



# **Wiley Secondary Student/Parent Handbook**

## **2023 - 2024**

**Wiley School District  
510 Ward St. / PO Box 247  
Wiley, CO 81092  
719-829-4806  
719-829-4808  
Web site: <https://www.wileyschool.org>**

## **BOARD OF EDUCATION**

Neil Mauch – President  
 Brad Lubbers – Vice-President  
 Josh Wiemer – Treasure  
 Dave Esgar– Secretary  
 Jenna Davis – BOCES Rep

## **ADMINISTRATION**

Superintendent - Ms. Erin Brophy  
 Secondary Principal - Ms. Melissa Larrick  
 Elementary Principal - Mr. Dusty Eikenberg  
 Athletic Director - Mr. Draven Adame

## **TEACHERS**

6th Grade - Ryan Pettis  
 Ag - Miss Samantha Reese  
 Art - Ms. Leandra Chavez  
 Business - Mrs. Hadlie McDowell  
 English Language Arts (JH) - Mrs. Shae Krentz  
 English Language Arts (HS) - Mrs. Robin Prosser  
 FFA - Miss Samantha Reese  
 History - Mrs. Shae Krentz  
 History - Mrs. Nicole Piner  
 Journalism - Mrs. Robin Prosser  
 Math (JH) - Ms. Melissa Elliott  
 Math (HS) - Mrs. Kacey Parrish  
 Music - Miss Alyssa Carty  
 Physical Education - Mr. Cody Eldwin  
 Science (JH) - Ms. Melissa Elliott  
 Science (HS) - Mr. Dean Thompson  
 Spanish - Mrs. Nicole Piner  
 Special Education - Mrs. Cheyanne Adame

## **SUPPORT STAFF**

ELL/Paraprofessional - Mrs. Mayra Salgado  
 Librarian - Mrs. Tia Christie  
 Paraprofessional - Miss Cassie Gallegos  
 Paraprofessional - Miss McKenzie Middleton  
 Paraprofessional - Miss Jaelin Parker  
 Paraprofessional - Ms. Amy Pryor

## **BUSINESS OFFICE**

Business Manager - Chrissy Beard  
 Human Resources - Samantha Brookshire

## **OFFICE STAFF**

School Secretary - Ms. Kaity Emick  
 Student Services - Mrs. Ashley Tixier

## **MAINTENANCE & TRANSPORTATION**

Director - Bart Michael

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# **SCHOOL INFORMATION**

## **WILEY SCHOOL DISTRICT VISION STATEMENT**

### ***A Vision Beyond Tradition***

We believe in creating a positive learning environment that stimulates and challenges individuals and provides opportunities for individual growth. We believe all members of our educational family must be valued, respected, and treated in a trusting and caring manner. We believe the achievement of high expectations will instill a sense of pride, responsibility, creativity, and self-discipline. We believe that cooperation between school, parents, and community enhances the educational program. We believe in excellent achievement and will focus our efforts to provide opportunities for students to achieve knowledge, communication, critical and creative thinking, and citizenship skills.

## **WILEY SCHOOL DISTRICT MISSION STATEMENT**

It is the mission of Wiley School to create a safe environment for learning where everyone has an equal opportunity to achieve excellence.

## **NON-DISCRIMINATION TITLE IX**

**In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the education Amendment of 1972; Section 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Act Wiley School District does not unlawfully discriminate on the basis of race, color, national origin, sex or handicap in admissions, access to treatment or employment in education programs or activities which it operates. Inquiries concerning these nondiscrimination policies or for grievance procedures please contact the appropriate coordinator. 510 Ward St., Wiley CO 81092 - - (719) 829-4806.**

## **SAFE2TELL**

Safe2Tell Colorado provides students, parents, and community members a safe way to report information about any issues that concern their safety or the safety of others. *SAFE2TELL COLORADO is designed to prevent any threatening behavior that endangers students, staff, or your community.* For more information, please visit: <https://safe2tell.org/>

## **WILEY MASCOT: PANTHER**

## **WILEY SCHOOL COLORS: WHITE AND BLUE**

### **SCHOOL SONG:**

*Hail to Wiley High School  
O'l WHS  
Hail to our Panthers  
P-A-N-T-H-E-R-S  
Hail to Wiley High School  
Best in the land  
Back her wherever she go  
For you know that she will stand  
FIGHT!*

## BELL SCHEDULE

<b>First Bell:</b>	<b>7:50</b>
1st Hour:	7:55 – 8:40
<b>Breakfast:</b>	<b>8:40 – 8:50</b>
2nd Hour:	8:55 – 9:45
3rd Hour:	9:50 – 10:40
4th Hour:	10:45 - 11:35
5th Hour:	11:40 - 12:30
<b>LUNCH:</b>	<b>12:30 - 12:55</b>
6th Hour:	1:00 - 1:50
7th Hour:	1:55 – 2:45
Seminar:	2:50 – 3:10
8 <sup>th</sup> Hour:	3:10 – 4:00

**Buses Leave @ 4:05**

## PARENT PORTAL

### COMMUNICATING WITH TEACHERS

In order to ensure quality conversation, parents should always schedule an appointment if requesting a conference. Email is encouraged as the most effective and efficient means of communication. Email addresses for teachers are in the following format: **firstname.lastname@wileyschool.org**

Parents are also encouraged to schedule any quick meetings with teachers before dropping in. Unannounced teacher visits, especially before and after school, interfere with teacher planning and other meeting times.

Parents should contact teachers with concerns. (Teachers always appreciate positive comments as well)! Only after all attempts have been made to resolve a concern with the teacher, will the Principal assist in the resolution.

### PARENTS RIGHT-TO-KNOW POLICY

At the beginning of each school year, any district that receives funds under NCLB Title I shall notify the parents of each student attending any school receiving funds that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition, parents may request and a school shall provide to each parent if they request it.

1. Information on the level of achievement of their child in each of the State Academic assessments as required under NCLB; and
2. Timely notice that their child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

### **RESPONSIBILITY OF PARENTS**

1. Be active participants in their child's education.
2. Communicate regularly and work cooperatively with school administration and teachers.  
(Examples include: Open house, parent-teachers conferences, etc...)
3. Send the child to school ready to learn- rested, fed, properly dressed, with assignments and materials, etc...
4. Make sure the child attends regularly and promptly report absences and tardies to the school.
5. Participate in recommended parent training programs.
6. Inform school authorities of any learning problem or condition that may relate to the child's education.
7. Monitor and support the child's adherence to school policy.
8. Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school.
9. Create a positive learning environment at home.
10. Discuss school activities with your student daily.
11. Attend school events to show support of your child.
12. Never be afraid to ask questions or for help.

### **CHANGE OF TELEPHONE OR ADDRESS**

Any change of address or phone number should be reported to the front office A.S.A.P.

### **HOMEWORK**

Homework is an extension of the regular school program and a responsibility that the student undertakes independently, whether at home or outside of class periods in the school. Wherever homework exists in our school system, it should be to supplement, complement, and reinforce classroom teaching and learning. The assignment of homework is flexible and is an individual instructional responsibility of the teachers in our school system. Regular homework assignments should be anticipated.

## **GENERAL INFORMATION**

### **WILEY PANTHER GENERAL EXPECTATIONS**

The student/parent handbook serves as a guide for general school, instructional and behavioral expectations. Students and parents should become familiar with the practices and procedures of the school. This handbook will help students and parents better understand school policies. Policies are aligned to state law, State Board of Education, local policy and may be amended as needed.

## VISITORS

ALL PARENTS AND VISITORS must sign-in at the front office. Visitors will be issued a badge to be worn at all times while in the building. Badges are to be returned to the office and the visitor must sign-out prior to leaving. All buildings are locked. Students are not allowed to bring visitors to school.

## BREAKFAST AND LUNCH

The Healthy School Meals for All program allows public School Food Authorities (SFAs) participating in the National School Lunch and School Breakfast Programs to provide free meals to all students beginning School Year 2023-24. Wiley School District has opted into the Healthy School Meals for All Program. Families will still be required to complete the Free and Reduced Meal Application.

Both breakfast and lunch are on a pre-pay plan. Payment for both breakfast and lunch should be made to student services ahead of time. Money is not taken in the line. Free and reduced breakfasts and lunches are available. Parents may apply for free or reduced lunches through the website. Families are encouraged to apply, even if their student(s) rarely eat in the lunchroom.

Students in grades 9-12 are allowed to walk home or downtown during lunch period. They are encouraged to be courteous to the people of the town and to refrain from throwing trash on the ground as they walk to and from school. Students will not be allowed to use personal transportation during the lunch period.

Students in grades 7-8 will have a closed campus during the lunch period. These students will not be allowed to leave campus. They may eat in the lunch room or bring their own lunch. Students should place their name on their lunch bags or container to avoid others taking them during lunch. No student will be allowed to call in an order of food from home or any other food services during the day to be delivered at school.

## DRINKS AND SNACKS IN CLASSROOMS

Drinks and snacks may only be eaten in designated areas during designated times. The only drink allowed in classrooms is **WATER** that is in a sealed container or bottle. Water fountains and drink stations are accessible in the hallways for students between classes. There is to be **NO FOOD** outside of the cafeteria or commons areas, unless provided by the teacher.

## STUDENT LOCKERS

Student lockers remain the property of the school and are only assigned to the student for storage of school and personal property for the convenience of the student. The Principal has the authority to inspect or delegate periodical locker inspections. Students have no reasonable expectation of privacy rights in school lockers, desks, or other school property. Students are assigned lockers and that locker is the responsibility of that student. Do not trade lockers or put your materials into anyone's locker that is not assigned to you. Do not let other students put anything into your locker. Locks for lockers may be used by students. A student may lose the right to use a locker at any time if contraband is found inside the student's locker.

## BACKPACKS

Students will **NOT** be permitted to use a backpack during the school day. They are permitted to use backpacks to carry books and supplies to and from school but are not permitted to carry them between classes. Students



have an opportunity to go to their lockers several times a day. Backpacks must remain in the student's locker. This policy is in response to the following concerns: the weight student's carry on their backs and safer hallways due to the number of students in the hallways and blocking egress paths in classrooms in the event of an emergency.

In the event a student needs to use their backpack throughout the school day, special accommodations may be made by the building Principal on an as needed basis.

## **CLASS DUES**

All class dues must be paid by set deadlines.

## **USE AND CARE OF THE GYM, GYM FLOOR, BLEACHERS, AND WEIGHT ROOM**

Wiley is very fortunate to have a wood gym floor. Great care must be taken to protect the floor and its finish. Students must change into gym shoes before participating in activities on the gym floor. Shoes which are worn in the classroom or outside the building may not be worn on the gym floor. Shoes must have rubber soles and be free of dirt, rocks, and stickers. Spectators in the gym may wear street shoes but must stay outside the playing floor boundary. Only drinks with screw lids and popcorn are allowed in the gym. No one can sit on the bleachers unless they are fully pulled out from the wall. The bleachers can be seriously damaged from sitting on them when they are completely or partially folded up. No student is to work out in the gym or weight room without a Wiley staff member or adult designee present. Locker rooms will be locked throughout the day except for scheduled practice or class time.

(Elementary students) should bring a clean, but not necessarily new, pair of tennis shoes to school to leave in their classroom to wear during P.E. class. The sole of the shoes should be free of rocks and stickers. **Students will not be allowed to participate in PE by just wearing socks.**

## **FIELD TRIPS**

Students must meet eligibility requirements that include passing grades in all classes and attendance as outlined in this handbook in order to be allowed to attend any field trips. Any student suspended from school will not be allowed to attend any field trips during that school semester.

## **CELL PHONE POLICY AND ELECTRONIC EQUIPMENT IN THE SCHOOL**

Cellphones are a privilege. Students will be allowed to check their phones between classes but must remain off during instructional time unless granted permission by the teacher. If a parent or guardian needs to reach a student, they need to call the High School office. Sponsors of school activities have the right to adjust this rule during school sponsored activities. (Bus trips, etc.)

**HEADPHONES OR EARBUDS**, Radios, mp3 players, iPod and other electronic equipment are not permitted in the classroom unless requested by a teacher for academic reasons. If used in the classroom or hallways, only one earpiece may be utilized at a time.

## **TELEPHONES**

The office telephones are business phones and should be used by students for school related calls or emergencies only. Students will not be called out of class to answer the phone except for emergencies.

## **ACADEMIC**

### **TEXTBOOKS**

There is no fee for the use of textbooks. However, students are expected to take good care of their textbooks. Students will be fined for damage to library books and textbooks. The amount of the fine will be based on the original cost of the book, the condition of the book when the student received it, and the amount of damage caused to the book by the student. Students enrolled in Concurrent Enrollment courses will be responsible for furnishing their own books.

### **MUSICAL INSTRUMENTS**

Students that do not own their own instrument will be issued one from the school's supply. There is not a rental fee, but damages will be assessed for misuse of the instrument. General maintenance of school-owned instruments will be taken care of by the school.

### **STUDENT INSURANCE**

Should a student be injured at school or at a school activity, parents are responsible for all medical bills. *[Please note: School districts do not carry individual health insurance policies on students.]* Parents must sign a form stating that their child has medical insurance coverage before the child can participate in any CHSAA athletic activity. Parents are encouraged to contact the school nurse to receive information regarding CCHP, insurance offered by the state of Colorado for children who are not covered by health insurance. This is excellent insurance for those who qualify.

## **GRADUATION REQUIREMENTS**

### **Pathway Guidelines**

All pathways require 26 credits for graduation. The guidelines provide examples of what coursework is helpful in completing the desired goal. All plans include 1 PE credit and 1 Vocational credit for all. In addition to the required coursework, students will use electives to satisfy the remaining credits necessary for graduation.

#### **2/4 Year College Plan**

- 4 Credits ELA (or college competency)
- 4 Credits Math: Algebra I or higher (or college competency)
- Alg. I or higher (or college competency)
- 3 credits Social Studies: US History, Government HS or College, World History, and Personal Finance
- 3 Credits Science (2 labs)
- 2 Credits of same World Language

#### **Vocational/Certificate Technical Plan**

- 4 Credits ELA (or college competency)
- 3 Credits Math: at least 1 credit needs to be Algebra I

3 Credits Social Studies: US History, Government HS or College, World History, and Personal Finance  
 3 Credits Science (2 labs)  
 4 Credits Vocational

### **Workforce Plan**

4 Credits ELA  
 3 Credits Math  
 3 Credits Social Studies: US History, Government HS or College, World History, and Personal Finance  
 3 Credits Science (2 labs)

*\*Physical Education credit must be earned through participation in a full season of one sport in addition to fulfillment of PE course equivalent to an 18 week semester course, cheerleading for a full year, or passing at least one semester class for .5 credit or two 9 - weeks.*

## **HOMEWORK**

Homework is an extension of the regular school program and a responsibility that the student undertakes independently, whether at home or outside of class periods in the school. Wherever homework exists in our school system, it should be to supplement, complement, and reinforce classroom teaching and learning. The assignment of homework is flexible and is an individual instructional responsibility of the teachers in our school system. Regular homework assignments should be anticipated.

## **PROMOTION, RETENTION & FAILING GRADES**

The promotion or retention of students shall be determined through evaluation of the total growth of each individual child. Strong supportive evidence will be presented to the parent regarding retention. The evidence will be based on assignments directly related to subject matter being taught, the frequency of student moves or absences, maturity and/or testing. No student will be retained more than once in the same grade. After receiving a decision to retain, any parent may request reconsideration of a retention decision by requesting review of the initial decision by letter to the building Principal. If no request is received within five (5) days of the parent's receipt of written notification of the initial decision to retain, within five (5) days of the student or parent's receipt of the decision will be final and non-appealable. The parent may appeal the Principal's decision to the superintendent. Consult the building Principal for further information concerning the appeal process.

## **REPORT CARDS/PROGRESS REPORTS**

Report cards will be given out to students for parents at the end of each 9-week period. Progress reports will be available upon request of the parent anytime throughout the year. If a student is failing a class notification will be sent to the parent. Students will be graded on (4) 9-week periods in all classes unless the class is a single semester class. Semester grades or cumulative grades are first and second 9-weeks combined for first semester and then third and fourth nine weeks combined for the second semester grade.

## STATE MENU OF COLLEGE AND CAREER-READY DEMONSTRATIONS

Students must demonstrate college or career readiness in English and Math based on at least one of the following measures:

MEASURE	ENGLISH	MATH
ACCUPLACER	62 or higher on Reading Comprehension	61 or higher on Elementary Algebra
ASVAB	31	31
SAT	470	500
Concurrent Enrollment	Passing grade per district and higher education policy.	Passing grade per district and higher education policy.
District Capstone	Individualized	Individualized
Industry Certificate	Individualized	Individualized

The following are courses offered at Wiley High School.

(\* = Concurrent Enrollment/ *Italic* = Designate Weighted Course)

### English

9th English  
10th English  
11th English  
12th English  
HS Literature/ENGL Elect  
12th Grammar Usage (.5 credit)  
*\*College Tech English (.5 credit)*  
*\*College English Comp I (.5 credit)*  
*\*College English Comp II (.5 credit)*

### Mathematics

Business Math  
Algebra I  
Geometry  
*Algebra II*  
*\*College Tech Math*  
*\*College Statistics (.5 credit)*  
*\*College Algebra (.5 credit)*  
*\*College Trigonometry (.5 credit)*  
*\*Calculus (.5 credit)*

### Natural/Physical Science

Physical Science  
Biology I  
*Biology II*  
Earth Science  
Environmental Science  
Health/Sports Medicine  
Anatomy  
*Physics* (Alg II is a prerequisite)  
*Chemistry* (Alg II is a prerequisite)

### Social Science

World History  
U.S. History  
Government (.5 credit)  
Psychology (.5 credit)  
Sociology/Street Law (.5 credit)  
Economics (.5 credit)  
Speech (.5 credit)  
Personal Finance  
*\*College World Geography (.5 credit)*  
*\*College Psychology (.5 credit)*  
*\*College Speech (.5 Credit)*  
*\*College Government (.5 Credit)*

### Business Program

General Business  
Business Communications  
Ethical Leadership  
Marketing  
Entrepreneurship

### VO-AG Program

Intro to Agriculture  
HS Agriculture II  
AG Comm/Leadership  
Fabrications  
Agriculture Mechanics  
*Vet Science (.5credit)*  
*\*Animal Science (.5 credit)*

### Academic Electives

Art  
Band  
Choir  
Drama  
Yearbook  
Teacher Aide (No Credit Given)

### PHYSICAL EDUCATION

Weights  
Athletic Participation (1 semester = .5 credit)

## VALEDICTORIAN AND SALUTATORIAN

Selection of Valedictorian and Salutatorian will be made one week before graduation if possible.

- To be eligible for valedictorian or salutatorian, a student must be continuously enrolled at Wiley HS his/her junior and senior years.
- The Valedictorian shall be the student with the highest-grade point average including all

- weighted grades.
- The Salutatorian shall be the student with the second highest grade point average including all weighted grades.
- Grade point averages will be figured to the nearest one-thousandth.
- In the unlikely event of a tie, the students will be named co-valedictorians or co-salutatorians. In the case of co-valedictorians, there will also be a salutatorian.

## **GRADUATION EXERCISE**

Every attempt will be made to conduct the graduation ceremony with the honor and dignity it deserves. The Principal will outline the expectation for behavior and appearance at the graduation rehearsal. Students are required to come to graduation practice to participate in the graduation ceremony. Graduates will not be excused from graduation practice unless there are extenuating circumstances excused ahead of time. Students who have met graduation requirements are not required to participate in the actual graduation ceremony in order to receive their diplomas. Flagrant misbehavior on the part of a senior resulting in disciplinary action may result in loss of the privilege of participating in the graduation ceremony.

## **FFA CORD REQUIREMENTS**

**FFA cords recognize students that demonstrated the AgEd Three-Circle Model and the Mission of the FFA. The following is the criteria to wear FFA Cords at Graduation:**

1. Current FFA Member at the time of graduation
2. Current GPA of 3.0
3. Maintained a "B" in all Ag courses
4. Received their Greenhand Degree
5. Leadership- 1 of the following
  - a. Served as a local officer, district officer, or committee chairperson
  - b. Participated in a leadership conference (BIG.MFE/ALD, State Convention)
  - c. Participated in a planned community service
  - d. Participated in a fundraiser
6. Personal Growth in Ag Education- Recognized at the state level in 1 of the following areas:
  - a. District Qualified (1<sup>st</sup> in the district)- State CDE's Team
  - b. State Proficiency or State Degree
7. Career Success- 1 of the following:
  - a. Local, State, or National FFA Scholarship Recipient
  - b. Current SAE Project
  - c. Awarded Chapter STAR

## **GRADING SCALE**

**The following grading scale will be used by all teachers, grades 6-12:**

A = 90-100  
 B = 80-89  
 C = 70-79  
 D = 60-69  
 F = 59 and lower

### **Computation of Grade Point Average**

- Grades are averaged using A=4, B=3, C=2, D=1, F=0.

- Quarter grades are averaged for the quarterly honor roll. Semester grades are averaged for the semester honor roll.
- Only semester grades are placed on the permanent record, or transcript.
- Offerings that are graded pass/fail are not included in computation of class ranking or grade point average. These classes shall, however, count toward the number of credits required for graduation.
- Cumulative grade point average is computed using semester grades for grades 9, 10, 11, and 12.

## **WEIGHTED COURSES**

Students taking honors courses will receive bonus points added to their grade point average.

- Upper Weighted Courses are:
  - o ALL College Classes
  - o Wiley High School Classes: Physics, Chemistry
- Lower Weighted Courses are:
  - o Algebra II, Spanish II, Biology II, Anatomy, Vet Science

### **Weighted Classes**

<b>Grade</b>	<b>Non-weighted</b>	<b>Lower-weighted</b>	<b>Upper-weighted</b>
A	4	4.5	5
B	3	3.5	4
C	2	2.5	3
D	1	1 (not weighted)	1 (not weighted)
F	0	0	0

## **CLASS RANK**

Class rank is computed using semester grades earned beginning in 9th grade. Class rank is determined by grade point average with weighted points added in. Pluses and minuses are not considered in the computation of class rank. Grade point averages will be figured to the nearest one-thousandth. Class rank is finalized at the end of the senior year.

## **HONOR ROLLS AND AWARDS**

Superintendent's Honor Roll, a student must have no report card grade lower than an "A". Principal's Honor Roll, a student must have no report card grade lower than a "B". Final Honor Rolls are figured each semester.

## **ACADEMIC DISHONESTY**

If a student turns in an assignment or test for a grade, and the student did not actually do the assignment, that student is guilty of academic dishonesty. Academic dishonesty includes, but is not limited to, the following activities: cheating on a test, copying an assignment, plagiarism, unauthorized collaboration with another person in preparing written work, or obtaining a test or assignment without the authorization of the teacher. Both the student who did the copying or cheating and the person who allowed them to are guilty of scholastic dishonesty and will be punished accordingly. The penalty for academic dishonesty will be:

1. Receive a grade of "0" (zero) on the assignment or test.
2. The students must, in the presence of the teacher or Principal, call his or her parent(s) to report about the cheating.
3. Academic dishonesty may also be grounds for expulsion according to Colorado School Law.

# **ATTENDANCE**

## **ATTENDANCE POLICY**

The board of education believes that attendance in regularly scheduled classes is a key factor in student achievement. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or school activities. The board recognizes, however, that the co-curricular program of the school also has educational benefits. Therefore, it shall be the policy of this board to minimize absenteeism from regular classes while providing students the opportunity to participate in co-curricular activities.

### **ABSENCES AND REPORTING ABSENCES**

The compulsory school attendance law, as stated by the State of Colorado, reads that secondary age students are required to attend 1,080 hours.

Regular attendance is extremely important for school success! For this reason, we monitor student attendance carefully and contact parents if a pattern of frequent absences or tardiness appears to exist. If your child has a medical problem that may hinder his or her school attendance, a note from your doctor would be helpful to us. In extreme cases, a written doctor's excuse may be required.

When your child is ill and needs to remain at home, please call the front office by 8:30 AM on the day of his/her absence. This will save the secretary a great deal of time from sending unnecessary calls and emails to you later in the morning.

We **WILL NOT** send assignments home for students who are ill for a day or two. Instead, they will be given an equivalent number of days to make up the work they have missed upon their return. If a serious illness is going to keep your child out of school for 10 or more consecutive days, the teacher will provide the educational materials needed to keep students caught up.

Parents are encouraged to contact an administrator to work out a plan so a student's absence is not considered "unexcused." Excessive unexcused absences may result in the lowering of student grades. In extreme cases, we file a truancy petition with the Prowers County District Court.

### **Excused absence will be granted for the following reasons:**

1. Personal or family illnesses
2. Medical appointments
3. Legal matters, including service on a grand, multicounty grand, or petit jury \*
4. Extenuating circumstances deemed necessary by the Principal
5. Observance of holidays required by a student's religious affiliation.

It is the responsibility of the parent to notify the school if a child is to be absent for one of the above reasons. The school will contact those students; parents who do not call. If no contact is made, the parent must send a note or call the day the child returns before the student can be excused. The student may promptly make up all work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

The district will not require medical documentation to support personal or family illness that results in an excused absence. However, students will be required to make up any work that has been missed. Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the district's medical exemption review committee. The district's medical exemption review committee will be designated by the superintendent on a yearly basis and shall report student absences that are medically exempt.

### SCHOOL ACTIVITY

1. The student will be allowed to be absent from the classroom for a maximum of ten days per semester to participate in activities sponsored by the school.
2. The student will be allowed to make up any work missed while participating.

### ABSENCE BY SCHOOL ARRANGEMENT

These are absences in which the parents deem it necessary that a child miss school for reasons other than those that fall within an excused absence.

1. A student may make up for all work missed without penalty. It is up to the student, on the day of return, to make arrangements to see that the work is made up.
2. In order to take an absence by arrangement, the parent, or guardian, must submit, at least two days prior to the absence, a written request for the student to be absent. If the request is not made as required, the absence will be treated as an unexcused absence.
3. Absences by arrangement will count against a student's exemption from semester tests.

### VACATIONS

We strongly discourage taking your child(ren) out of school for family vacations; however, we recognize that there may be opportunities that cannot be missed. **In order for vacation time to count as an "excused" absence, parents must seek and receive prior approval from administration.** Please call, email or send a note requesting approval. **We do not prepare schoolwork or homework in advance of vacations.** Please check with your child's teacher regarding work that is missed and opportunities to catch up.

### RELIGIOUS OBSERVANCES

Absence in observance of religious holidays is considered excused. Students may make up the missed work and tests for full credit. If homework is assigned to students during religious holidays, they will be given extra time to complete and turn in work without penalty. In these cases, please be sure to inform your child's teacher

### UNEXCUSED ABSENCES

This is any absence that does not fall within one of the above categories. Work may be made up. **Eight (8)** unexcused absences will result in that student not receiving credit in that class for the semester.

### TRUANCY

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent or if the parent does not compel the student to attend school. The student may be subject to further disciplinary action.



## TARDIES

1. A student is tardy who is not in the student's seat when the bell to begin the period sounds.
2. A student who is more than **10 minutes** late is counted absent for the period.
3. Each **three (3)** tardies will constitute an unexcused absence from that class.
4. Any student who exceeds the **eight (8)** day limit for unexcused absences may appeal to the board of education for reinstatement of credit. Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize the absenteeism.

## CHRONIC ABSENTEEISM

Chronic absentee means a student who is absent 10 percent or more of the school days in the school year exclusive of a significant medical condition, when the total number of days the student is absent is divided by the total number of days the student is enrolled, and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. Any COVID-19 related absences due to a child's medical needs will be considered a significant medical condition. \* LEGAL REFERENCE: §22-33-104, C.R.S.

## EDUCATIONAL NEGLECT

Educational neglect is a concept found in family law. It can be defined as the failure of a parent (or legal guardian) to provide for their child's basic educational needs. For instance, when a child reaches a certain age (usually mandated by the laws of their state), that child must be either enrolled in school, homeschooled, or given necessary special education training.

1. Repeated or chronic absences: If a child chronically misses school or is repeatedly absent from school, then this may constitute educational neglect. A parent or guardian may be at risk of committing child neglect if they allow their child to miss at least five days of school per month, are notified by the school about the issue, and then fail to remedy the situation.
2. Failure to enroll in school: Parents and guardians must register their child in school or homeschool them once the child reaches the state mandated age. In general, a child typically cannot miss more than one month of schooling simply because their parent or guardian failed to enroll them in a timely manner. However, there may be some exceptions to this rule if the parent has a valid reason.
3. Failure to give a child proper educational care and/or attention: A parent or guardian who fails to obtain or refuses to allow a child to receive recommended educational services may be at risk for committing neglect. This may include failing to obtain treatment for the child, such as if they have a diagnosed learning disorder, or refusing to allow them to get a diagnosis and/or treatment

## SEVERE WEATHER DELAYED START

The decision as to whether school will be dismissed because of bad weather will be made by the Superintendent after consultation with those responsible for transportation services and weather services in addition to checking the conditions of the local roads. Every student is responsible for making sure that a current phone number is registered with the office. Our automated system will call every number as school is canceled or dismissed. It will also be posted on Facebook and School Website.

## **GENERAL CHECK-OUT PROCEDURES**

Parents checking out students should come to the high school and sign students out. Parents who work and are unable to take off work should call the high school office on the day the student is to leave and inform the school. Students will not be allowed to transport other students from school if checked out before the regular school day ends at 4:00 p.m.

## **ACTIVITIES ATTENDANCE POLICY**

Students' participation in school programs are encouraged at Wiley Schools and such participation is thought to be of value. Participation in school programs affords the students the opportunity for creativity and expression, builds self-confidence, and promotes a sense of accomplishment. In compliance with the State Board of Education, to limit the number of times a student may miss a particular class due to activities, the following policy is adopted for Wiley School.

**Definition of an Activity:** An activity will be defined as any type of absence resulting from an activity, initiated by any school group, organization, team, club, or person/persons that cause a student to miss any class for a period of 15 minutes or longer in any one (1) class period.

The activity absence code is not absence that counts toward the attendance policy. The student is present but on a school sponsored activity. Students can only accrue ten (10) of these types of absences per year.

Absences from school should be for sickness of the student or family emergencies. Beginning with the sixth (5) absence in a semester, the school will mail out a letter to the parents/guardian stating how many absences the student has, and that at the ninth (9) absence the student will not receive credit in the particular class or classes.

## **TRUANCY**

A student is considered truant when he or she leaves school without permission from the office or if he or she remains away from school without the knowledge of his or her parents or guardians. An unexcused absence for just one hour will be considered truancy, even if the student did not leave the school grounds. Any unexcused absence will result in consequences. All - AU - labeled absences will be considered truancy of a student.

## **MAKE UP WORK FOR ABSENCES**

Students that are absent from school will be given two (2) days for every one (1) day absent to make up any missed work.

## **ATTENDANCE APPEALS PROCESS**

To encourage responsibility, Wiley Public Schools believes that absences should be for sickness of the student or family emergencies. If there are extenuating circumstances that require a student to exceed the allowed number of absences and these absences cannot be documented with doctor's statements, prescription receipts, court (legal) documents, or a death in the family, the parent may appeal to the Principal in writing. If needed the Principal will forward the request to the superintendent in the following manner:

- 1) Parent/Guardian writes letter of appeal to the Principal
- 2) Letter of Appeal should include documentation of

## **ALL ABSENCES IN THE SEMESTER TO INCLUDE DATES OF ABSENCES**

- 3) Explain why you feel the absences should be waived in order to allow your student to receive credit in the class or classes in question.

*Appeals should be made as soon as the problem arises. Appeals will not be accepted after the fifth day past the end of the semester. The high school office is the official attendance registrar.*

## ELIGIBILITY

Participation in interscholastic activities as a part of a school's educational program is a privilege and not a right. Students wishing to participate are required to meet standards of personal behavior and academic performance which are related to school purposes. In this regard, the CHSAA and its member schools may exercise the fullest discretion permitted under law.

Student eligibility is calculated weekly to ensure students maintain a passing grade in all courses. Based on the following CHSAA eligibility requirements, a student with a failing grade (F) is ineligible for participation. A

students will be placed on probation the first week. If the student maintains a failing grade they will be placed on the ineligible list. **Eligibility will be run Monday mornings at noon.**

Concurrent enrollment students will be responsible for turning weekly grade reports into the office Monday mornings by noon. Students that fail to turn their grades in will be treated as if they have failed a course.

A student enrolled in a high school shall be eligible to represent that school in CHSAA-sanctioned interscholastic activities if the student meets the following specific requirements:

- A. The student is a bona fide undergraduate member of the high school in which he/she/they is enrolled.
  - i. EXCEPTION 1: Home based and other students who meet statutory requirements shall be eligible. Statutory requirements state that a student in a home-based education program must be registered with the school district for a minimum of 14 days prior to being considered a home-schooled student. Students who do not meet statutory requirements shall be considered ineligible for interscholastic competition but may practice (provided he/she/they is registered with the school district).
  - ii. EXCEPTION 2: A student who registers at the beginning of the school year in a non-public home-based educational program may participate in the activities program at a public or private school. In the case of a private school, the student must be accepted for inclusion in the school program by the school and meet any criteria set by that private school.
- B. In the judgment of the Principal of the student's school he/she/they is representative of the school's ideals in matters of citizenship, conduct and sportsmanship.
- C. PLAN A — During the period of participation, the student must be enrolled in courses which offer, in aggregate, a minimum of 2.5 Academic units of credit as defined by the school's 45 accrediting agency (or school district) per semester and must not be failing more than the equivalent of one-half Academic unit of credit.
  - i. EXCEPTION - Students who are seniors in their second semester and are enrolled full time in at least 4 – 3 college credit approved academic courses, and who do not need additional courses to graduate will be considered full time students and will not need to enroll in additional elective credits to be eligible for participation during that semester.

**OR**

- D. PLAN B — During the period of participation, the student must be enrolled in courses which offer, in aggregate, a minimum of 2.5 Academic units of credit per semester and must pass a minimum of the equivalent of 2.5 Academic units of credit.

**OR**

- E. PLAN C — ALTERNATIVE ACADEMIC PROGRAMS – A school with an alternative academic program may request the formation of an alternative academic eligibility standard approved prior to implementation. The eligibility standard for alternative academic programs must be approved by the Commissioner.

*NOTE: Factors which may cause the need for approval of said eligibility standard would include, but not be limited to, instructional systems where time of credit completion is variable, systems where no credit is awarded, etc. Concepts to be included in the alternative eligibility programs include the notion that participation is a privilege, students earn the right to participate by meeting acceptable academic expectations, that students must show acceptable academic progress during the immediate past and at the time of participation. (Schools must notify the Commissioner, in writing, by September 15 of each year if they wish to change their previously declared option.) Academic eligibility shall be determined by a periodic check of the student's grade in progress from the beginning of the grading period for each class, as determined by the policy of the student's school, to the close of the certification day for the interscholastic activity in question. In all cases, the periods of eligibility and ineligibility must be equal and at no time may the two groups become eligible on the same day. The school must declare when periodic eligibility will be checked (weekly, bi-monthly, monthly or at the quarter).*

## **CODE OF CONDUCT**

### **ILLEGAL SUBSTANCES**

In order to promote the general health, welfare and well-being of students and staff, smoking, vaping, chewing tobacco or any other use of any alcoholic substance by staff, students and members of the public is banned from all school property.

For purposes of this policy, the following definitions apply:

1. "School property" means all property owned, leased, rented or otherwise used or contracted for by a school including but not limited to the following:
  - a. All indoor facilities and interior portions of any building or other structure used for children under the age of 18 for instruction, educational or library services, routine health care, daycare or early childhood development services, as well as for administration, support services, maintenance or storage. The term does not apply to buildings used primarily as residences, i.e., teacherages.
  - b. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
  - c. All vehicles used by the district for transporting students, staff, visitors or other persons.
2. Usage is prohibited at ANY school sanctioned activity or athletic event. Unlawful possession, use, distribution or being under the influence of, manufacturer, or distributor of tobacco products.
3. "Tobacco" includes cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, vaping and all other kinds and forms of tobacco prepared in such a manner as to be suitable for chewing, smoking or both. "Tobacco" includes cloves or any other product packaged for smoking.
4. "Use" means lighting, chewing, inhaling, smoking, or consuming any illegal substance.

Signs will be posted in prominent places on all school property to notify the public that smoking or other use of tobacco products is prohibited in accordance with state law and district policy. This policy will be published in all employee and student handbooks, posted on bulletin boards and announced in staff meetings.

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

Disciplinary measures for students who violate this policy will include in-house detention, revocation of privileges and exclusion from extracurricular activities. Repeated violations may result in suspension from school.

### **Exemptions**

Pursuant to state law no exemption shall be granted pursuant to this policy. Any previously granted exemption shall be invalid July 1, 1999.

Adopted: December 14, 1999

LEGAL REFS.: 20 U.S.C. 7181 *et seq.* (*Pro-Children Act of 2001 contained in No Child Left Behind Act of 2001 prohibits smoking in any indoor facility used to provide educational services to children*)  
 C.R.S. 18-13-121  
 C.R.S. 22-32-109 (1)(bb)  
 C.R.S. 22-32-109.1 (2)(a)(VII) (*policy required as part of safe schools plan*)  
 C.R.S. 25-14-103.5  
 6 CCR 1010-6, Rule 5-306

CROSS REFS.: IHAMA, Teaching about Drugs, Alcohol and Tobacco  
 KFA, Public Conduct on School Property

## **SEARCH AND SEIZURE POLICY**

The Superintendent, Principal, teacher, or security personnel of any public school in the State of Colorado, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession s on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable.

The extent of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of a student be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrantless search.

The superintendent, Principal, teacher, or security personnel searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property that might be in the pupil's possession including the authority to authorize any other persons they deem necessary to restrain such pupil or to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property.

Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property.

LEGAL REFS.: C.R.S. 19-2- 511 *et seq.*

## BEHAVIOR CODE

All students' behaviors in the Wiley Schools are based on respect and consideration for the rights of others. Students have a responsibility to know and respect the rules and regulations of the school. Students have the further responsibility to behave in a manner consistent with good citizenship. When students fail to exhibit proper behavior, our goal is to see that the consequences are efficient, sensible and fair. The board of education and the administrators recognize that students do not surrender rights of citizenship while attending Wiley Schools. At the same time, the school is a community that must be ordered by a set of rules and regulations. The respect and obedience of the rules must be a part of the culture of this school, so the administration reserves the right to deem inappropriate actions, behavior or attire when necessary. The Principal will determine a disciplinary action not limited to those listed or numbered within this handbook.

Once a child has been referred to the office, the following disciplinary grid will apply:

*Note: Administration reserves the right to determine the correct course of action to be taken when administering discipline. The following rubric is a guide.*

## DISCIPLINARY GRID

### CODES AND DEFINITIONS

LD=Lunch Detention  
CY=Calendar Year  
EOD=End of the Day  
EOY=End of Year  
ISS=In School Suspension  
OSS=Out of School Suspension

OFFENSE		CONSEQUENCE			
	Level I	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> and Continuing Offense
1.	Classroom Disruptions/Misbehavior	1 Day LD	3 Days LD or 1 Day ISS	1 Day ISS	1 Days OSS
2.	Misbehavior Outside the Classroom	1 Day LD	3 Days LD or 1 Day ISS	1 Day ISS	1 Days OSS
3.	Cafeteria Misconduct	1 Day LD	3 Days LD or 1 Day ISS	1 Day ISS	1 Days OSS
4.	Undue Familiarity/Public Display of Affection (PDA)	1 Day LD	3 Days LD or 1 Day ISS	1 Day ISS	1 Days OSS
5.	Insubordinate/Uncooperative	1 Day LD	3 Days LD or 1 Day ISS	1 Day ISS	1 Days OSS
6.	Bus Misconduct (Can also be combined with the actual offense)	1 Day LD	3 Days LD or 1 Day ISS	1 Day ISS and Loss of bus privileges for 1 week	1 Days OSS and loss of buss privileges for remainder of school year
7.	Electronic Devices/Cell Phones (+Confiscation)	Phone taken/given back at EOD	1 Day LD/ Phone taken/Parents Pick Up Phone	3 Days LD or 1 Day ISS / Phone taken/Parents Pick-up Phone	1 Days OSS /Student May NOT Bring Phone Back to School

8.	Excessive Tardiness	1 Day LD	3 Days LD or 1 Day ISS	1 Day ISS	1 Days OSS
9.	Seating Chart Violation	1 Day LD	3 Days LD or 1 Day ISS	1 Day ISS	1 Days OSS
	<b>Level II</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>4<sup>th</sup></b>
1.	Failure to serve ISS	3 Days ISS	1 Day OSS	2 Days OSS	4 Days OSS
2.	Disrespect or Verbal Confrontation Toward Another Student	3 Days ISS	1 Day OSS	2 Days OSS	4 Days OSS
3.	Using Vulgar or Profane Language/Non-verbal Gestures	3 Days ISS	1 Day OSS	2 Days OSS	4 Days OSS
4.	Inciting/Instigating a Fight <i>to include sharing or distributing information/video</i>	3 Days ISS	1 Day OSS	2 Days OSS	4 Days OSS
5.	Pornography	3 Days ISS	1 Day OSS	2 Days OSS	4 Days OSS
6.	Leaving Campus/Class without Permission (Truancy/Ditching)	3 Days ISS	1 Day OSS	2 Days OSS	4 Days OSS
7.	Contraband: any item that can be used to affect drug testing to include but not limited to eye drops, containers of urine, and/or unknown solutions. Will be considered probable cause for future drug testing.	3 Days ISS	1 Day OSS	2 Days OSS	4 Days OSS
	<b>Level III</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>4<sup>th</sup></b>
1.	Theft of Property—Personal or School	1 Day OSS	2 Days OSS	4 Days OSS	8 Days OSS
2.	Fire Alarm Pulled/Safety Violation	1 Day OSS	2 Days OSS	4 Days OSS	8 Days OSS
3.	Smoking/Vaping/Violation of Tobacco Policy	1 Day OSS	2 Days OSS	4 Days OSS	8 Days OSS
4.	Harassment or Bullying (Sexual, Racial, Fear)	1 Day OSS	2 Days OSS	4 Days OSS	8 Days OSS
5.	Academic Dishonesty/Cheating (+ Zero grade for assignment/test)	1 Day OSS	2 Days OSS	4 Days OSS	8 Days OSS
6.	Forgery (Falsification of a parent's or other adult's signature)	1 Day OSS	2 Days OSS	4 Days OSS	8 Days OSS
7.	Vandalism/Destruction of Property (+Restitution)	1 Day OSS	2 Days OSS	4 Days OSS	8 Days OSS
8.	Fighting/Physical Assault on a Student (Hitting, Biting, Spitting, etc.) Law Enforcement will be notified.	1 Day OSS	2 Days OSS	4 Days OSS	8 Days OSS
9.	Disrespect or Verbal Abuse of Staff	1 Day OSS	2 Days OSS	4 Days OSS	8 Days OSS
10.	Disruption of State Testing	4 Days OSS	8 Days OSS	EOY OSS	
11.	Use or Possession of Alcohol or Drugs	8 Days OSS	EOY OSS		
12.	Sale or Distribution of Dangerous Substances	8 Days OSS	EOY OSS		

13..	Physical Assault on a Staff Member	8 Days OSS	EOY OSS		
14..	Possession of a Dangerous Weapon	Expulsion			

A copy of the incident report will be sent home to the parent or guardian. Parents may or may not be called when their child receives in-school suspension, but will be called to pick up their child if he/she is suspended from school property (SSP). Law enforcement may be called for any incident involving the safety of self and/or other.

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act if any such students are determined to be in violation of this policy.

### **PUBLIC DISPLAY OF AFFECTION**

A healthy moral climate is in the best interest of the school and community. All school activities are therefore properly sponsored. During school hours, physical contact between students, such as: kissing, hugging, holding hands, pushing, tickling, etc. will not be condoned. Rules of conduct shall also govern school-sponsored trips and activities. A progressive punishment will be enforced. Parents will be notified if such conduct is not refrained.

### **IN-SCHOOL SCHOOL SUSPENSION RULES**

1. No talking
2. Cell phones must be given to the ISS monitor/teacher upon arrival
3. No eating or drinking
4. No computers, cell phones, tablets, etc.
5. No independent reading books
6. Students must always be working on something (if you do not have work, work will be provided)
7. Limited restroom breaks (never during change of class or high school lunch break)
8. Students are to clean up the desk and the area around their desk before the end of the day

***STUDENTS WHO FAIL TO SERVE ISS WILL BE DISCIPLINED ACCORDINGLY***

### **SUSPENSION**

The Principal has the authority to suspend any student in accordance with existing state laws. Suspensions will be reported immediately to the Superintendent. Students who conduct themselves in such a manner as to have a detrimental and demoralizing effect on the student body may, on recommendation of the Principal or superintendent, be suspended from school. Any student suspended from school will not be allowed to attend any field trips during that school year.

### **EXPULSION**

The Colorado State Legislature passed legislation designed to empower the schools to take firm measures in order to ensure a safe and orderly learning environment. Most of the activities have been written into the Wiley Discipline Code. However, a summary is presented here. According to state law, the Principal may suspend or recommend expulsion of a student who engages in one or more of the following specific activities while in school buildings, on school grounds, in school vehicles or during a school sponsored activity:



- Continued willful disobedience or open and persistent defiance of proper authority.
- Willful destruction or defacing of school property.
- Behavior on or off school property which is detrimental to the welfare or safety of other pupils or of school personnel including behavior which creates a threat of physical harm to the child or to other children.
- Serious violations in a school building or in or on school property.
- Repeated interference with a school's ability to provide educational opportunities to other students.

Expulsion shall be mandatory for the following violations:

- Carrying, bringing, using, or possessing a dangerous weapon without the authorization of the school or the school district.
- The sale of a drug or controlled substance as defined in section 12-22-303, C.R.S.
- The commission of an act which if committed by an adult would be robbery pursuant to part 3 of article 4 of title 18, C.R.S., or assault pursuant to part 2 of article 3 of title 18, C.R.S., other than the commission of an act that would be third degree assault under section 18-3-204, C.R.S., if committed by an adult.

## **DUE PROCESS**

When a student is accused of being in violation of the Wiley School Discipline Code, that student is entitled to due process. Due process consists of two elements: (1) the student is informed of the violation, and (2) the student has the opportunity to confirm or deny the accusation and to tell his or her own version. Due process need not be conducted in a formal setting. It may take place in the classroom, hall, Principal's office or other setting. Any student who has been placed in ISS or OSS will not be eligible to participate and/or attend any activity that day. A student may be suspended or expelled for reasons set forth in Colorado law by the following certified personnel: Superintendent and Principal.

## **DRESS CODE**

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

Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. In this case, there shall be no further penalty.

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

## **UNACCEPTABLE ITEMS**

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

1. Shorts, dresses, skirts or other similar clothing more than 4 inches above the top of the kneecap, shorts that do not look tasteful, spandex shorts, tight shorts, and frayed cutoffs. Skirts which are shorter than 4

inches above the top of the kneecap or which are shorter than the length of the student's fingertips when the student is standing.

2. Sunglasses and/or hats worn inside the building
3. Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts
4. Tank tops or other similar clothing with straps narrower than 1.5 inches in width
5. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
  - Refer to drugs, tobacco, 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
6. No sagging pants: waist of pants must cover all underwear (to include boxers)
7. The teacher or administrator will determine appropriate dress

## EXCEPTIONS

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

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

Adopted: March 20, 2002

**Revised: February, 2012**

Revised: September, 12, 2012

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

CROSS REFS.: IMDB, Flag Displays

JBB\*, Sexual Harassment

JIC, Student Conduct

JICDA, Code of Conduct

JICF, Secret Societies/Gang Activity

JICH, Drug and Alcohol Use by Students

JICI, Weapons in School

JK, Student Discipline

JKD/JKE, Suspension/Expulsion of Students

## SEXUAL HARASSMENT POLICY

It is the policy of the Wiley School Board to maintain a learning and working environment that is free from sexual harassment. It shall be a violation for a student to harass another student or staff member through conduct or communications of a sexual nature. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature.

## COMPLAINTS

There are times when misunderstandings and disagreements arise around any public body and its functions. This is especially true of public schools as they have our most valued treasures (our children). The board recognizes this and agrees that complaints from patrons should be heard and given serious consideration. In order for this system to work efficiently and smoothly the board requests that patrons follow the following chain of events to air concerns. First, if the problem arises in a class or with a teacher, contact that teacher and try to work out the problem. If that is not successful, the next step is to contact the Principal to schedule a meeting. The Principal will then meet with the patron and if necessary, set another meeting with the Principal, patron, and teacher all present to work out any problems that are found. If after these steps have been taken the patron has not been satisfied, the patron should request that the Principal set a meeting with the Superintendent. The Superintendent will meet with the patron, hear their concern, conduct such investigation as necessary, and convey the results to the patron. If the patron is still not satisfied, the patron will fill out the form to request to be placed on the next agenda for a meeting with the board of education. The patron may address the board of education in person or in writing at a regular meeting of the board.

## **GUN-FREE SCHOOLS ACT**

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

### **Dangerous Weapons**

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

As used in this policy, “dangerous weapon” means:

- a. A firearm.
- b. Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
- c. A fixed blade knife with a blade that exceeds three inches in length
- d. A spring loaded knife or a pocket knife with a blade exceeding three and one-half inches in length.
- e. Any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury including, but not limited to a slingshot, bludgeon nunchucks, brass knuckles or artificial knuckles of any kind.

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

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

### **Firearm Facsimiles**

Carrying, using, actively displaying or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off school property

when such conduct has a reasonable connection to school or any district curricular or non-curricular event without the authorization of the school or school district is prohibited. Students who violate this policy provision may be subject to disciplinary action including but not limited to suspension and/or expulsion, in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

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

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

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

School personnel shall refer any student who brings a firearm or weapon to school without authorization of the school or the school district to law enforcement, as appropriate.

*NOTE: As a condition of receiving federal funds the school district is required to expel for one calendar year students who bring firearms to school. The district is required to include a description of the circumstances surrounding these expulsions, the name of the school concerned, the number of students expelled and the types of weapons.*

*A case-by-case exception to the one-year expulsion requirement must be in writing and may include students with disabilities in order to meet requirements of federal law concerning students with disabilities. It is important to note that federal law requires that educational services must continue for students with disabilities who are properly expelled, although such services may be provided in another setting.*

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act if any such students are determined to be in violation of this policy.

### **USE OF "REASONABLE FORCE"**

"Reasonable force" may be used in four scenarios:

1. To stop a student from committing a wrong
2. To quell a disturbance threatening physical injury
3. To take a weapon from a student
4. For the protection of self, others or public property

### **INTERNET AND ELECTRONIC COMMUNICATIONS POLICY**

The Wiley Board of Education believes internet and electronic communications have vast potential to support curriculum and student learning. The Board of Education believes they should be used in schools as a learning resource to education and to inform. The Wiley 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. It is, however, impossible for the school district to prevent access to all materials or information one

might find harmful or controversial. Students shall report access to material and information that is obscene, child pornography, harmful to minors or otherwise in violation of this policy to the supervising staff member. If a student becomes aware of other students accessing such material or information, he or she shall report it to the supervising staff member.

The Wiley School district reserves the right to monitor, inspect, copy, review and store (at any time without prior notice) all usage of district technology devices, including all internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through district technology devices shall remain the property of the school district. Students shall use district technology in a responsible, efficient, ethical, and legal manner. No students shall access, create, transmit, retransmit, or forward material or information of unacceptable uses. Examples of unacceptable uses include, but are not limited to the following:

- that promotes violence or advocates destruction of property, the manufacturing or purchasing of destructive devices or weapons
- that is not related to district education objectives.
- that contains pornographic, obscene or other sexually oriented materials.
- that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons with regard to race, color, sex, religion, national origin, age, marital status or disability
- for person profit, financial gain, advertising, commercial transaction or political purposes
- that plagiarized the work of another without express consent
- that uses inappropriate or profane language likely to be offensive to others in the school community
- that is knowingly false or could be construed as intending to purposely damage another person's reputation in violation of any federal or state law, including but not limited to copyrighted material and material protected by trade secret
- that contains personal information about themselves or others, including information
- protected by confidentiality laws
- using another individual's internet or electronic communications account without written permission from that individual
- that impersonates another or transmits through an anonymous remailer
- that accesses fee services without specific permission from the system administrator. Student(s) shall immediately notify a system administrator of all security issues. Student's use of the internet and electronic communications are a privilege, not a right. Failure to follow the use procedures contained in this policy shall result in the loss of the privilege to use these tools and restitution for costs associated with damages and may result in school disciplinary action, including suspension or expulsion, and/or legal action. The school district may deny, revoke, or suspend access to district technology or close accounts at any time.

## **BULLYING POLICY**

### **HARASSMENT, INTIMIDATION, BULLYING & THREATENING BEHAVIOR**

District Hazing/Initiation Policy any student participating in a hazing/initiation activity may be suspended for up to 10 days by the Principal or Superintendent and will be subject to the discipline code of conduct. Hazing/initiation is defined as any act that is imposed upon a student of Wiley Schools by other students of the school system because he/she is an undergraduate, a new student to the school system, a new participant in the District's sport or extra-curricular activities programs, or for any other reason which is degrading to the dignity, self-worth, health, and/or well-being of the individual.

## **DISTRICT GANG POLICY**

The Board of Education desires to keep district schools and students free from the threats or harmful influences of any groups or gangs which advocate drug use, violence or disruptive behavior. The Principal or her designee shall maintain continual, visible supervision of school premises, school vehicles and school-related activities to deter gang intimidation of students and confrontations between members of different gangs. The superintendent or his designee shall establish open lines of communication with local law enforcement authorities so as to share information and provide mutual support in this effort. The superintendent or his designee may provide in-service training to help staff members identify gangs and gang symbols, recognize early manifestations of disruptive activities and respond appropriately to gang behavior. Staff members shall be informed about conflict management techniques and alerted to intervention measures and community resources which may help students.

**Gang Symbols:** The Board prohibits the presence on school premises, in school vehicles, and at school-related activities of any apparel, jewelry, accessory, notebook or manner of grooming which by virtue of its color, arrangement, trademark or any other attribute denotes membership in gangs which advocate drug use, violence or disruptive behavior.

This policy shall be applied at the Principal's discretion after consultation with the superintendent or his designee as the need for it arises at individual school sites. Staff members will be provided with the names of known gang members. The Gang policy contains more information. Patrons of the district who wish to read it in its entirety may obtain a copy of the policy at the school office.

## **DRUG FREE ZONE**

Wiley School is a Drug Free Zone. There are blue signs posted near the school which state: Minimum 5 years in prison for selling, distributing, or possessing with intent to sell illegal drugs to a person under the age of 18 within 1000 feet of a school. Colorado Revised Statute 18-18-105 (3.5)(a).

# **TRANSPORTATION**

## **SCHOOL TRANSPORTATION**

A student's behavior on the bus directly impacts the safety of all other students on the bus, as well as the safety of other drivers. To safely transport students, the bus driver must be able to concentrate on driving the bus without distractions. Therefore, unacceptable behavior will not be tolerated and could result in the loss of bus transportation privileges. Parents/Guardians should also be aware that the inside of a bus is a confined space where children are sitting close together, often with several age groups mixed together. This creates an atmosphere where even minor misbehavior can be an unsafe distraction to the driver.

## **BUS RIDER RULES**

(The bus is an extension of the school and classroom. Proper behavior is expected.)

Prior to loading (on the road or at school):

1. BE ON TIME at the designated bus stop. This will keep the bus on time for all other stops.
2. Stay off the road at all times while waiting on the bus. Bus riders must conduct themselves in a safe manner while waiting.
3. Wait until the bus comes to a complete stop before attempting to enter.

4. Be careful in approaching bus stops.
5. Bus riders are not permitted to move toward the bus at the school loading zone until the bus has been brought to a complete stop.

While on the bus:

1. Students will sit in assigned seats at all times
2. No food or drinks on the bus
3. Keep hands and head inside the bus at all times.
4. Assist in keeping the bus safe and clean at all times.
5. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
6. Treat bus equipment as you would valuable furniture in your own home.
7. Bus riders should never tamper with the bus or its equipment.
8. Leave no books, packages, lunches or other articles on the bus.
9. Keep books, packages, lunches, or other articles out of the isles.
10. Help look out for the safety and comfort of small children.
11. Do not throw anything out of the bus window.
12. Bus riders are not permitted to leave their seats while the bus is in motion.
13. Horseplay is not permitted around or on the bus.
14. Bus riders are to be courteous to fellow students, bus drivers, and the patrol officers, or drivers' assistants.
15. Keep absolutely quiet when approaching a railroad-crossing stop.
16. In case of road emergency, children are to remain on the bus unless directed to exit the bus for emergency purposes.

After leaving the bus:

1. When crossing the road, go at least ten (10) feet in front of the bus. Stop, check traffic, and watch for the driver's signal before crossing the road.
  - a. Students living on the right side of the road should immediately leave the bus and stay clear of traffic.
  - b. Help look after the safety and comfort of small children.
  - c. The driver will not discharge riders at places other than the regular stop except by proper authorization from a parent or school officials.

Extra-Curricular Trips:

1. The above rules and regulations will apply to any trip under school sponsorship.
  - a. Students shall respect the instructions of the sponsor appointed by school officials.

### **BUS RIDER DISCIPLINE**

Students are expected to behave appropriately on bus routes and obey the authority of the bus driver. It is the driver's responsibility to ensure that students adhere to school policy at all times.

Students are expected to:

1. Load and unload bus in an organized appropriate manner
2. Respect school property
3. Respect each other
4. Remain in assigned seat unless otherwise instructed by the bus driver
5. Keep an appropriate level of cleanliness
6. Discipline violations will be handled as outlined in the student handbook

Incident	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> and Continuing Offense
Bus Misconduct (Can also be combined with the actual offense)	1 Day LD	3 Days ISS	1 Day OSS and 1 Week Loss of Bus Privileges	4 Days OSS Loss of Bus Privileges up to EOY
Seating Chart Violations	1 Day LD	3 Days ISS	1 Day OSS + 1 Week loss of bus privileges	Loss of bus privileges up to EOY.

### **DRIVING REGULATIONS**

Any student wishing to drive a vehicle onto school campus will need to provide a copy of his/her driver's license, a copy of insurance verification, and provide the tag number of the vehicle

Students who drive their cars to school will not be permitted to drive during school hours unless students have been granted permission by school admission. No driving to town during noon, etc. Student parking will be in the west parking lot only. SPEED LIMIT IN SCHOOL AREA IS 10 MPH. Sitting in or on any vehicle will not be permitted before school, during school hours or at noon. Students cannot store clothing or school material within their cars and acquire it between school hours. STUDENTS MAY NOT BE CHECKED OUT TO DRIVE CARS HOME OR ANYWHERE AT LUNCHTIME UNLESS THE STUDENT IS BEING CHECKED OUT TO LEAVE FOR THE REST OF THE DAY.

### **PARKING LOTS ARE OFF LIMITS DURING THE SCHOOL DAY!**

### **TRAVEL IN NON-SCHOOL OWNED VEHICLES**

No student will travel in any vehicle not owned and insured by the district while on a school trip unless prior written permission has been secured from the parent and such travel has been authorized by the Principal and sponsor of the activity in which the student is engaged.

STUDENTS MUST RIDE THE BUS TO ACTIVITIES; ANY EXCEPTIONS MUST BE CLEARED IN ADVANCE WITH THE Principal OR SUPERINTENDENT. STUDENTS MUST RETURN ON THE BUS IN WHICH THEY WERE TRANSPORTED TO ACTIVITIES UNLESS RELEASED IN PERSON TO THEIR PARENT OR GUARDIAN.

### **ACCIDENT OR ILLNESS POLICY**

The Wiley School District assumes no liability for accidents and we do not carry health insurance for students. In the event a student becomes seriously ill or injured while under jurisdiction of the school, the school will attempt to contact the student's parents or guardians. If the parent or guardian cannot be located, the school may transport the student to a medical doctor or health care facility. The district will not, however, assume any responsibility for any expenses incurred on the student's behalf. Therefore, Wiley Schools urges parents to obtain adequate insurance coverage on behalf of their children. Parents are encouraged to subscribe to a school-time and a twenty-four-hour accident insurance plan.



# **HEALTHCARE PROTOCOL**

## **ADMINISTRATION OF MEDICATION**

All medications to include prescriptions or over the counter medications will be kept in the office. If a student has a medical prescription from a physician or the parent authorizes a student to take medication, the following procedures will be followed. WRITTEN authorization from a parent/guardian must be on file in the office before medications can be taken by a student. The Principal or his/her designee are the only people authorized to dispense medications to students. Exceptions are made for asthma inhalers or medications for life-threatening conditions which may be carried by a student AFTER the school receives a letter from the parent/guardian and the physician stating that it is necessary for the medicine to remain with the student.

1. Prescription medications must be brought to school in the original prescription container labeled with: the date, name of the prescriber, the name of the student, the dosage of the medication, directions for administration, and the name and phone number of the pharmacy.
2. Non-prescription medications must be brought to school in an unopened, original manufacturer's container with the original label intact, which supplies the following information: ingredients, expiration date, dosage and frequency, route of administration (i.e. oral, nasal), side effects, and other directions as appropriate.

## **NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days from the day the School receives a request for access. Parents or eligible students should submit to the School Principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write to the School Principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health staff); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School

discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-8520.

## **DIRECTORY INFORMATION NOTICE**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the School District to include this type of information from your child's education records in certain school publications. Examples include:

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

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

The School District has designated the following information as directory information:

1. Student's name
2. Address
3. Telephone listing
4. Electronic mail address
5. Photograph
6. Date and place of birth
7. Dates of attendance
8. Grade level
9. Participation in officially recognized activities and sports
10. Weight and height of members of athletic teams
11. Degrees, honors, and awards received
12. The most recent educational agency or institution attended
13. Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

The School District will notify parents and eligible students annually of the designated items of directory information by means of a District newsletter, newspaper notice, school handbook or individual notice. Parents and eligible students have the right to exclude directory information from public access by notifying the Superintendent's office in writing of any or all of the items they refuse to permit the School District to designate as directory information about that student within two weeks of receiving the notice. At the end of the two-week period, each student's records will be appropriately marked to indicate the items the School District will not designate as directory information about that student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

### **ASBESTOS HAZARD EMERGENCY RESPONSE ACT**

The United States Environmental Protection Agency has required that all public and private schools inspect all school buildings for the presence of asbestos, and further develop a management plan which identifies, defines procedures for managing, and schedules re-inspection of all asbestos present in the school.

The management plan may be reviewed at the Wiley Schools Superintendent's office during normal working hours.

**The Wiley School District is an asbestos free school. To meet state and federal requirements, there is an asbestos free plan located in the Superintendent's office - - 510 Ward St., Wiley CO 81092 - - (719) 829-4806.**

### **ACCIDENT OR ILLNESS POLICY**

The Wiley School District assumes no liability for accidents and we do not carry health insurance for students. In the event a student becomes seriously ill or injured while under jurisdiction of the school, the school will attempt to contact the student's parents or guardians. If the parent or guardian cannot be located, the school may transport the student to a medical doctor or health care facility. The district will not, however, assume any responsibility for any expenses incurred on the student's behalf. Therefore, Wiley Schools urges parents to obtain adequate insurance coverage on behalf of their children. Parents are encouraged to subscribe to a school-time and a twenty-four-hour accident insurance plan.

**SIGN AND RETURN THIS FORM TO THE HIGH SCHOOL OFFICE ANY STUDENT WHO HAS NOT RETURNED THIS DOCUMENT WILL NOT PARTICIPATE IN EXTRACURRICULAR ACTIVITIES UNTIL DOCUMENT HAS BEEN SUBMITTED.**

I have been given a copy of the student handbook for the 2023-2024 school year. It is my responsibility to read, follow, and abide by the rules, procedures, and policies of Wiley Schools. As a member of the Wiley student body, I realize that the personal decision that I make daily in regards to the rules may affect my health and mental well-being as well as the possible endangerment of those around me and reflect upon any organization with which I am associated. If I choose to violate school policy, I will suffer the consequences. I understand upon determination of that violation, I will be subject to punishment according to the school policy. I also understand that the expense of any counseling or testing assigned within reasonable mandates will be the obligation of the parent or guardian.

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Student Signature

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Date

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Parent/Guardian Signature

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Date

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Melissa Larrick  
Principal

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Date