliberate vandalism
- Outward displays of ANY kind to drivers or passengers of other vehicles

CLUBS AND ORGANIZATIONS

With the belief that there is much more to your education than attending classes, clubs and organizations are available to you. Clubs and organizations are formed to meet the interests of the student body. Vilas High School has several established clubs and organizations. You are encouraged to get involved in those of your choice. Each club or organization has a staff member as an advisor. Listed are the organizations already in existence at Vilas High School.

- National Honor Society
- Student Council
- Citizens Leadership Council
- Knowledge Bowl

CORPORAL PUNISHMENT

In dealing with disruptive students, any person employed by the district may, within the scope of his employment, use reasonable and appropriate physical intervention or force as necessary for the following purposes:

- To restrain a student from an act of wrong-doing
- To quell a disturbance threatening physical injury to others
- To obtain possession of weapons or other dangerous objects upon a student or within the control of a student
- For the purpose of self-defense
- For the protection of persons or property
- For the preservation of order

Any such acts are not in conflict with the legal definition of child abuse and shall not be construed to constitute corporal punishment within the meaning and intention of this policy. Reasonable corporal punishment may be administered to students pursuant to regulations developed by the administration and approved by the Board. Corporal punishment is limited to spanking or paddling the student, and is governed by the following guidelines:

- The student is told the reason for the corporal punishment.
- Corporal punishment may be administered by the superintendent, principal or designee, with parental permission.
- The instrument to be used will be approved by the superintendent.
- A record will be maintained of each instance of corporal punishment.

COUNSELING/STUDENT ADVISOR AND GUIDANCE SERVICES

Vilas School will provide counseling to students you when deemed necessary. The student advisor is here to provide services to enhance personal and academic achievement and development. Your student advisor can help you with personal problems, selection of classes, testing information, including SAT information, career selection, scholarships, work-study, graduation, information about vocational education, college entrance, letters of recommendation and curriculum information. We urge you to take advantage of this opportunity to help plan for the present and future.

DRESS CODE

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

The best dress code guideline is to remember that clothes worn to school should be clean, in good taste, cover private parts of the body, and be appropriate for classroom during school hours, school activities, and athletic activities.

Should a student come to school dressed inappropriately, the student must be removed from the classroom until they can be dressed appropriately. The student will be given the opportunity to change into appropriate clothing. If the student does not have something appropriate to change into, the student will be given a clean t-shirt and sweatpants to wear for the remainder of the day. Should the student refuse, the student will be kept in the office and their class work will be brought to them to complete. Dress code is in effect on all school days, including the last day of school and during extra-curricular activities.

Because it is not possible to think of every dress code issue that may arise, the principal or designee have the right to declare other forms of objectionable dress to be inappropriate for school.

Because students may not understand the types of clothing that are appropriate, there are guidelines listed below. The following clothing should not be worn to school or school activities in which the student is

participating or representing the school in any way (such as working in the concession stand or helping at the elementary track meet) unless it is part of the uniform:

- Shorts, dresses, skirts, or other similar clothing, unless the clothing is at least 1/2 the distance between the top of the knee and the groin.
- Inappropriately sheer, tight, torn, or low-cut clothing (e.g. midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, upper thigh, back and breasts. Leggings, yoga bottoms, joggers, and other tight pants should be covered with a shirt that extends at least to the top of the thigh.
- Tank tops or other similar clothing.
- No hats, sunglasses, caps, bandanas, scarves, hoods, hair nets, etc. (unless it is an outdoor activity and approved by the principal).
- Slippers or other shoes that are not considered appropriate footwear for health and safety reasons.
- Undershirts that are not covered up with a shirt that is closed at least to the mid-chest area.
- Exposed underwear.
- Pajamas of any type, unless approved for a school sponsored dress-up day.
- No PE clothes other than during PE classes.
- Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
 - Refer to drugs, tobacco, alcohol or weapons
 - Are of a sexual nature
 - By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
 - Are obscene, profane, vulgar, lewd, or legally libelous
 - Threaten the safety or welfare of any person
 - Promote any activity prohibited by the student code of conduct
 - Otherwise disrupt the teaching-learning process

The final decision on appropriateness of dress rests with the Principal or Sponsor if the student is at an extra-curricular activity representing the school. When representing the school, students will be given definite instructions as to appropriate and acceptable dress, grooming, and behavior.

Directors of activities may set higher standards for students while under their direct supervision or sponsorship.

ELECTRONIC COMMUNICATION DEVICES

Vilas School District RE-5 believes in the appropriate use of electronic communication devices (i.e. cell phones, iPods or iPads, two-way radio, personal data assistants, etc.). These items must be turned off and kept out of sight during appropriate times (i.e. instructional times, class discussions, etc.) When you come into a room, the expectation is that you sit in your seat and put all technology away. There may be times that cells phones will be allowed for use in class, as allowed by the instructor. ANY misuse of this policy will result in the confiscation of device for a period of days or weeks at the discretion of teachers/administrators.

ELECTRONIC RESOURCES ACCEPTABLE USE POLICY

The Vilas School District supports the right of students to have access to various information formats and electronic resources. However, we believe it is incumbent upon students to use this privilege in an appropriate and responsible manner. As we increase the opportunities for students to utilize these resources we have determined the following Acceptable Use Policy shall govern the use of the school's computers, software, network, and Internet. **Personal computer use will follow the same guidelines.**

The following student behaviors with electronic resources are not permitted

- Displaying or sending offensive messages or pictures on any school owned computer.
- Sending a threatening or harassing message.
- Damaging any part of the computer hardware, software or the network. This includes theft of any hardware and or software.
- Violating copyright laws.
- Trespassing in another person's files or misusing another person's files.
- Intentionally wasting limited resources. (For example making multiple copies at the printer when it is not necessary.)
- Other unethical use of the school's network system.
- Interfering with the integrity of the school's network system.
- Interfering with the integrity of the school's e-mail system.
- Illegal activity or other activity that violates Vilas School

District Policy.

- Intentional spreading embedded messages or files.
- Using another person's passwords
- Revealing passwords to others.
- Entering other people's files without their permission.
- Using the e-mail system without permission from the staff member in charge.
- Downloading any program or message without permission of a teacher.
- Playing computer games, other than those that are educational, is prohibited during school hours.
- Computers are not to be used to play music.

Penalties for these rule infractions will be at the discretion of the administration.

EXTRA-CURRICULAR ACTIVITIES:

These rules are intended to cover all students enrolled in the Vilas School and involved in extra-curricular activities. These rules are not designed to supplant individual sport or organizational rules, but will supersede where conflicts occur.

Students involved or only attending an extra-curricular activity will abide by all school rules unless they are a participant and then they will be under that organization's rules.

HIGH SCHOOL DANCES:

1. Students or guests showing evidence of alcohol use prior to the dance or found using alcohol at a dance will not be allowed to attend or remain at the dance.
2. Students or guests showing evidence of or using alcohol at a dance shall not be allowed to attend school dances for a calendar year. In addition they will face disciplinary actions.
3. A complaint against students or guests found drinking liquor or beer at a school dance will be filed by school authorities with the local sheriff department.
4. Sponsors may elect to close a dance immediately if it can be determined that drinking of alcoholic beverages is taking place within the school.
5. If any given dance is canceled by the school officials, no class or club funds shall be used to hold the dance elsewhere.
6. All guests must be escorted by a student date. (The names of non-Vilas students who are invited to dances by Vilas Students, are to be submitted to the office for approval no later than one week prior to the date of the dance.)
7. A guest not following the rules will be ejected from the dance and will not be allowed to attend any other dances sponsored by the school for the remainder of the school year.
8. No student will be re-admitted to the dance once he/she leaves

the building (including his/her guest) without permission from the sponsor.

9. All students attending school dances shall be dressed in appropriate attire and be in good standing at Vilas School.
10. Students who are candidates for Homecoming King & Queen and Prom King & Queen, shall be of good moral character (not a parent, not on probation, not under investigation for criminal acts, or not suspended or expelled).

FRATERNIZING/PUBLIC DISPLAYS OF AFFECTION (PDA)

Being overly affectionate in school creates an environment that is not conducive to concentration and learning, therefore students should refrain from inappropriate, intimate behaviors on campus or at school related events & activities. Excessive touching, holding of hands, and hugging (other than friendly or sympathetic hugs) on school property are NOT ALLOWED. Kissing is STRICTLY forbidden. Students are expected to show good taste and conduct themselves respectfully at all times. Inappropriate public displays of affection will not be tolerated. This behavior will result in a parent meeting and possible suspension if inappropriate behavior continues after being warned. The expression of feelings of affection toward others is a personal concern between two individuals and not of others surrounding them. Therefore, good taste and respect for others is the guideline for appropriate behavior.

GRADES/ REPORT CARDS

You will receive a report card four times during the year to inform you and your parents of your progress and accomplishments in your classes. Each semester is divided into two nine-week quarters. Your quarterly report card will indicate the grade status and absence, if any, for each class.

GRADING POLICY

	VILAS SCHOOL			
	Numerical	Letter	Grade Pts	College Level Grade Pts **
Advanced	90 - 100	A	4.0	5.0
Proficient	80 - 89	B	3.0	3.75
Partially Proficient	70 - 79	C	2.0	2.5
Unacceptable	0 - 69	F	0.0	0.0

** Indicates grades from college level and dual credit courses approved by the administration.

Incomplete grades must be made up within a reasonable amount of time, as determined by the teacher. If you owe the school money for a lost item, damaged item or library fine, your report card will be withheld pending payment of the debt.

GRADUATION REQUIREMENTS

You must successfully complete the minimum credits and course requirements prescribed by the Vilas School District Board. The following are the **minimum** course requirements for graduation from Vilas High School.

Vilas School District Diploma

Credits Subject Area

- 4 English
- 3 Mathematics
- 3 Science
- 3 Social Studies (American History and Government required)
- 1 Civics (required by state law)
- 2 Practical Arts (includes business, technology, industrial arts courses)
- 1 Humanities (includes art, drama, music courses)
- 1 Health, PE, Recreation
- 7 Elective
- 25 Total

HONOR ROLL AND CLASS RANK

Scholarship is recognized and encouraged through an academic Honor Roll. The Honor Roll is compiled at the close of each grading period. There will be two Honor Rolls: A Honor Roll, grades consisting of all A's and the AB Honor Roll, grades consisting only A's and B's.

Class rank is determined at the end of the year based on the total work a student has completed in high school to date.

Awards and Honors Conferred

Any award or honor, including honors to be presented upon graduation, or presented at a time subsequent to determination that the award will be presented, is conditioned upon the recipient's complying with all rules and regulations of the district up to the time an honor is awarded. For example, if prior to graduation grades are calculated for the purpose of determining the valedictorian or salutatorian of the class, the results of such calculation, which would indicate the prospective valedictorian or salutatorian, would not constitute conferral of such award, but such award would be presented only if, for the balance of the term, the prospective recipient continues to abide by the rules and regulations of the school.

- The valedictorian and salutatorian are determined by a grade point average.
- To receive the honor of valedictorian or salutatorian, a student must have a grade point average of 3.0 or better.
- Students must have completed a minimum of two semesters of their senior year at Vilas High School to be eligible.

Post Secondary Enrollment Options Act. 22-35-104- Enrollment in institution of higher education – cooperative agreement. Vilas School District RE-5 works cooperatively with Lamar Community College and other designated institutions of higher learning to provide enrollment opportunities in higher education. Students will be required to pay for their textbooks and other class-related expenses. Students will be expected to fulfill all educational requirements within the allocated college time frame of the class. In order to receive credit for classes taken beyond the regular school day, students will be required to submit an official transcript to a counselor mentor. High school credit for college courses will be granted at the rate of .5 credits per course per semester.

INSURANCE

Students may purchase insurance to cover them for injury during school and after school. The school does not carry a secondary policy on the students. If you are not adequately insured by a family policy, you are encouraged to enroll in a plan.

All students participating in interscholastic sports **MUST** be adequately covered by accident insurance. If you are injured at school or during athletics, the injury must be reported to the teacher in charge as soon as possible. The teacher will complete an accident report on all injuries.

Student Vehicles

Licensed students are allowed to bring cars to school and park them in designated parking areas. Students are not allowed to park in the visitors, bus loading-drop off, handicapped, or staff parking areas. Students may not congregate in the parking areas during the school day.

- Students are reminded that there is a 15-MPH speed limit in the school zone. Students who exceed the speed limit in the school zone may have their parking and/or driving privileges revoked.
- Students will park on the south side of the tin barn in front of the shop/gym area or as assigned by the administration. Repeated violation of parking rules may be considered an act of defiance of school authority and result in disciplinary action.
- Violations of the Student Vehicle regulations may result in assignment to detention. Also the privilege of parking/driving on school property may be revoked.
- No driving of vehicles during the school day.

LOITERING

Students who are suspended or expelled and visitors, guests, relatives, or any other person who is not a student of the Vilas School and does not have a valid reason for being on campus are to be considered loitering. Offenders could face police action: charged with a misdemeanor or trespassing. To avoid this, see VISITORS. All students who do not have business in the office shall refrain from loitering therein.

LIBRARY

Students are welcome to use the Library from 8:00 am to 4:00 p.m. Books may be checked out for a two week period of time, if the book is not needed by another student. When a book is not returned on time, a fine of 10 cents per day may be charged. **If you lose any library material, you will be expected to pay for the lost item.**

PROGRESS REPORTS

Parents/Guardians are able to check student's progress at any time through Infinite Campus. Parent Teacher conferences are also held twice a year to go over student's progress.

RESPECT

Every Vilas School staff member has the authority to discipline students who are violating school rules and procedures. Faculty members should be addressed as "Miss," "Mrs.," "Ms.," or "Mr.," except with the approval of individuals who may prefer to be called "Coach". It is disrespectful to address staff by using only a first or last name.

SCHOOL LOCKERS

School lockers are provided for each student. **Lockers are school property.** The school is not responsible for lost, stolen or damaged items. Students should not store items of value in their lockers, other than textbooks. If you wish, you may use your own lock. If you do however, you must leave the combination or a key in the office.

SENIOR TRIP

The proposed senior trip will be presented to the Board of Education in March of the current year and it will be reviewed twice before seniors may go on their trip. The School board will have the final decision on all events connected with the senior trip. Senior students will provide health insurance coverage. For a student to be eligible to participate on the senior trip, he/she must have attended Vilas High School for the entire senior year. Late enrollees may petition the entire senior class and seek approval from the Board of Education before they will be allowed to go. (All diplomas for graduating seniors will be held until the end of the trip). Any funds from the Senior class that remain after the trip will be retained by the District and used in a manner determined by the Vilas Board of Education.

SCHOOL COMMUNITY EXPECTATIONS

Students are expected to:

- Be honest.
- Display respect to school personnel and to each other.
- Use only appropriate language in the school building, classrooms, and at school activities.
- Take responsibility for their actions and conform to staff direction.
- Refrain from behavior that is detrimental to the welfare, safety, or morale of other students.
- Apply themselves to the established course of study.

STUDENT DISCIPLINE CODE

A. Abiding by the Law:

Every student in the district, as well as every employee of the district, is expected to abide by the laws of the State of Colorado and of the United States. A violation of any of these laws shall constitute a violation of the policies and rules of this school district. Appropriate disciplinary action will follow.

The School Board recognizes that it cannot and should not attempt to list every action which could result in disciplinary procedures and the enumeration of certain specific rules is not intended to exclude other rules which are also laws, as well as those rules which are generally accepted conduct for citizens of this community.

B. Jurisdiction of the School District:

All rules and regulations set forth in this policy shall apply at all times on school property, wherever located, and upon school buses or other vehicles of transportation owned or controlled by the school district.. Such rules and regulations shall likewise apply to all students attending any school or school related function or activity, whether or not during regular school hours, and whether or not the student is a participant in the function or activity.

C. Exclusive right to Discipline

Parents or guardians of student shall **not** have the right to control student discipline in the school and, particularly, shall **not** have the right to prevent the school from taking appropriate disciplinary measures with any student. School officials responsible for disciplinary procedures may consult with, or listen to, a student's parent with respect to their ideas as to the most effective type of discipline, but they shall **not** be obligated to abide thereby. It is the belief at Vilas, that students are educated by a team made up of parents, educators, and the administration.

D. End-of-Year Offenses

If a student commits a violation of the rules during the last six weeks of the school year under circumstances which would justify a punishment of removal or expulsion for a period of time longer than that left in the year, such removal or expulsion may be carried forward to the following year: or, if a student is a graduating eighth grader or senior, the student can be denied the privilege of participating in graduation ceremonies and the right to receive honors or awards.

E. Student Discipline

This section identifies permissible punishment for established violations of the policies, rules and regulations of the district. When imposing discipline, school personnel shall adhere to the following guidelines:

- The district's objective is to educate students. Consequences

shall be administered only when necessary to protect students, school employees or property, or to maintain essential order and discipline.

- Disciplinary action should not be ‘punitive’ per se, but should be designed to correct the misconduct of the individual student and to promote compliance of all students with district rules and regulations.
- Students shall be treated fairly and equitably. Consequences shall be based upon a careful assessment of the circumstances of each case, i.e., the seriousness of the offense, the student’s age, the frequency of misconduct, the student’s attitude, circumstances of the particular offense, and the potential effect of the misconduct upon the school environment.
- Consequences shall never be administered so as to ridicule a student nor be imposed maliciously.

In addition to the statutory penalty prescribed in state or federal statute or in other applicable law, students who commit offense are subject to the following categories of discipline.

SCHOOL RULES

All Vilas High School teachers are required to maintain and post a set of clear, concise rules easily explained to both students and parents, which are consistently enforced. Infractions will lead to the following steps:

OFFENSE		
<p>Disruptive/Disrespectful Behavior/Minor Misconduct May include but is not limited to the following: Littering, throwing objects which could cause bodily harm or damage property, loud, boisterous, uncontrolled behavior, unauthorized play or loitering, refusing to follow teacher, substitute teacher or other authorized person’s direct instruction, etc.</p>		<p>1st offense: Warning. 2nd offense: Student behavior slip issued. Parent notification. Options for disciplinary action can include detention and other classroom consequences. 3rd offense: Office referral; Parent notification. Options for disciplinary action can include 1 to 3 day suspension. Continued offenses: Office referral; 3-5-day suspension with a possible addition of 5 more days and possible recommendation for expulsion. (Mandatory parent/guardian conference with administration prior to student reinstatement). In *Repeated or serious infractions will result it immediate office referral*</p>

<p style="text-align: center;">FRATERNIZING/PUBLIC DISPLAYS OF AFFECTION (PDA)</p> <p style="text-align: center;">Excessive touching, holding of hands, and hugging (other than friendly or sympathetic hugs) on school property are NOT ALLOWED. Kissing is STRICTLY forbidden.</p>		<p>1st offense: Warning.</p> <p>2nd offense: Student behavior slip issued. Parent notification. Options for disciplinary action can include detention and other classroom consequences.</p> <p>3rd offense: Office referral; Parent notification. Options for disciplinary action can include 1 to 3 day suspension.</p> <p>Continued offenses: Office referral; 3-5-day suspension with a possible addition of 5 more days and possible recommendation for expulsion. (Mandatory parent/guardian conference with administration prior to student reinstatement).</p>
<p style="text-align: center;">Accidental/Minor Profanity</p>		<p>1st offense: Warning.</p> <p>2nd offense: Student behavior slip issued. Parent notification. Options for disciplinary action can include detention and other classroom consequences.</p> <p>3rd offense: Office referral; Parent notification. Options for disciplinary action can include 1 to 3 day suspension.</p> <p>Continued offenses: Office referral; 3-5-day suspension with a possible addition of 5 more days and possible recommendation for expulsion. (Mandatory parent/guardian conference with administration prior to student reinstatement).</p>

<p>Purposeful/Blatant Profanity; Obscene Materials or Gestures</p>		<p>1st offense: Office referral; parent notification. Options for disciplinary action can include 1 to 3 day suspension. 2nd offense: Office referral; Parent notification. Options for disciplinary action can include 3 to 5 day suspension. Continued offenses: Office referral; 3-5-day suspension with a possible addition of 5 more days and possible recommendation for expulsion. (mandatory parent/guardian conference with administration prior to student reinstatement).</p>
<p>Dress Code Violations</p>		<p>1st offense: Warning and required change of clothes. 2nd offense: Warning and required change of clothes; Parent notification. 3rd offense: Office referral; Detention; required change of clothes and parent notification. Continued offenses: Office referral; 1 to 3 day suspension; parent notification. *Repeated or serious infractions will result it immediate office referral*</p>
<p>Improper Use of Cellular Phones and Other Electronic Devices; Including Headphones</p>		<p>1st offense: Warning 2nd offense: Confiscation of device and turned in to the office. Student may pick up device at the end of the school day. 3rd offense: Confiscation of device and turned in to the office. Parent must pick up device. 4th offense: Confiscation of device and turned in to the office. Parent must pick up device. Device will no longer be allowed in school. If brought to school, device must be turned in to office first thing in the morning and kept there until the end of the day. If confiscated again, device will not be returned until the end of the school year. *Repeated or serious infractions will result it immediate office referral*</p>

<p>Inappropriate use of technology as defined by the "Acceptable Use Agreement" but not limited solely to the agreement depending upon the severity</p>		<p>1st offense: Warning. 2nd offense: Student behavior slip issued. Parents contacted. Options for disciplinary action can include detention and other classroom consequences. 3rd offense: Office referral; 1 to 3 day suspension; parent notification. Continued offenses: Office referral; 3-5-day suspension with a possible addition of 5 more days and possible recommendation for expulsion. (Mandatory parent/guardian conference with administration prior to student reinstatement). *Repeated or serious infractions will result it immediate office referral*</p>
<p>Cheating</p>		<p>1st offense: Student behavior slip issued. Parents contacted. Options for disciplinary action can include detention or office referral. 2nd offense: Office referral; 1 to 3 day suspension; parent notification. Continued offenses: Office referral; 3-5-day suspension with a possible addition of 5 more days and possible recommendation for expulsion. (Mandatory parent/guardian conference with administration prior to student reinstatement). *Repeated or serious infractions will result it immediate office referral*</p>
<p>Bullying, Threatening, Harassment, or Intimidation</p>		<p>1st offense: Office referral; parent notification. Options for disciplinary action can include 1 to 3 day suspension. 2nd offense: Office referral; Parent notification. Options for disciplinary action can include 3 to 5 day suspension. Continued offenses: Office referral; 3-5-day suspension with a possible addition of 5 more days and possible recommendation for expulsion. (Mandatory parent/guardian conference with administration prior to student reinstatement).</p>

<p>Fighting/Fight Instigation</p>		<p>1st offense: Office referral; parent notification. Options for disciplinary action can include 1 to 3 day suspension. 2nd offense: Office referral; Parent notification. Options for disciplinary action can include 3 to 5 day suspension. Continued offenses: Office referral; 3-5-day suspension with a possible addition of 5 more days and possible recommendation for expulsion. (Mandatory parent/guardian conference with administration prior to student reinstatement).</p>
<p>Leaving School Without Permission; Skipping; Ditching</p>		<p>1st offense: Office referral; 1 to 3 day suspension; parent notification. 2nd offense: Office referral; 3- 5 day suspension (mandatory parent/guardian conference with administration prior to student reinstatement). 3rd offense: Office referral; 5-day suspension with a possible addition of 5 more days and possible recommendation for expulsion.</p>
<p>Defacing School Property/ Vandalism</p>		<p>1st offense: Office referral; parent notification. Options for disciplinary action can include 1 to 3 day suspension. 2nd offense: Office referral; Parent notification. Options for disciplinary action can include 3 to 5 day suspension. Continued offenses: Office referral; 3-5-day suspension with a possible addition of 5 more days and possible recommendation for expulsion. (Mandatory parent/guardian conference with administration prior to student reinstatement).</p>

<p style="text-align: center;">Stealing</p>		<p>1st offense: Office referral; parent notification. Options for disciplinary action can include 1 to 3 day suspension.</p> <p>2nd offense: Office referral; Parent notification. Options for disciplinary action can include 3 to 5 day suspension.</p> <p>Continued offenses: Office referral; 3-5-day suspension with a possible addition of 5 more days and possible recommendation for expulsion. (Mandatory parent/guardian conference with administration prior to student reinstatement).</p>
<p style="text-align: center;">Extortion and/or Threatening Another Student for Property</p>		<p>1st offense: Office referral; parent notification. Options for disciplinary action can include 1 to 3 day suspension.</p> <p>2nd offense: Office referral; Parent notification. Options for disciplinary action can include 3 to 5 day suspension.</p> <p>Continued offenses: Office referral; 3-5-day suspension with a possible addition of 5 more days and possible recommendation for expulsion. (Mandatory parent/guardian conference with administration prior to student reinstatement).</p>
<p style="text-align: center;">Discrimination Based on Race, Color, Sex, Religion, or Gender</p>		<p>1st offense: Office referral; parent notification. Options for disciplinary action can include 1 to 3 day suspension.</p> <p>2nd offense: Office referral; Parent notification. Options for disciplinary action can include 3 to 5 day suspension.</p> <p>Continued offenses: Office referral; 3-5-day suspension with a possible addition of 5 more days and possible recommendation for expulsion. (Mandatory parent/guardian conference with administration prior to student reinstatement).</p>

<p align="center">Sexual Harassment/ Sexual Offenses</p>		<p>1st offense: Office referral; parent notification. Options for disciplinary action can include 1 to 3 day suspension.</p> <p>2nd offense: Office referral; Parent notification. Options for disciplinary action can include 3 to 5 day suspension.</p> <p>Continued offenses: Office referral; 3-5-day suspension with a possible addition of 5 more days and possible recommendation for expulsion. (Mandatory parent/guardian conference with administration prior to student reinstatement).</p>
<p align="center">Possession and/or Use of Tobacco Products or Paraphernalia (Including E-Cigarettes)</p>		<p>1st offense: Office referral; parent notification. Options for disciplinary action can include 1 to 3 day suspension.</p> <p>2nd offense: Office referral; Parent notification. Options for disciplinary action can include 3 to 5 day suspension.</p> <p>Continued offenses: Office referral; 3-5-day suspension with a possible addition of 5 more days and possible recommendation for expulsion. (Mandatory parent/guardian conference with administration prior to student reinstatement).</p>
<p align="center">Drugs and/or Alcohol Possession or Use and/or Being Under the Influence</p>		<p>1st offense: Office referral; 3-day suspension/Law enforcement contact (mandatory parent/guardian conference with administration prior to student reinstatement).</p> <p>2nd offense: Office referral; 5-day suspension/Law enforcement contact (mandatory parent/guardian conference with administration prior to student reinstatement).</p> <p>3rd offense: Office referral; 10-day suspension and possible recommendation for expulsion. Law enforcement contact.</p>
<p align="center">Bus Misconduct</p>		<p>Refer to "School Bus instructions for students" in the handbook.</p>

<p>Sale or Distribution of Alcohol or Controlled Substances (Drugs)</p>		<p>10-day suspension - recommendation for expulsion. Law enforcement contact.</p>
<p>Arson, Assault and/or Battery Against Employee, Bomb Threats, etc. (any felony act prohibited by State, County, or City ordinances)</p>		<p>10-day suspension - recommendation for expulsion. Law enforcement contact.</p>
<p>Using, possessing or threatening to use a dangerous weapon on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event.</p>		<p>10-day suspension - recommendation for expulsion. Law enforcement contact.</p>

Emergency Expulsion

The superintendent/principal has the right to order the immediate expulsion of a student if the superintendent/principal reasonably believes that action is necessary to protect persons or property from imminent harm.

Procedure:

- The student will be given oral notice of the reason for the emergency expulsion.
- A due process hearing will be provided within ten days, unless the parent agrees in writing to an extension of time
- The superintendent/principal is not liable for civil damages for an emergency expulsion.

ACADEMIC DISHONESTY

Cheating:

The act of giving, utilizing, or receiving un-permitted aid during examinations or in the preparation of reports or any other class work that the instructor will use as a basis for evaluation. This includes the use of another student's electronic files and misrepresentation of another's work as your own (also included is the use of electronic report banks that exist on the internet).

Plagiarism:

The act of using another person's work without giving due credit to their efforts; the copying verbatim of another's work without footnote/bibliographical notation according to MLA or APA Style.

*Violation of either the cheating or plagiarism policy could result in no credit for an assignment and consequences deemed appropriate by the instructor.

TOBACCO POLICY

Students may not possess or use tobacco of any kind (cigarettes, cigars, chewing tobacco) in the school building or anywhere on school property. Violators will be placed on the appropriate level of the Discipline Code.

TELEPHONE

The office telephones are off limits to all students. Students have a dedicated phone in the office that may be used by any student with permission, before school, during morning break, during the lunch period, and after school. No Cell Phones.

VISITORS, GUESTS, RELATIVES, OTHERS

Parents of students are always welcome to visit our campus and our classes. When visiting a classroom, prior arrangements need to be made through the office. Bringing friends and relatives to visit is not encouraged without prior approval from the administration. In fact, the visitor may be sent home if his/her presence presents problems. **ALL VISITORS TO OUR SCHOOL ARE REQUIRED TO REGISTER AT THE OFFICE AT THE TIME OF ARRIVAL.** If visitors fail to register with the office, they will be considered to be loitering.

TEXT BOOKS

Textbooks will be issued to you. Each student is responsible for keeping track of his/her own books and for maintaining them in good condition. If you lose or damage a book, you are responsible for paying the cost of repair or replacement up to and including the total value of the book. Damage or loss should be reported and payment made to the office. To obtain another book, payment for repair or replacement **must** be made.

LUNCH and BREAKFAST COSTS

Vilas School District is participating in a Universal Breakfast and Lunch Program for the current school year 2019-2020. Breakfast/Lunch will be available to all students at no charge. All students enrolled at this school may participate in the breakfast/lunch program at no charge to them.

CLOSED CAMPUS

Vilas School is a closed campus. This means students and staff are to remain on campus unless given permission by the administration to leave campus or when participating in an approved field trip or sporting event/practice.



**THIS PORTION OF THE HAND BOOK
MUST BE REMOVED FROM THE BOOK,
READ AND SIGNED BY BOTH THE STUDENT AND PARENT
AND RETURNED TO THE SCHOOL WITHIN FIVE DAYS**

I have received and reviewed the Vilas School District RE-5 Student Hand Book. I understand and consent to the responsibilities outlined in the District's Student Code of Conduct and School Rules. I also understand and agree that my child/(that I, the student), shall be held accountable for the behavior and consequences outlined in the Student Code of Conduct and School Rules at school and at school sponsored and school related activities, including school sponsored travel, and for any school related misconduct, regardless of time or location.

I understand that any student who violates the Student code of Conduct and/or School Rules shall be subject to disciplinary action, up to and including referral for criminal prosecution for violations of law.

Student Name & Signature

Parent's Signature

Date



**Student Use of the Internet and Electronic Communications
(Annual Acceptable Use Agreement)**

Student

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

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

Student's Name (printed)

Date of Birth (day/month/year)

Student's Signature

Date

Parent or Guardian

If the user 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 the Internet and Electronic Communications. 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, child pornography 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 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 by 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 on this form is true and correct.

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

Parent/Guardian's Name (printed)

Parent/Guardian's signature

Date

Vilas School District Re-5 Exhibit for Policy JS*, Adopted October 22, 2014