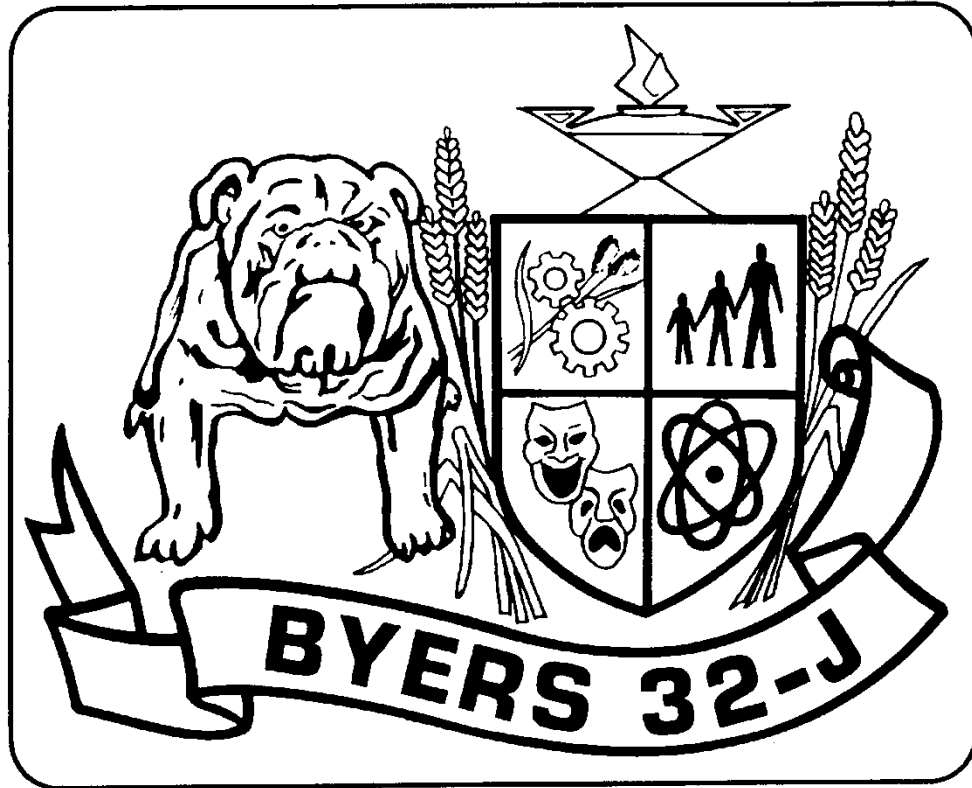


Byers School District 32J



2022-2023

Byers Jr. - Sr. High School
Student Handbook

It is the policy of Byers School District 32J to not discriminate on the basis of age, race, religion, color, national origin, sex or handicap in its programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. Lack of English speaking skills will not be a barrier to participation or admission. Students eligible to participate in CTE programs for Agriculture Ed and Business Ed must be enrolled in the secondary school. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX officer, Stacy Sondburg, 444 East Front Street, Byers, CO 80103.

Es la póliza de Byers School District 32J de no discriminar por motivos de raza, edad, religión, color, origen nacional, sexo o impedimento en sus programas, servicios o actividades según requerido por el Título de la Ley de Derechos Civiles de 1964, según enmienda; el Título IX de las Enmiendas de Educación de 1972; y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda. La falta de habilidades para hablar inglés no será una barrera para participar o admisión. Los estudiantes elegibles para participar en programas CTE para educación agrícola y comercial deben estar inscritos en la escuela secundaria. Preguntas con respecto al cumplimiento y/o procedimientos de queja pueden ser dirigidas al oficial del Título IX, Stacy Sondburg, 444 East Front Street, Byers, CO, 80103

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Principal's Message

To All Students and Parents of Byers Junior and Senior High School:

On behalf of the Board of Education, Administration, Faculty, and Staff it is a privilege to welcome each student to Byers Junior and Senior High School.

This handbook has been prepared to acquaint students and parents with course offerings, graduation requirements, activities, rules, and regulations. I strongly recommend you become familiar with the contents of this booklet as it will help you develop a better understanding of your school system.

At Byers Junior and Senior High School, we want to create an atmosphere where the student wants to learn, where students are respected as a unique individual by their classmates and their teachers. We also want to give each student a feeling of success so that he/she can respect him or herself. Furthermore, we want to draw from each student his/her full potential so that he/she will have the necessary tools to become a happy and productive member of society.

We also feel each student has certain responsibilities in order to help us meet the goals mentioned above. The student must respect the rights and differences of the people around him/her, along with their personal property. The student should be able to see that learning is a two-way street and his/her attitude has a direct bearing on his/her success in school. Determination, dedication, and self-discipline should be a part of each student's daily routine.

I welcome parents and students to be involved in school activities, class work and groups to help yourself grow and help make your school the best it can possibly be.

Once again, welcome back to what we hope will be a most successful and rewarding year for everyone involved with our school and community.

Sincerely,

Kelly Boren, Principal
Byers Junior and Senior High School

**Byers Junior and Senior High School
Monday - Thursday
Bell Schedule**

Warning Bell 7:56

<i>JH Nutritional Break</i>	8:00 - 8:12
<i>HS Nutritional Break</i>	8:52 - 9:04
Period 1 H.S.	8:00 - 8:52
Period 1 Jr. High	8:15 - 9:04
Period 2	9:07 - 9:59
Period 3	10:02 - 10:54
Period 4	10:57 - 11:49
<i>HS Lunch</i>	11:49 - 12:24
<i>JH Lunch</i>	11:54 - 12:24
Period 5	12:27 - 1:15
Period 6	1:18 - 2:06
Period 7	2:09 - 2:57
Period 8	3:00 - 3:25

**Byers Junior and Senior High School
Friday Bell Schedule**

Warning Bell 7:56

Period 1	8:00 - 8:58
<i>JH Nutritional Break</i>	8:00 - 8:12
<i>HS Nutritional Break</i>	8:46 - 8:58
Period 2	9:01 - 9:46
Period 3	9:49 - 10:34
Period 4	10:36 - 11:21
Period 5	11:24 - 12:09
<i>HS Lunch</i>	12:04 - 12:39
<i>JH Lunch</i>	12:09 - 12:39
Period 6	12:43 - 1:38
Period 7	1:41 - 2:30

Byers School District 32J
2022-2023 Calendar
 Approved March 24, 2022

.July 2022.							.January 2023.						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2							
3	4	5	6	7	8	9	1	2	3	4	5	6	7
10	11	12	13	14	15	16	8	9	10	11	12	13	14
17	18	19	20	21	22	23	15	16	17	18	19	20	21
24	25	26	27	28	29	30	22	23	24	25	26	27	28
31							29	30	31				
.August 2022.							.February 2023.						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6				1	2	3	4	
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30	31				26	27	28				
.September 2022.							.March 2023.						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3				1	2	3	4
4	5	6	7	8	9	10	5	6	7	8	9	10	11
11	12	13	14	15	16	17	12	13	14	15	16	17	18
18	19	20	21	22	23	24	19	20	21	22	23	24	25
25	26	27	28	29	30		26	27	28	29	30	31	
.October 2022.							.April 2023.						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1							1
2	3	4	5	6	7	8	2	3	4	5	6	7	8
9	10	11	12	13	14	15	9	10	11	12	13	14	15
16	17	18	19	20	21	22	16	17	18	19	20	21	22
23	24	25	26	27	28	29	23	24	25	26	27	28	29
30	31						30						
.November 2022.							.May 2023.						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							
6	7	8	9	10	11	12	7	8	9	10	11	12	13
13	14	15	16	17	18	19	14	15	16	17	18	19	20
20	21	22	23	24	25	26	21	22	23	24	25	26	27
27	28	29	30				28	29	30	31			
.December 2022.							.June 2023.						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3							
4	5	6	7	8	9	10	4	5	6	7	8	9	10
11	12	13	14	15	16	17	11	12	13	14	15	16	17
18	19	20	21	22	23	24	18	19	20	21	22	23	24
25	26	27	28	29	30	31	25	26	27	28	29	30	

August 9 New Teacher Inservice (no students)
August 10, 11, 12, 15, 16 Teacher Inservice (no students)
August 17 Beginning of First Quarter 1st student day
September 5 Labor Day (no school)
September 16 Teacher Inservice (no students)
October 7 Teacher Inservice (no students)
October 10 Columbus Day - (no school)
October 14 End of First Quarter
October 17 Beginning of Second Quarter
November 2,3 Parent-Teacher Conferences 5:30-8:00pm
November 4 Compensation Day (no school)
November 21,22,23,24,25 Thanksgiving (no school)
December 16 End of 2nd Qtr(1/2 day for students 11:00 dismissal)
December 19 through December 30 Winter break (no school)
January 2 Teacher Inservice (no students)
January 3, Beginning of Third Quarter
January 16 Martin Luther King Holiday - (no school)
February 17 Teacher Inservice (no students)
February 20 Presidents' Day (no school)
March 8,9 Parent-Teacher Conferences 5:30-8:00pm
March 10 Compensation Day -(no school)
March 10 End of Third Quarter
March 13,14,15,16,17 Spring Break -(no school)
March 20 Beginning of Fourth Quarter
April 7 Good Friday -(no school)
April 10 Easter Monday (travel day) -(no school)
May 12 Teacher Inservice (no students)
May 19 Last day for Seniors
May 21 High School Graduation - 1:00 pm
May 22-26 Make-up days HS Seniors if needed
May 22 Last day for 8th Graders
May 24 End of Fourth Quarter (last day for students, 11:00 dismissal)
May 25-26 Make-up days if needed.
May 29 Memorial Day
Teacher Inservice/Workdays Aug. 9, 10, 11, 12, 15, 16, Sept. 16
Oct. 7, Jan. 2, Feb 17, May 12
SUMMARY OF QUARTERS - 168 student contact days
1st quarter - August 17 - October 14 = 39 days
2nd quarter - October 17 - December 16 = 39 days
3rd quarter - January 3 - March 10 = 45 days
4th quarter - March 20 - May 24 = 45 days
Teacher Workdays (no students)
Holidays (no school)
Bold Numbers = End/Start of Quarter
Parent Teacher Conference 5:30pm - 8:00pm
Compensation Day for Conferences (no students)
Teacher workday 7:45 am - 3:45pm; Students 8:00 am - 3:25 pm
Early Release Friday 2:30 pm
Instruction time includes passing periods

Class Supply Lists

<p>High School Math (Green)</p> <ul style="list-style-type: none"> ● 2 inch 3 ring binder ● Subject dividers ● Pencils ● Spiral one subject notebook ● Loose leaf college ruled paper / graph paper ● Graphing Calculator TI - 83 or higher for Algebra II, Pre-Calculus, College Algebra, Trigonometry, Calculus ● Scientific calculator for Pre-Algebra, Algebra, Geometry (if planning higher classes graphing calculator for multiple years of use) ● Geometry - compass, protractor, 12" ruler ● Dry erase markers - 4 pk ● Eraser ● Pencil pouch (optional) <p>Updated 4/2022</p>	<p>Math (Hubert)</p> <ul style="list-style-type: none"> ● 2 inch 3 ring binder ● Subject dividers ● Pencils ● Spiral one subject notebook ● Loose leaf college ruled paper / graph paper ● Scientific calculator for Pre-Algebra, Algebra, Geometry (if planning higher classes graphing calculator for multiple years of use) ● Dry erase markers - 4 pk ● Eraser ● Pencil pouch (optional)
<p>Algebra 1 (Byrns)</p> <ul style="list-style-type: none"> ● 2 inch 3 ring binder ● Pencils ● Spiral notebook one subject ● Scientific Calculator TI-83 ● Dry Erase Markers 4 pack ● Eraser <p>Updated 4/2022</p>	<p>Business Math (Byrns)</p> <ul style="list-style-type: none"> ● 2 inch 3 ring binder ● Pencils ● Spiral notebook one subject ● College ruled loose leaf ● Scientific Calculator ● Dry Erase Markers ● Eraser <p>Updated 4/2022</p>
<p>High School Science (O'Dell)</p> <ul style="list-style-type: none"> ● Notebook (spiral or binder with loose leaf) dedicated for just that class ● Pencils ● Highlighters (4 different colors) ● 1 box colored pencils ● 4 glue sticks ● 1 composition Notebook (college rule) ● 1 binder (3 ring) with dividers ● Scientific Calculator (Physical Science) ● 2 packs of notecards (Health Science and A&P) <p>Updated 4/2022</p>	<p>Science (Briggs))</p> <ul style="list-style-type: none"> ● Notebook (spiral or binder with loose leaf) dedicated for just that class ● Pencils ● Highlighters (4 different colors) ● 1 box colored pencils ● 4 glue sticks ● composition Notebook (college rule) ● 1 binder (3 ring) with dividers ● Scientific Calculator (Physical Science) ● 2 packs of notecards (Health Science and A&P) <p>Updated 4/2022</p>
<p>High School English (Dickens)</p> <ul style="list-style-type: none"> ● Folders will be created in Google ● Pencils 	<p>English 7-9 (Hamilton)</p> <ul style="list-style-type: none"> ● 2-inch 3 ring binder ● 1 subject spiral notebook

<ul style="list-style-type: none"> ● A pack of highlighters (pink, orange, yellow, green, blue and purple) <p>Updated 4/2022</p>	<ul style="list-style-type: none"> ● Loose Leaf Notebook Paper for the binder - College Ruled ● A pack of highlighters (pink, orange, yellow, green, blue and purple) ● Binder Pouch ● 8-Tab Binder Dividers ● Pencils ● Blue or black ink pens ● Red pens for editing and correcting <p>Updated 4/2022</p>
<p>Social Studies (Kerns)</p> <ul style="list-style-type: none"> ● 3 Highlighters and 2 Dry-Erase Markers ● 2-single subject <u>college</u> ruled notebooks ● A 2 1/2 to 3 inch 3 Ring Binder (Social Studies Portfolio) ● 5 Divider Pages with labels for the 3-ring Binder (Social Studies Portfolio) ● Flash Drive ● Pencils or Pens ● 200 Notecards <p>Updated 4/2022</p>	<p>Social Studies (Thomas, Phipps)</p> <ul style="list-style-type: none"> ● Single subject <u>college</u> ruled notebook ● 2 1/2 to 3 inch 3 Ring Binder ● 5 Divider Pages with labels for the 3-ring Binder ● Pencils or Pens <p>Updated 4/2022</p>
<p>Special Education (Alonzi)</p> <ul style="list-style-type: none"> ● 1 subject notebook ● Planner (school calendar year) ● Pencils ● Highlighters ● 1 pack of dry erase markers 	<p>Special Education (West)</p> <ul style="list-style-type: none"> ● Pencils ● A box of kleenex ● 1 pack of black dry erase markers <p>Updated 4/2022</p>
<p>Spanish (T. Amundson)</p> <ul style="list-style-type: none"> ● Pencils ● Pens ● Spiral Notebook 	<p>Digital Photography (Whittlesey)</p> <ul style="list-style-type: none"> ● SD card (8, 16, or 32 GB) <p>Updated 4/2022</p>
<p>Business Classes (J. Amundson)</p> <ul style="list-style-type: none"> ● 1 subject notebook ● Pencils ● Pens ● Google will be utilized <p>Updated 4/2022</p>	<p>Agriculture (DJ Jackson)</p> <ul style="list-style-type: none"> ● 1 1/2" 3 Ring binder ● 8 dividers ● Loose leaf paper <p>Updated 4/2022</p>
<p>Physical Education (Weber)</p> <ul style="list-style-type: none"> ● Shorts ● Shirt 	<p>Foods/Health (Worrell)</p> <ul style="list-style-type: none"> ● Notebook ● Pens ● Pencils ● 1 two pocket folder <p>Updated 4/2022</p>
<p>Art (Pelton)</p> <ul style="list-style-type: none"> ● 2 black Sharpies ● 1 box #2 pencils <p>Updated 4/2022</p>	<p>Computer Science (Whittlesey)</p> <ul style="list-style-type: none"> ● Nothing <p>Updated 4/2022</p>

Graduation and Student Classification

GRADUATION REQUIREMENTS

Byers Junior and Senior High School has a seven-period day. Each student in high school could receive 7 units of credit per year. Over a four-year period, a student should receive 28 units of credit. A student is eligible for a high school diploma when a minimum of 25 units of credit have been earned and all required classes have been successfully completed, and they have completed the first semester of their senior year.

Every student must become acquainted with school and state requirements for graduation. Too often students reach their junior and senior years lacking necessary credits for graduation, generally due to careless failures in the freshman and sophomore years. Students must then take extra courses or courses by correspondence to graduate. Such situations can be costly, inconvenient and embarrassing. Late graduation can be avoided by careful planning upon enrollment in high school. No students will be permitted to take part in commencement exercises or will be presented with a diploma until he or she has met all requirements for graduation. A student's first registration as a freshman begins 8 consecutive semesters toward graduation. Those students who have not completed the necessary requirements for graduation at the end of 8 consecutive semesters of high school will be allowed to return to Byers High School to complete the requirements for a diploma under the following conditions:

1. Students may return to school and be enrolled in at least 5 classes until the graduation requirements are met.
 - a. A student has the option to complete graduation requirements through correspondence if he/she does not wish to attend regular classes.
2. Once a student enrolls in high school they have 8 consecutive semesters of eligibility for activities sanctioned by the Colorado High School Activities Association (CHSSA).
 - a. A student may petition the CHSAA for a waiver of the 8-semester rule.
 - b. If a student reaches 19 years of age before August 1st of the current year of enrollment, they will not be eligible for CHSAA sanctioned competition.

3. Any student wanting to graduate early must apply in writing to the office of the principal no later than December 1st of the school year in which they will be eligible to graduate.

CLASSIFICATION OF STUDENT

To be classified as a sophomore, the student shall have earned at least 6 credits; for a junior, 12 credits; and a senior, 18 credits.

COMMUNITY SERVICE REQUIREMENT

Beginning with the 9th grade class of 2017 and each 9th grade class thereafter, over the course of the student's High School career, it is an expectation that the student accumulates a minimum of 30 hours of community service.

CURRICULUMS AND CREDIT UNITS:

(Byers School District 32J Policy IKF-R)

Graduation Curriculum

English	4 units	Social Studies:	3 units
9 th Grade English 10 th Grade English Expository Writing American Literature English Electives	1 unit 1 unit $\frac{1}{2}$ unit $\frac{1}{2}$ unit 1 unit	Geography American Government World History American History	$\frac{1}{2}$ unit $\frac{1}{2}$ unit 1 unit 1 unit
Mathematics	3 units	Science	3 units
Applied Math Pre-Algebra Algebra Geometry Business Math Pre-Calculus	1 unit 1 unit 1 unit 1 unit 1 unit 1 unit	Biology Chemistry Science Elective	1 unit 1 unit 1 unit
Educational Area Electives	3 units	Physical Education	1 unit
Health Computer Literacy Speech Economics Personal Finance Employability Skills	$\frac{1}{2}$ unit $\frac{1}{2}$ unit $\frac{1}{2}$ unit $\frac{1}{2}$ unit $\frac{1}{2}$ unit $\frac{1}{2}$ unit	Strength Training Physical Education	1 unit 1 unit

***25 units total needed to graduate (8 additional elective units including 3 Career Readiness Electives)**

Vocational Curriculum: Pickens Tech programs available to Juniors and Seniors. Classes fulfill elective requirements certain program classes may fulfill a Math, English and/or Science Credit.

DEFINITION OF UNIT OF CREDIT

A subject meeting over two semesters or one whole year, and meets one class period five (5) days a week will earn one (1) unit of credit if completed successfully. A subject which meets one semester and meets five (5) days a week will earn one half (1/2) unit of credit.

It is the responsibility of the student to see that all college transcripts are submitted to the office of the Principal in a timely manner so that credit may be

properly placed on a students' high school transcript. Post-Secondary classes would be the exception to this rule.

CAREER BOUND READINESS (beginning with the ninth grade class of 2017 and each ninth grade class thereafter)

The Colorado State Board of Education has adopted state graduation guidelines that identify college and career readiness measures in English and Math. In addition to meeting the district academic standards, students must demonstrate proficiency in English and Math according to the following state expectations in order to qualify for graduation and receive a diploma from Byers High School. Byers School counselor, principal and superintendent has the authority to adapt the college and career demonstrations necessary to earn a standard high school diploma to accommodate students with the following exceptions: English Learners, gifted students and students with disabilities.

Competency Demonstration	English	Math
Accuplacer	62 (comprehension)	61 (elementary Algebra)
ACT	18	19
ACT Compass	79	63
ACT WorkKeys	Bronze +	Bronze +
SAT	430	460
ASVAB	31	31
Advanced Placement Exam	2	2
Concurrent College Enrollment	C- or better	C- or better
Industry Certificate	Individualized	Individualized
District Capstone	Individualized	Individualized

WEIGHTED COURSES

All courses will be weighted on a 4.0 scale; however, some courses are on a 5.0 Scale. See Policy IKC-E for specific courses. (Byers School District 32J Policy IKC-E)

VALEDICTORIAN AND SALUTATORIAN AWARDS

These two awards are awarded to the student(s) with the highest and second highest grade point average over the course of four years in High School. To be eligible for this award the student must be enrolled in Byers Senior High School at the beginning of the 2nd semester of their junior year and be enrolled at Byers Senior High School all of their senior year. Valedictorian and Salutatorian honors are awarded upon completion of the first 8 continuous semesters of a student's high school experience. A student must have a cumulative

GPA of 3.7 in order to receive the Valedictorian award. To obtain the Salutatorian award a student must have a cumulative GPA of 3.5.

Scheduling Information

SCHEDULE CHANGES

Students will only be able to make changes to their schedules within one week after the start of the semester including college and online (CDLS/Educere for example) courses. All schedule changes must be approved by the counselor, and change forms must be signed by both the teacher whose class is being dropped as well as the teacher who is accepting the student into their class. Students enrolled in post-secondary courses must make schedule changes within the one-week time frame from the start of the college course regardless of the college drop date. Parents will pay for any class dropped after the specified drop date

Students will not be able to drop core classes at the beginning of the second semester/third quarter.

POST SECONDARY PROGRAMS

Any student who enrolls in and successfully completes college-level classes under the Post Secondary Options Act of 1988 may substitute that credit for those classes required for graduation credit so long as the course content is comparable to the course content of classes offered at Byers Junior and Senior High School.

Each Post-Secondary school that allows Juniors and Seniors to take courses at their institution determines the number of credit hours a student may enroll in for each academic semester.

Based on individual student needs, the high school principal and counselor will determine a schedule not to exceed four college classes.

Byers School District will pay up to 30 credits of dual enrollment coursework. Students who go above those 30 credits will be required to pay for the tuition. Tuition must be paid in full before enrolling in college courses the next semester. Tuition due for the spring semester of senior year will be due before graduation or else the student will not participate in the graduation ceremony.

The Byers School District will not enroll students in both TH Pickens classes and Post Secondary classes simultaneously.

POST-SECONDARY ENROLLMENT REQUIREMENTS

In order to enroll in post-secondary (dual enrollment or concurrent enrollment) classes, students will need to have a 2.75 overall GPA or better during the second semester of their sophomore year. Students that receive a "D" or lower at any time during their sophomore year will be considered at risk. Enrollment in post-secondary classes must be approved by the counselor and principal.

Students who take post-secondary classes must receive a "C" or above. If a student receives a "D" or "F" that student will be required to pay Byers School District the cost of the course. A "D" will maintain high school credit.

T. H. PICKENS VOCATIONAL-TECHNICAL CENTER

Byers High School provides the opportunity for a student to attend the TH Pickens Center on a limited basis as individual schedules allow. A student must be at least a junior academically and must have a 2.5 minimum GPA or better to be eligible for TH Pickens programs. Byers High School provides tuition funding for those students attending TH Pickens up to 30 credit hours. Transportation, books, and other peripheral fees are the responsibility of each student. Any student who is not passing at the end of the first semester may be discontinued from the program for the second semester. Please refer to the Post-Secondary Enrollment requirements which apply to Pickens as well. The Byers School District will not enroll students in both TH Pickens classes and Post Secondary classes simultaneously.

ACCELERATED COURSES

In order to enroll in accelerated classes, students will need to have a 3.5 overall GPA or better during the previous school year and have a recommendation from the previous year's teacher in the acceleration content area. Enrollment in accelerated courses must be approved by the counselor and principal. Parent permission is required for acceleration. Placement tests will be administered. The interested student needs to pass with an 85% minimum.

Gifted and talented students may be enrolled in accelerated courses beginning their 8th grade year. Any gifted and talented student qualified in a specific area (like math), needs to have the approval of the GT coordinator, counselor, and principal to be enrolled in accelerated courses.

Students who take accelerated courses must receive a "C" or above. If a student receives a "D" or "F" that student will be required to retake the course to show mastery of the subject. A "D" will maintain high school credit.

(Byers School District 32J Policy IKE-2)

INDEPENDENT STUDY

Students will be allowed to register for Independent Study classes under the following circumstances:

- The student is a Junior or a Senior.
- The teacher of the subject gives prior approval.
- If a student fails an independent study course, college course, or any course considered a privileged course they will not be allowed to take a privileged course the following semester.
- All prerequisites must be successfully completed before students will be allowed to register.
- * The principal will have final approval of all requests.

Once a student registers for classes and the term begins, a student is expected to complete the semester in the classes he/she registers for. This means that students may NOT change classes at any time during a semester except in cases of extreme extenuating circumstances.

TEACHERS-STUDENT AIDES

Teacher-student aides must have at least a 3.0 GPA, be a junior or senior, and have teacher, counselor, and principal approval. Aides will be assigned by the principal or the counselor. Teacher's aides will be included in the GPA grades and will follow the grading scale. Teacher aides may be reassigned at any time. Students are only allowed to be a student aide for 1 period each semester and must sign a responsibility and expectations contract with the teacher they aide for.

Student Health and Safety

The administration shall from time to time develop safety rules and regulations consistent with school board policy and as necessary for the safety and welfare of employees and students. The purpose of the school health program shall be to supplement the efforts and guidance of parents to bring about awareness on the part of students of regular health care.

The objectives of the school health program are:

- To promote good health habits among students.
- To stimulate a sanitary and healthful environment in school.
- To assist in detecting and recommending correction for medical, psychological and physical handicaps.

(Byers School District 32J Policy JLC)

REPORTING SUSPECTED CHILD ABUSE AND NEGLECT

Colorado law requires that administrators and staff report all cases of suspected child abuse or neglect to the county Department of Social Services immediately. The educator's duty is to only report, not to investigate or decide whether abuse has actually occurred or not. Criminal penalties can and have been applied when teachers or administrators do not follow this law by reporting suspected cases of abuse. *(Byers 32J Policy JLF & JLF-R)*

COUNSELING

It shall be the responsibility of the parents to submit a letter to the school stating that their child is not allowed to be referred to or receive services from the counseling office during the current school year. It is assumed that parents are aware that counseling services are offered at Byers School District 32-J and any referrals made to such an office are presented to the counselor in the best interest of the student.

HEALTH RECORDS

Health records shall be maintained by the nursing staff. These records are to be kept on file in the health office and transferred to student permanent records when students transfer out of the district or upon graduation. *(Byers School District 32J Policy JLC)*

PHYSICAL EXAMINATIONS

Physical examinations shall be encouraged before registration in kindergarten, 2nd, 4th, 7th and 10th grades. Annual examinations shall be required for participation in athletics. Any student engaging in competitive athletics shall, prior to his participation in any form of exercises leading to such athletics, be given a physical examination by a physician each year.

ANNUAL SCREENING PROGRAMS

Vision screening will be planned and administered annually by the nursing personnel for selected grades (Kindergarten, 1st, 2nd, 3rd, 5th, 7th, 9th, and new students). Hearing screening will be planned and administered annually by nursing personnel for selected grades.

DENTAL HEALTH

The school district shall participate in programs to encourage good dental health, including instructional programs. *(Byers School District 32J Policy JLC)*

COMMUNICABLE DISEASES

By law, admission to school may be denied to any student suffering from a communicable disease whereby his or her attendance is harmful to the welfare of other pupils. This includes any communicable disease, which poses an unacceptable risk of being communicated to others. All children determined by the district to have a contagious and/or infectious communicable disease who are deemed healthy enough by their physician to attend school and do not pose a threat per public guidelines, and are receiving sufficient medical attention are entitled to attend regular classes. If the child exhibits inappropriate behavior or any other conditions, which increase the likelihood of transmission as determined by the superintendent or designee, he/she shall not be in school.

Any student excluded from the regular educational program under this policy will be provided with homebound or similar instruction as appropriate following an evaluation and staffing consistent with the educational needs of the student for education outside the regular classroom. The student's parents and physician may be consulted with regard to determining appropriate alternative educational programming for the student.

In all proceedings hereunder, the district shall respect the student's right to privacy. Only those persons with direct responsibility for the education or care of the student should be informed of his/her condition. All such persons should be fully advised of necessary precautions to be taken in contact with the student and in recognizing and dealing with situations which may pose a risk of transmission of the disease. *(Byers School District 32J Policy JLC & JLCC)*

ADMINISTERING MEDICINES TO STUDENTS

Medications are rarely necessary for students during the school day. They are justified in some chronic conditions or short-term acute health conditions. However, aspirin, cough and cold medications, decongestant, etc., should be brought only when prescribed by a physician. Students shall not be permitted to take medication while at school unless such medicine is given them by the school nurse or a school employee designated by the school principal and trained by the school nurse acting under the specific written request of the parent or guardian and under the written instructions of a physician. Appropriate forms for this purpose will be furnished by the school. All medications brought to school will be safeguarded at school to avoid any risk that the wrong student might ingest them. The school will provide a locked cabinet for this purpose.

(Byers School District 32J Policy JLDC-E)

IMMUNIZATIONS REQUIREMENTS

All children entering school for the first time in Colorado must have immunization completed and filed with the school and the Colorado State Health Department. A blue immunization form is provided to meet this requirement. Children are not allowed in school who are not properly immunized. No student shall be permitted to attend or continue to attend any school in this district without meeting the legal requirements for immunization against disease unless the student has a valid exemption for health, religious, personal or other reasons as provided by law. All 7th grade students who are required by law to receive MMR boosters and the Hepatitis B series will be required to present proof of immunization by the 1st day of school. Students who do not submit a certificate of immunization or present a valid exemption shall be suspended and/or expelled from school until such certificate or exemption is received. The administration shall set appropriate regulations to comply with state law on this matter.

(Byers School District 32J Policy JLCD, JLCD-R & JLCD-E)

PARENTAL CONSENT

Parental consent will not be mandatory to refer a student to public health or other doctors for medical services in connection with pregnancy, venereal disease, alcohol abuse, or drug abuse.

"Federal law permits the school district to disclose personally identifiable information in the student's education records to 'school officials with legitimate educational interests.' School officials include persons employed by the district as an administrator, supervisor, teacher or support staff member (including but not limited to transportation personnel) or a person, agency or company with whom the District has contracted, or otherwise arranged to perform a special task or service... Such individuals have a legitimate educational interest if he/she needs to review an education record in order to fulfill his or her professional and/or official responsibility.

A legitimate educational interest also exists where the staff member or other individual works directly with students and needs to review education records to increase his/her awareness of steps necessary for the safety and welfare of students and staff members/"

STUDENT INSURANCE

A student accident insurance program providing broad coverage at nominal cost to parents shall be made available to all students. Such protection, when purchased by the parent, shall cover the student while at school, on the way to and from school and when engaged in school-sponsored activities either on school grounds or elsewhere. Through this plan additional insurance coverage may also be purchased, which will cover students participating in interscholastic athletics.

(Byers School District 32J Policy JLA)

STUDENT RECORDS

PERMANENT RECORDS

All permanent records of students are considered confidential. Teachers shall not reveal the contents of student permanent records to anyone. The superintendent of schools or his designee is the legal custodian of school records. Law provides guidance for releasing such information when circumstances warrant. All requests for viewing of school records will be submitted in writing. Upon request, certain records will be forwarded to receiving schools in transfer cases.

STUDENT RECORDS/RELEASE OF INFORMATION ON STUDENTS

Student education records may contain, but will not necessarily be limited to, the following information: identifying data, academic work completed level of achievement (grades, standardized test scores), attendance data, scores on standardized intelligence, aptitude and psychological, interest inventory results, health data, family background information, teacher or counselor ratings and observations and reports of serious or recurrent behavior patterns.

- ACCESS TO RECORDS- a parent or guardian shall be able to inspect and review the student's education files. However, if a student is 18 years or older, the student may inspect his or her own records and his or her written permission shall be necessary in order for his parents or guardian to inspect them. The record shall not be taken from the school office. However, upon request one copy of the record shall be provided within a reasonable time to the parent or eligible student.
- REQUEST TO AMEND RECORDS- Parent or eligible students who believe that information contained in the education records of a student is inaccurate or misleading or violates the privacy or other rights of the students may request that the District amend the records. Steps for this process are outlined in the district policy manual.
- DISCLOSURE TO OTHER PARTIES- The school shall not disclose student records to other individuals or parties without prior written consent of the parent or eligible student.
- DISCLOSURE OF DIRECTORY INFORMATION- The school district may disclose directory information without written consent of the parent or eligible student, unless a request not to disclose is received in writing from the parent.
- ANNUAL NOTIFICATION OF RIGHTS- The school district will notify the parents or eligible student of their rights pursuant to this policy at the beginning of each academic year. Complaints regarding violation of rights accorded parents and eligible students pursuant to the Family Rights and Privacy Act may be submitted to the Office of Civil Rights of the Department of education, Denver, Colorado.
- WAIVERS- A parent or eligible student may waive any or all rights protected by this policy.
- DISCLOSURE WITHOUT WRITTEN CONSENT- The school district will disclose personally identifiable information from the student records without consent of the parent or eligible student only to: School officials with legitimate educational purpose, officials of another school in which the student seeks or intends to enroll, authorities named in the FERPA Act, state and local officials who are required to get specific information, anyone offering financial

aid to students, accrediting institutions, and anyone if required by a court order or subpoena.

(Byers School District 32J Policy JRA & JRC)

ARMED SERVICE RECRUITERS

Byers High School shall furnish directory information to branches of the service who request that information. If a secondary student (9-12) notifies the School Counselor or Principal in writing that his or her name, address and home telephone numbers are **NOT** to be released to military recruiting officers, the school will comply. *(Byers School District 32J Policy KLMA)*

Visitor Information

STUDENT VISITORS

All student visitors must have prior approval from the teachers and principal. A visitor's form must be signed by all the staff the student will be visiting and the principal. All student visitors must check in at the High School office and wear a visitor badge. The badge needs to be returned to the High School office at the conclusion of the visit. All visitors must be pre-approved by the Principal at least ONE WEEK prior to arrival, so that teachers can also be informed. Visitors will not be allowed the first two weeks or the last two weeks of any school year. The visitor must be of Junior High or High School age and will be expected to follow all rules of Byers School District 32-J.

MEETING WITH SCHOOL ADMINISTRATIVE PERSONNEL

All meetings with school administrative personnel should be made in advance by calling the school office, stating the basis for the meeting, and asking when the school administrative official is available to meet with the person requesting the meeting. School administrative personnel shall make themselves available when possible. Drop in visits may find personnel unable to meet with you.

PARENTS VISIT TO CLASSES

We welcome all our parents to visit their student's classroom. Visits may occur at any time. Parents must check in at the front office before visiting classrooms. When visiting the classroom parents are reminded they are there to observe and may not disrupt the classroom or the teacher at this time. Also, parents are encouraged to have lunch with their students at school. All visitors must report to the office prior to going to the classroom.

PARENT-TEACHER CONFERENCES

Each year parent-teacher conferences are held during the second and third quarters. These times will be announced and communicated with the community.

We encourage parents to ask for conferences at any time during the year as they feel a need to discuss their student with the teacher. Teachers are available for conferences from 7:30-8:00 a.m. and after school dismissal at 3:25 p.m. Conferences may be set for other times of the day which is mutually convenient for both parent and teacher.

If you wish to contact a teacher regarding your student, please feel free to call or email them. Their contact information is listed on the Byers School District website.

Attendance

ATTENDANCE GUIDELINES AND PROCEDURES

Regular attendance at school is essential if students are to derive the greatest benefit from public education. Students are required to attend classes in accordance with the Colorado Compulsory Attendance Law (22-33-104) and Article IX, Section 2, of the Colorado Constitution. Good attendance is critical to the success of students. Higher education and job settings after school require good attendance from people in the workforce. Regular attendance develops habits that are vital for success in the working world. Absences, whether excused or unexcused, are detrimental to the learning process in that work made up outside of class is not as effective as the actual classroom experience.

Byers Junior and Senior High School has developed an attendance policy that will promote daily student attendance and maintain instructional continuity in the classroom. The two most important factors in ensuring a student's education are parental involvement and responsibility. Senate Bill 93-140 intends to have parents be partners in enforcement of compulsory attendance.

(Byers School District 32J Policy JH)

REPORTING ABSENCES

It is required that parents report all absences to the school no later than 2:00 p.m. on the day following the student's absence. The number to call is 303-822-5292, option 1 is the attendance line. Calls may be made during or after school hours. Written notes may also be turned in to the school office within the prescribed time period.

PREARRANGED ABSENCES

Requests for prearranged absences are a courtesy to the students' classroom teachers. Prearranged absence requests should be directed to the main office. Such requests must be made at least two (2) days prior to the absence. The teachers will inform the students, at the time of the requests, when missed work has to be completed.

EXCUSED ABSENCES

The following shall be considered as excused absences:

1. A student who is temporarily ill or injured and notice is provided to the school at the time of absence. Pre-arranged shall be approved for appointments or circumstances of a serious nature, which cannot be taken care of outside of school hours.
2. A student who is absent for an extended period of time due to physical, mental or emotional disability and notice is provided to the school at the time of absence.
3. Activities of an educational nature with advanced approval by the administration. School Activities/Athletics are excused absences however school work missed during the absence must be turned in on the day the student returns to class.
4. The administration may excuse students for other reasons deemed appropriate in compliance with the intent of this policy.

UNEXCUSED ABSENCES

An unexcused absence is one in which the parents/guardians are unaware of the absence, one in which the school has not been properly notified according to school procedures, or one for which the school will not accept as valid the reason given for the absence. Students will not be excused for work. The school reserves the right to determine whether an absence is excused.

Students that have more than 6 absences in any given course per semester will not receive credit for the course. *(Byers School District 32J Policy JH)*

NOTIFICATION OF UNEXCUSED ABSENCES

After the 2nd unexcused absence from any class in one quarter, the home will be notified by phone or by letter. The school will contact the home if additional unexcused absences occur. Unexcused absences will have serious consequences. Passing a course becomes more difficult with each absence and unexcused absences may result in a student being assigned to Saturday detention.

MAKE-UP WORK

A student will have up to One (1) school day to make-up all work missed during an excused absence unless prior arrangements have been made with individual

teachers. This time period may not apply to assignments that take place on the day of absence. Students will need to take any missed quiz/test on the next day of attendance if they were present the day before the test and/or quiz was given.
(Byers School District 32J Policy JH)

DITCH/SKIP DAYS

Ditch or skip days are not condoned by the school and will be considered unexcused absences.

TARDIES

Being on time is a necessary responsibility in our society. A tardy is defined as arriving to class within five minutes after class has begun. A tardy will be considered unexcused unless the student was detained for a reason approved by a note from a teacher, counselor or administrator. If a student arrives after five minutes into a class period, it will be recorded as an unexcused absence. *(Byers School District 32J Policy JH)*

STUDENT LOUNGE

Students who do not have a scheduled class are permitted to be in the commons, Counselor's Office or in the main office foyer. During class time and lunch, students are not to be in either of the academic hallways.

PERMISSION TO LEAVE SCHOOL GROUNDS

Students must have permission to be off school grounds during the school day. Permission to leave the building and a checkout sheet is located in the High School Office. Leaving school grounds must be approved by the administration and notification from a parent/guardian. This does not apply to the open campus policy during lunch and nutrition break.

WORK PERMITS

One criterion of success in school is regular attendance and full participation in school programs and activities. Absence from school for part of the school day or school year could seriously disrupt the continuity of the learning process and enjoyment of the school experience. The Board of Education, therefore, discourages the issuance of school release work permits, except in extreme hardship cases. Some guidelines for the issuance of these permits are:

- School release permits will be issued by the Superintendent, his agent, or some person designated by the Board of Education.
- All permits will specify the position to be held by the student, designate the employer, and specify the length of time for which permit is issued. The issuing officer shall have the consent of the parent and the permit will be signed by the parent.
- The issuing officer shall, in issuing school release work permits, comply with the policy of the Board of Education and all applicable sections of Article 12 of the Colorado Revised Statutes (Colorado Youth Employment Act.)
- The issuing officer is authorized to cancel a permit at any time if the issuing officer determines it to be in the best interest of the student.
- A student has the right to appeal the denial or cancellation of a school release work permit.

Prohibited Substances and Items

DRUG ABUSE

Suspected use of drugs and alcohol while at school or while attending a school function may be a cause of immediate medical attention, parent notification, law enforcement notification or subsequent dismissal from school. Drugs may be defined as anything that is considered contraband under Federal and State Law. Suspected selling (pushing) of drugs while at school or while attending school functions may be cause for immediate notification of law enforcement officials, parent notification and subsequent suspension or expulsion from school. NOTE: A SCHOOL FUNCTION MAY BE DEFINED AS ANY ACTIVITY OR MEETING OF STUDENTS SPONSORED BY THE SCHOOL BUT NOT NECESSARILY ON THE LOCAL SCHOOL PREMISES NOR DURING THE SCHOOL DAY.

(Byers School District 32J Policy JICH & JICH-R)

TOBACCO AND SMOKE-FREE SCHOOLS

Tobacco and electronic devices used for the purpose of smoking in the school and work environment are not conducive to good health. As an educational organization, a school district should provide both effective educational programs and a positive example to students concerning the use of tobacco. In order to promote the general health, welfare and well-being of students and staff, smoking, chewing or any other use of any tobacco products 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 by a school including but not limited to the following:
 - a. All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage. The term does not apply to buildings used primarily as residences, i.e., teacher housing.
 - 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. "Tobacco" includes cigarettes, cigars, vap pens, pipe tobacco, snuff, chewing tobacco 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.
3. "Use" means lighting, chewing, inhaling or smoking any tobacco product.

Signs will be posted in prominent places on all school property to notify the public that smoking or other use of tobacco products is prohibited in accordance with state law and district policy. This policy will be published in all employee and student handbooks, posted on bulletin boards and announced in staff meetings. Disciplinary measures for students who violate this policy will include in-house detention, revocation of privileges and exclusion from extracurricular activities. Repeated violations may result in suspension from school. In accordance with state law, no student will be expelled solely for tobacco use. ***(Byers School District 32J Policy ADC)***

DANGEROUS ITEMS

Students are not to bring the following items to school: knives, guns, laser pens, skateboards, water balloons, water guns, hardballs, or other items of potentially dangerous nature. The school is not responsible for lost personal items. *(Byers School District 32J Policy JICI)*

Campus Searches

BOARD OF EDUCATION SEARCH POLICY:

In order to maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, desks or storage areas, or student automobiles under the circumstances described below and may seize any illegal, authorized or contraband materials discovered in the search. *(Byers School District 32J Policy JIH)*

SEARCHES

A student may be compelled to empty his/her pockets (or purse) when so requested. If drugs or tobacco are found, they will immediately be confiscated and students will be disciplined as appropriate. Any student may be compelled to open any locker upon request. Lockers are granted to the student as a service only. Lockers are school district property and reasonable access may not be denied officials of the school. *(Byers School District 32J Policy JIH)*

PERSONAL SEARCHES

A student's person and/or personal effects, such as a purse, book bag, etc., may be searched whenever a school authority has reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. The scope of the search and measures adopted must be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. Searches of the person of a student may include a search of the student's pockets, any object in the student's possession or a "pat down" of the exterior of the student's clothing. Searches of the person of a student which require removal of clothing other than a coat, jacket or equivalent exterior clothing shall not be conducted by school personnel. If necessary, such searches shall be referred to and conducted by law enforcement officers. Except in situations presenting a significant risk to the safety or welfare of students or school personnel, or property, personal searches of a student shall be conducted in a private room by a person of the same sex as the student and witnessed by another person of the same sex as the student. *(Byers School District 32J Policy JIH)*

AUTOMOBILE SEARCHES

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exterior. Student vehicles may be inspected whenever a school authority has reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or rules of the school. Such patrols and inspections may be conducted without notice or student consent. *(Byers School District 32J Policy JIHB)*

LOCKER/DESK/STORAGE AREA SEARCHES

All lockers, desks, storage and similar areas provided for student use on school premises are school property and remain at all times under the control of the school. Student use of such areas is subject to the right of school authorities to open or enter into the same and inspect the contents for any reason at any time without notice or student consent.

Vehicle Information

AUTOMOBILES

Automobiles are to be used for transportation to and from school. They are not to be driven between classes. Vehicles are not to be driven on unauthorized areas of the school grounds. **MAXIMUM SAFE SPEED ON SCHOOL GROUNDS IS 15 MPH.** Students must operate their cars in a safe manner, and park in the designated student parking area. The school may restrict the driving privilege of any student who is speeding, driving carelessly, recklessly, or leaving school grounds during school hours without appropriate permission. Appropriate law enforcement agencies may also be involved concerning student abuse of automobile privileges.

STUDENT PARKING

Student parking is permitted only on the east side of the high school, with the first two rows on the south side of the circle drive reserved for faculty. The next two rows are reserved for Seniors. No parking will be permitted on any part of the concrete circle drive. Students who do not want to abide by parking rules may have their campus parking privileges revoked. The Senior parking area is behind the staff parking, juniors and sophomores are to park by the fence.

AUTOMOBILE PARKING PERMIT

Students who exercise their privilege to drive to school must obtain a permit from the High School Office to park in the High School lot. There will be no fee charged for the permit. The permit must be hung on the rear-view mirror. Only one permit per student will be issued, but it may be used in any vehicle. The charge for a lost or stolen permit will be \$5.00. Cars without a parking permit may be towed at the car owner's expense. Improper parking will result in the loss of the parking permit. Once students arrive on campus they are expected to go to the gym, commons area,

or hallway (in the morning). Repeated violations will result in the loss of these privileges and loss of the student-parking permit for the remainder of the year.

Student Conduct

It is the intention of the Board of Education that the school help students achieve maximum development of individual knowledge, skills, competence, and positive behavior patterns. These skills will enable students to be responsible, contributing members of society. The Board shall periodically approve rules of conduct for students. These rules: (1) shall not infringe upon constitutionally protected rights; (2) shall be clearly and specifically described; (3) shall be printed in a handbook or some other publication made available to students and parents and: (4) shall have an effective date subsequent to the dissemination of the published handbook. In all instances, students shall be expected to conduct themselves with dignity and in keeping with their level of maturity. Student behavior shall give due regard for the supervisory authority vested by the Board in all district employees; the educational purpose underlying all school activities; the widely shared use of school property; the right and welfare of other students. All employees of the district will be expected to share the responsibility for supervising the behavior of students. ***(Byers School District 32J Policy JIC)***

STUDENT DRESS CODE

Any clothing that disrupts the learning environment of the school will not be permitted. Social trends rapidly change and can adversely affect the school environment; therefore, the school administration reserves the right to make school dress code decisions on a case by case basis.

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 warned 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. Classes missed as a result of the second offense are considered unexcused absences. On the third offense, the student may be subject to suspension or other disciplinary action as outlined in the school discipline code. ***(Byers School District 32J Policy JICA)***

Unacceptable Items:

The following items are not acceptable in the school building, on school grounds, or at school activities:

1. Shorts, dresses, skirts or other similar clothing shorter than the fingertip of the middle finger when the arm is at the side of the body.

2. Sunglasses (7:30 a.m. until 3:30 p.m.) worn inside the building.
3. Hats are not allowed in the JH. Hats are allowed in the HS with the exception on days of testing, presentations or other days deemed appropriate by the teacher.
4. 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 breast
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 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
5. PE clothing should only be worn in PE classes.

EXCUSE FROM PARTICIPATION IN PHYSICAL EDUCATION

Interpretation of urgent reasons for excusing a student from gym classes is the prerogative of the principal. When a student is to be excused from participating in gym, the office shall notify the teacher concerning the reason and stipulate the time period to be excused. Students are required to submit a note from home or a doctor's statement to the office in order to be excused from gym. All students participating in gym classes will wear suitable clothes and shoes.

(Byers School District 32J Policy JH)

STUDENT CONDUCT ON SCHOOL BUSES

The privilege of students to ride a bus is contingent upon his/her good behavior and their observance of the established regulations both at bus stops and on-board buses. The driver of the bus shall be responsible for the safety of the students on his/her bus, both during the ride and while students are entering or leaving the vehicle. Therefore, it is the duty of the driver to notify the principal of the school involved if any student persists in violating the established rules of conduct. If a student utilizing the pupil transportation system of the Byers Junior and Senior High School District 32-J fails to maintain good conduct, good citizenship, and abide by the rules and regulations pertaining to riding the bus, or thereby jeopardizes the safety, welfare, and morals of himself or others, then this student may be denied the use of the Byers Junior and Senior High School District pupil transportation system. Policies, rules and regulations governing the Byers Junior

and Senior High School District pupil transportation system are to be available for parent reading in each of the district schools and at the central administrative office. If student behavior is inappropriate and after due warnings have been given to a violating student and to his/her parents, the principal, or director of transportation may withhold from the student the privilege of riding the school bus. The student may also be denied admission to school, suspended or expelled in accordance with reasonable judgment and/or established policies for violation of school bus rider conduct or conduct detrimental to the safe operation of the bus.
(Byers School District 32J Policy JICC)

PERSONAL TECHNOLOGY DEVICES

The use of personal technology devices in the classroom will be left up to the classroom teacher's discretion. Byers Junior and Senior High School staff members will confiscate prohibited items at their discretion. The first time a student has such equipment confiscated it may be picked up at the end of the day by the student, a second offense will require parent pick-up of the personal technology device. If another infraction of this rule occurs, the student will lose the privilege of having the device at school for the remainder of the school year or until the student withdraws from school. Byers School District 32J is not responsible for lost or stolen electronic devices. Students that choose to bring them to school do so at their own risk. (Special note to parents: if there is a verifiable medical reason for your child to carry any of these items, please stop by the office and pick up a waiver form. This form must be completed and returned to the office. A doctor's signature will be required to support the medical need.)
(Byers School District Policy JICJ)

NO CONTACT POLICY

Public Display of Affection (PDA) between students on school grounds is not permitted.

DISTRIBUTION OF LITERATURE

Students shall enjoy constitutional rights to the distribution of literature on school grounds and in any school building, except that the principal may prohibit the distribution in school buildings of a specific issue of specific publication for the reason stated in Board Policy Article 5025. No literature may be distributed unless a copy is submitted in advance to the school principal. The time, place, and manner of such distribution of literature shall be reasonably regulated by the principal. Libelous statements, obscenities, defamation of persons, false statements, material advocating racial or religious prejudice, hatred, violence, and the breaking of laws and school regulations, or materials designed to disrupt the educational process will not be permitted.

(Byers School District 32J Policy JICEC & JICEC-R)

BULLETIN BOARDS

Student bulletin boards shall be used for information that is of general interest to the student body and the general public. Students are not permitted to post announcements on bulletin boards without prior permission from the office of the principal. All advertising posters and other general information shall be stamped for approval by the office.

CARE OF SCHOOL PROPERTY

Students will be assigned books and other property during the year. Students will also have access to technology such as chrome books and computers. They are responsible for the care of this property. Any loss or damage will result in charges being assessed.

LOCKERS AND LOCKS

Lockers will be assigned to all students after registration. Lockers are provided as a service and may be required to be opened at the request of school officials. The school provides combination locks for students to use on lockers. No student shall lock or impede access to any locker or storage area except with a lock approved by school authorities. Students may use personal individual locks on lockers as long as the combination of the lock or a spare key to the lock is on file or in the possession of the school office. Students assume full responsibility for the security of their lockers and storage areas and any loss or damage to the contents therein. Unapproved locks on lockers or storage areas will be removed by school authorities.

- A charge of \$10.00 will be made for all locks not returned. Students are encouraged to use locks and should not reveal their locker combinations to other students. The school can not assume responsibility for lost or stolen items.
- Articles stored in unassigned lockers are subject to removal. Periodic checks will be made of all unassigned lockers.

Discipline Policies

It is the expectation of the Byers Junior and Senior High School students that their behavior is exemplary. When it is not, consequences will be enforced in a fair and consistent manner.

The following school rules apply on all school district property—in and out of school, during the school day, and at all related events, both home and away. Any infraction of these rules will result in disciplinary action as listed in the Disciplinary Action Matrix.

Byers School District Minor Discipline Matrix

1. Detentions may include: After-School Detention (ASD), Lunch Detention, and Classroom Detention.
2. ISS= In school suspension, OSS= Out of school suspension
3. The administration reserves the right under certain or special circumstances to circumvent the Discipline Matrix when deemed necessary.

MINOR OFFENSE	Intervention	Repeated Offenses
Tardy	(teacher discretion) 1 st and 2 nd offense (per qtr.)	After 2 nd per qtr. Detention slip 30 minute ASD
Missed Detention	Double detention time 1 st offense	After 1 st offense per quarter Office Disciplinary referral
MAJOR OFFENSE		
Disrespectful Behavior	Counseling; 1 ASD	2 nd Counseling 2 ASD 3 rd 1 Day ISS 4 TH -3-5 day OSS
Social Media - bullying, harassment, sexting	Counseling, ASD	2 nd ISS 3 rd OSS
Possession, use of, or under the influence of illegal drugs or alcohol	Counseling; 3 day OSS	2 nd - 5 day OSS, family evaluation, recommended for treatment program and or expulsion
Verbal abuse or threats to students or staff	Counseling; 2 ASD	2 nd - 1 day ISS, or OSS 3 rd – 2-5 day OSS
Physical Abuse to students or staff	Counseling; 1 day OSS	2 nd - 3 day OSS 3 rd - 5 day OSS, Recommend for expulsion
Vandalism, Theft or Extortion	Counseling; restitution; ISS or 1-3 day OSS	2 nd - 5 day OSS, Restitution 3 rd - 5 day OSS, Recommend for expulsion
Fighting or Mutual Combat	Counseling; 1 day OSS	2 nd - 3 day OSS 3 rd - 5 day OSS, Recommend for expulsion
Intimidation or threats including sexual harassment	Counseling; 1-5 day OSS	2 nd - 5 day OSS, Recommend for expulsion
Smoking; Chewing; Vaping on school grounds or within 2000 feet of the school.	1 day ISS - Law Enforcement Involvement	2 nd - 1 day OSS 3 rd - 3-5 day OSS
Defiance-Insubordination	Counseling; 1 ASD	2 nd - 1 day ISS 3 rd - 1-3 day OSS 4 th - 5 day OSS, Recommend for expulsion
Dishonest or Deceitful Behavior	Counseling; 1 ASD	2 nd - 1 day ISS 3 rd - 3-5 day OSS
Cheating on a Class Activity or Assignment	Counseling; Grade of Zero	2 nd - 2 days ASD; grade of zero 3 rd - OSS; Grade zero
Failure to attend Class (skipping)	Counseling; Call Home	2 nd - ISS 3 rd - ISS, OSS 6 unexcused absences in one class period will result in loss of credit for that class.
Inappropriate Driving/Parking on Campus	15-30 days loss of parking pass	2 nd - 30-60 days loss of parking pass 3 rd - loss of pass for the remainder of the semester

SUSPENSION

The principal or his designee has the authority to suspend a student from school for any reason as outlined in the Discipline Policies of Byers Junior and Senior High School District 32J. During the time of suspension students are not to be on school grounds.

IN SCHOOL SUSPENSION

In school suspension (ISS) is the temporary denial of class attendance privileges. The student will be assigned to the ISS room. The student will be given assignments to complete and will be required to follow all rules of the suspension room before being returned to class.

The use of in school suspension is a disciplinary tool that attempts to correct inappropriate behavior without denying attendance to school. Students assigned to ISS will not be allowed to participate in school-sponsored activities during the school day.

Students assigned to ISS will receive credit for work completed during the suspension period.

ISS Rules:

1. ISS hours will be 8:00 a.m. to 3:25 p.m. Monday - Thursday, and from 8:00 a.m. to 2:30 p.m. on Fridays. Students will bring all their books and work materials to ISS.
2. No cell phone/electronic use
3. Failure to comply with the rules of ISS will result in a suspension from school.

DETENTION

As a tool to help maintain an atmosphere that is conducive to learning, teachers have been instructed to assign a 30 minute detention to any student that intentionally interferes with the learning process, does not follow the instructions of a staff member or the student handbook. Detentions should be to help our students and are not meant to be an undue burden on the family.

- 1) The teacher assigning the detention will be the teacher to administer the detention.
- 2) The teacher will call home to discuss the offense with a parent/guardian and establish the date and time when the detention will be served.
- 3) The teacher will document the offense in Infinite Campus.

The student will have three school days from the time of notification to serve the detention. On the first offense of a detention not being completed, the teacher will consult the parents and principal. Further failure to serve detentions can result in

additional consequences. These consequences are possible in-school suspension (ISS) or out-of-school suspension (OSS) at the principal's discretion.

Emergency Procedures

SCHOOL DAY

School will begin promptly each day as scheduled: therefore, office calls for lunch tickets, make-up slips, telephone calls, etc. shall be done prior to the commencement bell in the a.m. or after lunch recess. Students should not arrive at school prior to twenty minutes before their first period class, nor shall they remain at school unless participating in a supervised activity following afternoon dismissal. Students that arrive prior to 7:30 a.m. will need to remain in the commons area. There are to be no students left in the building after 4:00 p.m. (3:00 p.m. on Fridays), unless supervised by a faculty member.

SCHOOL CLOSINGS

School closings and emergency school closings will be broadcast over local news channels and through home messaging system. To assure safe transportation and adequate supervision during midday closings parents are asked to designate a relative, neighbor or baby-sitter as an alternative to going home. If a parent is not home or cannot be contacted the student will be sent to this designated address.

EMERGENCY PROCEDURES

Fire drills, bus drills, tornado drills and Shelter In-Place and Lockdown drills will be held periodically during the year. Teachers will review the evacuation procedures with their students. *(Byers School District 32J Policy EBCA)*

Lunch and Nutrition Break

NUTRITION BREAK

A nutritional break will be offered to the students. The nutritional break price will be \$2.30 students, and adults \$2.90.

LUNCH TIME

When the Junior High students are finished they may go to the old gym or walking trail. The High School students may leave campus during the lunch period. Students must carefully monitor their time and activities so they arrive at their 5th period class on time.

LUNCH MONEY

School Lunches must be purchased or paid for in the lunchroom. All lunches must be purchased before school, during noon hour or after school. Lunch prices are \$3.30 for students 7th-12th grade, \$3.05 for elementary students K-6, senior citizens are \$3.90, and adult visitors \$4.40 and additional milk may be purchased for \$.50 per carton. Lunches may be purchased by check made payable to Byers Food Service, or paid for online through Infinite Campus. No more than five charges will be carried in the Byers Junior and Senior High School Lunch Program. It is the responsibility of each individual student to see that their individual lunch bills are up to date and current.

OPEN CAMPUS

Byers Senior High School has an open campus policy at lunch time. It shall be the responsibility of the parents to submit a letter to the school stating that their student is not allowed to leave during the noon lunch period. It is assumed that parents who do not deliver the aforementioned notice for their children do not mind them leaving campus.

Fees

Fees may be charged to students when materials are bought by the district and the student makes a special project from them. Teachers must keep records of all fees charged to students. Any malicious destruction of any property may be charged to the student or the parents of the student. Fees collected will be used for the area for which they were collected. (*Byers School District 32J Policy JQ*)

ATHLETIC/ACTIVITY FEES

At the High School level, a student shall pay an athletic fee of \$50.00 for the first sport he/she plays, \$50.00 for the second sport/activity he/she plays and \$25.00 for each additional sport or activity. Considerations shall be made for those who may not be able to afford the fee. (This determination can be made according to the status of the Free/Reduced lunch application.)

At the Junior High level, a student shall pay an athletic/activity fee of \$25.00 per sport. Fees must be paid before the first official game of the season.

The money shall be used solely to subsidize the athletic program which includes, but not limited to equipment, uniforms, officials, coaches' salaries, transportation, and entrance fees.

Personal equipment such as uniforms, shoes, personal protection equipment, and other appropriate equipment shall be purchased by the student. This equipment shall be the personal property and responsibility of the student. The equipment must meet the standards established by the athletic staff and Colorado High

School Activities Association for the student to participate on a school-sponsored team.

Student athletic/activity fees will help offset growing costs in the general fund; additional dues may be required for individual activities which will be deposited into the activity fund.

(Byers School District 32J Policy JJD)

EVENT ADMISSION

Junior High Sports:

Adults - \$4.00

Students/Children - \$3.00

Senior Citizens - Free

High School Sports:

Adults - \$5.00

Students/Children - \$4.00

Senior Citizens - Free

Prices may vary depending on tournaments and playoff games.

Family passes for athletics are \$100.00 for immediate family members.

Academics

GRADING SCALE

The grading scale for Byers Junior and Senior High School is printed below for parent and student reference. The grading scale is listed in both numerical and letter form.

A	90 to 100 percent
B	80 to 89 percent
C	70 to 79 percent
D	60 to 69 percent
F	Less than 60 percent
I	Incomplete
S	Satisfactory
U	Unsatisfactory

Note: S and U may be used only in courses approved by the Board of Education.

Although the above is a general grading guideline, some flexibility may be used by teachers to allow for differences in lengths and/or difficulties of tests and assignments or for variations of student accomplishments on any particular test or assignments. Variations in the above guidelines must have prior administrative approval. ***(Byers School District 32J Policy IKA)***

GRADE POINT AVERAGES

Byers Junior Senior High School High calculates cumulative grade point averages (GPA) on a 5.0 scale. Any percentage grade will be converted to a grade of A, B, C, D accordingly. Beginning the 2016-17 school year, certain college, A/P, and honors classes will be weighted. See policy IKC-E for specific information.

HONOR ROLL

Academic achievement should be looked upon by every student as the most important single entity of their overall school experience. Therefore, it is important that those who excel should be honored for their excellence. For this purpose, the Honor Roll will be posted after each nine weeks grading period. Students with a GPA of 4.0 for the quarter will be on the "A" honor roll or Superintendent's honor roll. Students with a GPA of 3.0 to 3.99 for the quarter will be on the Principal's honor roll. Students with a GPA of 2.5 to 2.99 for the quarter will be on the honor roll. Semester GPA will be used at the end of each semester.

ACADEMIC LETTER

Students who achieve a GPA minimum of 3.5 for a semester will be awarded an academic letter at the end of the school year. Once an academic letter is awarded for the first semester that the student maintains a GPA of 3.5 or above a bar will be awarded thereafter.

Activities and Ceremonies

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

Each and every student is encouraged to participate in extracurricular activities offered by the school. Additional student expectations are outlined for students electing to participate in extracurricular activities and/or athletics please refer to the Activity Handbook and the Athletic Handbook. Once a student starts an activity, he/she is encouraged to continue with that activity until the completion of the season or activity. *(Byers School District 32J Policy JJJ)*

ELIGIBILITY FOR ACTIVITY-ATHLETIC PARTICIPATION

Junior High and High School eligibility will be based on the student's cumulative grade or percentage. High School eligibility will also follow the Colorado High School Activities Association rules and regulations. Colorado High School Activity Association rules state that a student must successfully complete at least 2 1/2 Carnegie Credits each semester to remain eligible for sanctioned competition. Only Freshmen in their first semester of high school are exempt from this rule. During a semester, students who are failing 2 courses will be ineligible to participate in any sport or any school related activities until the grades are improved. Notice of

failure will be turned in by the teachers on Monday of the week prior to the ineligibility, and if the student is:
2 D's = F, 3D's = 1 F and 1 D, 4 D's = 2 F's, failing 2 courses or receiving a minimum of (3 D's, 4 D's or 1 D and a F) he or she will be ineligible for the next week's competition or activities. If the grades are improved by the following week, the student can resume eligibility. Students must also conduct themselves properly to be eligible for activity participation. Improper citizenship or severe discipline infractions can result in loss of eligibility for activity participation. Students under suspension from school will be ineligible for activities. Sanctions from the Colorado High School Athletics Association may also affect student and team eligibility. All students generally must adhere to all eligibility rules in order to participate in CHSAA sanctioned events. However, a student who has been staffed into a program for special needs students may have weekly eligibility rules and requirements modified through their Individual Education Program. In such cases, all teachers shall be notified by the Special Education teacher as to what modifications were made to regular eligibility rules by the staffing committee. Students have to be in school at least 1/2 day or 3 periods on the day of an activity or 1/2 day on Friday if the activity is scheduled on Saturday. (Note: ALL classes count toward ELIGIBILITY refer to page 40).

END OF THE YEAR AWARDS CEREMONY

On this day awards honoring students for scholastic, musical and athletic events are presented.

DANCES

School organizations requesting dances should submit their request to the administration. When approved, the dance shall meet the following criteria. (This includes the Junior-Senior Prom).

- Once a student enters the building, he/she shall stay for the entire dance. Should he/she desire to leave prior to the end of the dance, he/she may, but cannot return.
- If drunk or disorderly persons come to the dance and assistance is required for removal of said person, the chaperons shall notify the proper authorities.
- Except for Homecoming and Prom, street shoes will not be permitted at any time on the gym floor of the high school.
- The sponsor, club, or group shall have sufficient funds available to cover expenses prior to the activity.
- Homecoming Dance and Prom require students to be eligible.

PEP ASSEMBLIES

The total time allotted for any pep assembly shall not exceed twenty minutes except in special circumstances. Pep assemblies shall be scheduled sparingly and in such a manner as to not shortchange students from their classroom work. It will be the responsibility of the sponsors of pep club to aid the principal in scheduling pep

assemblies at least one week in advance. Sponsors shall have general charge of the assembly.

ACTIVITY TRANSPORTATION

Transportation for sports and activity participants will be arranged by the school. Students who ride on school transportation will be required to return the same way -unless permission has been granted by the sponsor. Behavior expected will be the same as that expected on home to school transportation. In no case will a student be released to ride home on alternative transportation unless the person providing the transportation is a parent, an immediate member of the family who is an adult, or an employee of the school district. Alternative arrangements with people other than parents should be made prior to departure for the activity. Only team members, coaches, student managers, activity participants, sponsors, and/or staff members will be allowed to ride activity buses. We encourage parents and fans to carpool to out of town activities.

All team members must ride to school activities or contests via school transportation. If extenuating circumstances exist, alternate transportation must be approved by the Athletic Director or Principal the day of the contest. If alternate transportation is not approved the student will not participate in the scheduled activity.

Byers Junior Senior High School Use of Technology Chromebook Agreement

Byers Junior Senior High School students will be issued Google Chromebooks for use in school and at home for school related activities. This document provides students and their parents/guardians with requirements for taking care of the equipment, using it to complete assignments, being a good digital citizen, and outline the terms of the care of ownership and financial obligations to the district.

Students and their parents/guardians are reminded that use of district technology is a privilege and not a right. Students have no expectation of privacy when using District owned devices and everything done on any district-owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of district technology can result in disciplinary action including but not limited to school consequences, revoked technology privileges, reduced grades, and/or criminal or civil legal action.

To understand the expectations of Byers Junior Senior High School, students and their parents/guardians are responsible for reviewing and signing the school's Technology, Computer, and Internet Use Policy located in the student handbook.

Responsibility for the Chromebook:

Students are solely responsible for the Chromebooks/power cords/cases issued to them and must adhere to the following:

- It is the intention that each student be assigned the same Chromebook for the duration of their enrollment at Byers Junior Senior High School. Failure to turn in the Chromebook, charger, and case before graduation or leaving our school district will result in the student being charged the full replacement cost of these items.
- Comply with the district's Technology, Computer, and Internet Use Policy and corresponding Administrative Procedures when using the Chromebook.
- Bring the Chromebook to school every day fully charged. (Note: A fully charged Chromebook should last at least 8 hours.)
- Treat the device with care and never leave it in an unsecured location. Please do not leave it in a vehicle for extended periods of time.
- Keep the device in a protective case when not in use. (Protective Cases are provided)
- Promptly report any problems with the Chromebook to the tech support help desk, your teacher or administrator.
- Do not remove or interfere with the serial number or other identification tags.

- Do not attempt to remove or change the physical structure of the Chromebook, including keys, or casing.
- Do not attempt to install or run any operating system on the Chromebook other than the Chrome OS operating system supported by the district.
- Keep the device clean and do not touch the screen with anything (e.g., your finger, pen, pencil, etc.) other than approved computer screen cleaners.
- It is recommended that the student purchase headphones or earbuds to use with the Chromebook.
- Do not let anyone other than the student use the Chromebook.
- Parents/guardians should monitor their children’s Chromebook use at home and discuss internet safety with them.
- Only one Chromebook will be issued to a student per year. A replacement Chromebook will only be issued after the replacement cost has been paid to the school.
- If the replacement computer is broken then it becomes the responsibility of the parent to provide a computer to their student.

Responsibility for Electronic Data:

Students are not permitted to download any apps or extensions on their Chromebooks that are not installed by a member of the Byers technology staff. Students are responsible for backing up their data to protect from loss. Students are given no guarantees that data will be retained or destroyed. Users of district technology have no rights, ownership, or expectations of privacy to any data that is or was stored on the Chromebook, school network, or any school-issued applications. The school may, with or without prior notice or consent, log, supervise, access, view, monitor, and record the use of student Chromebooks at any time for any reason related to the operation of the school using installed monitoring software.

Copyright and File Sharing:

Students are required to follow all copyright laws applicable to all media including text, images, programs, music, and video. Downloading, sharing, and posting illegally-obtained media is against the Technology, Computer, and Internet Use Policy.

Damage or loss of Chromebooks:

Students and their parents will be held responsible for damage to the student’s Chromebook including, but not limited to: broken screens, cracked pieces, inoperability, etc. Should the cost of repair exceed the cost of purchasing a new device the student will pay for the full replacement value which is \$225. If the Chromebook is lost or stolen the student is responsible for paying the original cost of the Chromebook (\$225). Lost items

(charging cord (\$25.00) or protective case (\$25.00) will be charged the actual replacement cost.

Consequences for violations of User Agreement and Technology, Computer and Internet Use Policy:

Violations of this User Agreement policy and/or the Technology, Computer, and Internet Use Policy (per Student Handbook) may result in disciplinary action. Consequences may include, but not be limited to, the loss of user's computer and internet privileges. Further disciplinary actions may be imposed in accordance with the Student Handbook.

Disclaimer of Liability:

The district shall not be responsible for any material encountered on a computer network, including the internet, which may be deemed objectionable to a user (his/her parents); for any inaccurate information disseminated over the network; for any hostile or injurious actions of third parties encountered through a computer network; for any charges incurred by a user of a computer or computer network without prior permission; or for any damage, or loss, incurred by a user, or any subsequent party, by the use of files or software obtained over a computer network. Due to the nature of electronic communications it is also impossible for the district to guarantee confidentiality of communication sent and received over any computer network. The district shall not warrant the functions of the system to meet any specific requirements the user may have, or that it would be error free or interrupted; nor shall the district be liable for any direct or indirect, incidental, or consequential damages, including damage to personal devices, lost data, information or time sustained in connection with the use, operation, or inability to use the system.

BYERS SCHOOL

DISTRICT 32J

SCHOOL BOARD POLICIES

STUDENT USE OF THE INTERNET (ACCEPTABLE USE AGREEMENT)

In order to provide for appropriate use of the Internet in keeping with Board of Education Policy, the following "Acceptable Use Agreement" has been developed. A copy will be distributed to students and parents for their signature before a student will be issued an Internet account.

Terms and conditions:

1. **Acceptable Use:** The use of your Internet account must be consistent with the educational objectives of the Byers School District. Transmission of any material in violation of any U.S. or State regulations is prohibited. This includes, but is not limited to: a. copyrighted material, b. Threatening or obscene materials, c. Material protected by trade secrets.
2. **Privilege:** The use of the Internet is a privilege, not a right and inappropriate use will result in a cancellation of those privileges. The system administrator(s) will deem what is inappropriate use and that decision is final. The system administrator(s) may close an account at any time, as required. The administrator, faculty and staff may request the system administrator to deny, revoke or suspend specific user accounts.
3. **No Warranty:** The Byers School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Byers School District will not be responsible for any damage a person may suffer in using the Internet. This includes loss of data resulting from delays, non-deliveries, miss-delivers or service interruptions. Use of any information obtained via the Internet is at a person's own risk. The Byers School District specifically denies any responsibility for the accuracy or quality of information obtained through this service.
4. **Security:** Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk, or as having a history of problems with other computer systems, may be denied access to the Internet.
5. **Vandalism:** Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.
6. **Vandalism to district technology software or hardware** will be the responsibility of the student. The student will incur the cost of any damage to district technology.

False statements, errors, or omissions in this handbook shall not supersede any policy set forth in the Byers School District 32J policy manual.

BYERS SCHOOL DISTRICT 32J DUE PROCESS POLICY JIA

It is the policy of the Byers Junior and Senior High School District Board of Education to provide due process of law to students, parents, and school personnel through written procedures not inconsistent with Colorado Revised Statutes for the suspension, expulsion of, or denial of admission to a student.

Further, the Board of Education hereby directs the superintendent to periodically review current procedures and develop new procedures, if necessary, which are consistent with this policy for adoption of the Board of Education.

Further, the Board of Education directs the superintendent to annually distribute this or other policies and the procedures adopted thereto, with regard to the suspension, expulsion of, or denial of admission to students, and to post such policies and procedures in each public school in the district.

NOTICE POLICY STATEMENT

Byers Junior and Senior High School hereby notifies all parents, students, patrons, employees, and potential employees that it will not discriminate on the basis of race, color, national origin, sex or handicap in the education programs or activities which it operates. This requirement not to discriminate in education programs and activities extends to employment therein and admission thereto.

If a person feels they have been discriminated against on the basis of race, color, national origin, sex or handicap they must file a written complaint with the superintendent of schools within 10 calendar days of when the alleged incident took place.

The superintendent or his designee will render a decision in writing within 10 calendar days of receipt of the complaint.

If the complainant wishes to appeal the decision to the Board of Education they must do so in writing within 10 calendar days of when the decision was rendered. The Board of Education will then render a decision on the complaint at the next regularly scheduled meeting of the Board.

Inquiries regarding compliance to Title IX 106.8 (b) and Section 504 104.7 (b) may be directed to:

(Byers School District 32J Policy JB)

Mr. Tom Turrell
Superintendent of Schools
Byers Junior and Senior High School District 32J
Administration Office
444 E. Front Street
Byers, Colorado 80103

**BYERS JUNIOR AND SENIOR HIGH SCHOOL DISTRICT 32J
DISCIPLINE OF STUDENTS: POLICY FOR SUSPENSION, INVOLUNTARY
TRANSFER, EXPULSION, AND DENIAL OF ADMISSION**

The Board believes that effective student discipline is a prerequisite for sound educational practice and productive learning. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline and socially acceptable behavior.

All policies and procedures for handling general and major student discipline problems shall be designed to achieve these broad objectives. Disorderly students shall be dealt with in a manner which allows other students to learn in an atmosphere which is safe, conducive to the learning process and free from unnecessary disruptions.

The Board in accordance with state law has adopted a written student conduct and discipline code based upon the principle that every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority. The code also emphasizes that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action.

All Board-adopted policies and Board-approved regulations containing the letters "JK" in the file name constitute the discipline section of the legally required code.

Immunity for enforcement of discipline code

An act of a teacher or other employee shall not be considered child abuse if the act was performed in good faith and in compliance with Board policy and procedures.

A teacher or any other person acting in good faith and in compliance with the discipline code adopted by the Board shall be immune from civil liability unless the person is acting willfully or wantonly. It is an affirmative defense in any criminal action that a person is acting in good faith and in compliance with the discipline code.

Disciplinary information to school personnel

In accordance with state law, the principal or designee is required to communicate disciplinary information concerning any student enrolled in the school to any teacher who has direct contact with the student in the classroom and to any counselor who has direct contact with the student. The purpose of this requirement is to keep school personnel apprised of situations that could pose a risk to the safety and welfare of others.

For purposes of this policy, "disciplinary information" means confidential records maintained by or in possession of the principal or designee on an individual student which indicate the student has committed an overt and willful act which constitutes a violation of the district's code of student conduct and/or there is reasonable cause to believe, through information provided to the principal from another credible source, that the student could pose a threat to the health and safety of other students and school personnel based on prior misbehavior.

"Disciplinary information" is intended to include only that information of a serious nature that is not otherwise available to teachers and counselors as part of the education records maintained on students or other reports of disciplinary actions. It is appropriate for instructional staff members to request disciplinary information from the principal or designee on students in their classrooms if there is concern that the student poses a threat to the safety of other students or school officials.

Any teacher or counselor to whom disciplinary information is reported shall maintain the confidentiality of the information and shall not communicate it to any other person. The principal or designee is required to inform the student and the student's parent/guardian when disciplinary

information is communicated and to provide a copy of the disciplinary information. The student and/or the student's parent/guardian may challenge the accuracy of disciplinary information through the administrative regulations, which accompany this policy.

Remedial discipline plans

The principal may develop a remedial discipline plan for any student who causes a material and substantial disruption in the classroom, on school grounds, in school vehicles or at school activities or events. The goal of the remedial plan shall be to address the student's disruptive behavior and educational needs while keeping the child in school.

Discipline of habitually disruptive students

Students who have been suspended three times for causing a material and substantial disruption in the classroom, on school grounds, in school vehicles or at school activities or events during the school year in violation of their individual remedial discipline plans shall be declared habitually disruptive students. Expulsion is mandatory for "habitually disruptive" students. Any student enrolled in the district's schools may be subject to being declared a habitually disruptive student.

Discipline of special education students

Appropriate discipline for special education students shall be in accordance with the student's individual education plan (IEP), any behavior intervention plan and policy. In order to comply with all state and federal laws, the special education director shall be contacted prior to the use of any disciplinary measure, which is not authorized by the student's IEP or behavior intervention plan. Disciplinary action shall be in accordance with the accompanying regulations and policies.

Distribution of conduct and discipline code

The superintendent shall arrange to have the conduct and discipline code distributed once to each student in elementary, middle, junior high and high school and once to each new student in the district. Copies shall be posted in each school of the district. In addition, any significant change in the code shall be distributed to each student and posted in each school.

Due Process

The Board of Education shall provide due process of law to students, parents/guardians and school personnel through written procedures consistent with law for the suspension or expulsion of students and the denial of admission.

Alternatives to suspension

As an alternative to suspension, the principal or designee at personal discretion may permit the student to remain in school with the consent of the student's teachers if the parent/guardian attends class with the student for a period of time specified by the principal or designee. If the parent/guardian does not agree or fails to attend class with the student, the student shall be suspended in accordance with the accompanying regulations.

This alternative to suspension shall not be used if expulsion proceedings have been or are about to be initiated or if the principal or designee determines that the student's presence in school, even if accompanied by a parent/guardian, would be disruptive to the operations of the school or be detrimental to the learning environment.

Delegation of authority

1. The Board of Education delegates to the principals of the school district or to a person designated in writing by the principal the power to suspend a student in that school for not more than five school days on the grounds stated in C.R.S. 22-33-106 (1) (a), (1) (b), (1) (c) or (1) (e) or not more than 10 school days on the grounds stated in C.R.S. 22-33-

106 (1) (d) unless expulsion is mandatory under law (see exhibit coded JKD/JKE-E), but the total period of suspension shall not exceed 25 school days.

(Byers School District 32J Policy JKD/JKE)

2. The Board of Education delegates to the superintendent of schools the authority to suspend a student, in accordance with C.R.S. 22-33-105, for an additional 10 days plus up to and including an additional 10 days necessary in order to present the matter to the Board.
3. Unless otherwise determined by the Board, the Board of Education delegates to the superintendent of schools or to a designee who shall serve as a hearing officer the authority to deny admission to or expel for any period not extending beyond one year any student whom the superintendent, in accordance with the limitations imposed by Title 22, Article 33, of the Colorado Revised Statutes, shall determine does not qualify for admission to or continued attendance at the public schools of the district. If the hearing is conducted by a designee serving as a hearing officer, the hearing officer shall prepare findings of fact and recommendations for the superintendent at the conclusion of the hearing. The superintendent shall render a written opinion in the expulsion matter within five days after the hearing whether the hearing is conducted by the hearing officer or the superintendent.

The superintendent shall report on each case acted upon at the next meeting of the Board, briefly describing the circumstances and the reasons for action taken. Such denial of admission or expulsion by the superintendent shall be subject to appeal to the Board. The appeal shall consist of a review of the facts that were presented, arguments relating to the decision and questions of clarification from the Board.

Expulsion for unlawful sexual behavior or crime of violence

When a petition is filed in juvenile court or district court that alleges a student between ages of 12 to 18 years has committed an offense that would constitute unlawful sexual behavior or a crime of violence if committed by an adult, basic identification information, as defined in state law, along with the details of the alleged delinquent act or offense, is required by law to be provided immediately to the school district in which the juvenile is enrolled.

The information shall be used by the Board of Education or designee to determine whether the student has exhibited behavior that is detrimental to the safety, welfare, and morals of the other students or school personnel and whether educating the student in the school may disrupt the learning environment in the school, provide a negative example for other students, or create a dangerous and unsafe environment for students, teachers, and other school personnel. The Board or designee shall take appropriate disciplinary action, which may include suspension or expulsion, in accordance with the student code of conduct and related policies.

The Board or designee may determine to wait until the conclusion of court proceedings to consider expulsion, in which case it shall be the responsibility of the district to provide an alternative educational program for the student as specified in state law.

Information to parents

Upon expelling a student, district personnel shall provide information to the student's parent or guardian concerning the educational alternatives available to the student during the period of expulsion, including the right of the parent/guardian to request that the district provide services during the expulsion. If the parent/guardian chooses to provide a home-based education program

for the student, district personnel shall assist the parent/guardian in obtaining appropriate curricula for the student if requested by the parent/guardian.

If a student is expelled for the remainder of the school year and is not receiving educational services through the district pursuant to policy JKF*, the school district shall contact the expelled student's parent or guardian at least once every 60 days until the beginning of the next school year to determine whether the child is receiving educational services from some other source.

A. Procedure for suspension of 10 days or less

Through written policy the Board of Education has delegated to any school principal the power to suspend a student for not more than five or 10 days, depending upon the type of infraction. Pursuant to policy JKD/JKE, the superintendent has been delegated the power to suspend a student for additional periods of time. However, the total period of suspension will not exceed 25 school days. As a general rule, a suspension will be 10 days or less.

The following procedures will be followed in any suspension, unless the student is suspended pending an expulsion proceeding, in which case the expulsion procedures will apply.

When the term "parent/guardian" is used, it refers to the parent/guardian of students under 18 years of age; if the student is 18 years or older, it refers to the student. All references to parent/guardian are intended to also include legal custodian.

1. **Notice.** The principal, designee or the superintendent at the time of contemplated action will give the student and the parent/guardian notice of the contemplated action. Such notice may be oral or in writing. If oral, such notice will be given in person. If written, delivery may be by United States mail addressed to the last known address of the student or student's parent/guardian.
2. **Contents of notice.** The notice will contain the following basic information:
 - a. A statement of the charges against the student.
 - b. A statement of what the student is accused of doing.
 - c. A statement of the basis of the allegation. Specific names may be withheld if necessary to shield a witness.
3. **Informal hearing.** In an informal setting, the student will be given an opportunity to admit or deny the accusation and to give his or her version of the events. The administrator may allow the student to call witnesses or may personally call the accuser or other witnesses. The administrator may hold a more extensive hearing in order to gather relevant information prior to making a decision on the contemplated action.
4. **Timing.** The notice and informal hearing should precede removal of the student from school. There need be no delay between the time notice is given and the time of the hearing.
5. **If the student's presence in school presents a danger.** Notice and an informal hearing need not be given prior to removal from school where a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. In this case, an informal hearing will follow as soon after the student's removal as practicable.

6. **Notification following suspension.** If a student is suspended the administrator delegated the authority to suspend will immediately notify the parent/guardian that the student has been suspended, the grounds for such suspension and the period of such suspension. The notification will include the time and place for the parent/guardian to meet with the administrator to review the suspension.
7. **Removal from school grounds.** A suspended student must leave the school building and the school grounds immediately following the meeting with the parent/guardian at which time the best way to transfer custody of the student to the parent/guardian will be determined.
8. **Re-admittance.** No student will be readmitted to school until the meeting with the parent/guardian has taken place or until, in the opinion of the administrator, the parent/guardian has substantially agreed to review the suspension with the administrator. However, if the administrator cannot contact the parent/guardian or if the parent/guardian repeatedly fails to appear for scheduled meetings, the administrator may readmit the student. The meeting will address whether there is a need to develop a remedial discipline plan for the student in an effort to prevent further disciplinary action.
9. **Make-up work.** Suspended students will be provided an opportunity to make up schoolwork during the period of suspension, so the student is able to reintegrate into the educational program of the district following the period of suspension.

B. Procedure for expulsion or denial of admission

In the event the Board of Education contemplates action denying admission to any student or prospective student or expelling any student or prospective student or expelling any student, the following procedures will be followed:

1. **Notice.** Not less than 5 days prior to the date of the contemplated action, the Board of Education or designee of the district will cause written notice of such proposed action to be delivered to the student and the student's parent/guardian. Such delivery may be by United States mail addressed to the last known address of the student or the student's parent/guardian.
2. **Emergency Notice.** In the event it is determined that an emergency exists necessitating a shorter period of notice, the period of notice may be shortened provided that the student or the student's parent/guardian have actual notice of the hearing prior to the time it is held.
3. **Contents of Notice.** The notice will contain the following basic information:
 - a. A statement of the basic reasons alleged for the contemplated denial of admission or expulsion.
 - b. A statement that a hearing on the question of expulsion or denial of admission will be held if requested by the student or parent/guardian within 5 days after the date of the notice.
 - c. A statement of the date, time and place of the hearing in the event one is requested.
 - d. A statement that the student may be present at the hearing and hear all information against him or her, that the student will have an opportunity to present such information as is relevant and that the student may be accompanied and represented by a parent/guardian and an attorney.
 - e. A statement that failure to participate in such hearing constitutes a waiver or further rights in the matter.

4. **Conduct of hearing.** A hearing may be requested by the parent/guardian. Such hearing will be conducted by the superintendent.

The hearing may be conducted in open session or may be closed except to those individuals deemed advisable by the superintendent but including in all events the student, the parent/guardian and, if requested, an attorney.

Such individuals as may have pertinent information will be admitted to a closed hearing to the extent necessary to provide such information.

Testimony and information may be presented under oath. However, technical rules of evidence will not be applicable, and the superintendent may consider and give appropriate weight to such information or evidence he or she deems appropriate. The student or representative may question individuals presenting information.

A sufficient record of the proceedings will be kept so as to enable a transcript to be prepared in the event either party so requests. Preparation of the transcript will be at the expense of the party requesting the same.

The superintendent will prepare specific factual findings and issue a written decision within five days after the hearing.

5. **Appeal.** Within 5 days after the decision of the superintendent, the student may appeal the decision to the Board. Failure to request an appeal within 5 days will result in a waiver of the right to appeal and the superintendent's decision will become final.

If an appeal is properly requested, the Board will review the findings of fact from the hearing and arguments relating to the decision. The student may be represented by counsel at the appeal. Representatives of the district and the parents may make brief statements to the Board, but no new evidence may be presented unless such evidence was not reasonably discoverable at the time of the hearing. Members of the Board may ask questions for purposes of clarification of the record.

The Board will make final determination regarding the expulsion of the student and his parent/guardian of the right to judicial review.

6. **Parental responsibility.** If a student between the ages of six and 16 is expelled, the parent/guardian will be responsible for ensuring compliance with the compulsory school attendance law during the expulsion period. Upon expelling a student, district personnel will provide information to the student's parent/guardian concerning the educational alternatives available to the student during the period of expulsion, including the right a parent/guardian to request that the district provide services during the expulsion. If the parent/guardian chooses to provide a home-based education program for the student, district personnel will assist the parent/guardian in obtaining appropriate curricula for the student if requested by the parent/guardian.

If a student is expelled for the remainder of the school year, the school district will contact the expelled student's parent/guardian at least once every 60 days until the beginning of the next school year to determine whether the child is receiving educational services. District personnel need not contact the parent/guardian after the student is enrolled in another school district or in an independent or parochial school or if the student is committed to the department of human services or sentenced to a juvenile or

adult detention facility.

7. **Readmittance.** A student who has been expelled shall be prohibited from enrolling or re-enrolling in the same school in which the victim of the offense or member of the victim's immediate family is enrolled or employed when:
- a. the expelled student was convicted of a crime, adjudicated a juvenile delinquent, received a deferred judgment or was placed in a diversion program as a result of committing the offense for which the student was expelled;
 - b. there is an identifiable victim of the expelled student's offense; and
 - c. the offense for which the student was expelled does not constitute the crime against property.

If the district has no actual knowledge of the name of the victim, the expelled student shall be prohibited from enrolling or re-enrolling only upon request of the victim or a member of the victim's immediate family.

No student will be readmitted to school until after a meeting between the principal or designee and the parent/guardian has taken place except that if the administrator cannot contact the parent/guardian or if the parent/guardian repeatedly fails to appear for scheduled meetings, the administrator may readmit the student.

C. Procedures for expulsion for crimes or violence

The following procedures will apply when the district receives notification that a student has been charged in juvenile or district court with a crime of violence as defined by state law.

1. The Board or its designee will make a preliminary determination whether it will proceed with an expulsion hearing, based on the following factors:
 - a. The student's behavior was detrimental to the safety or welfare of other student's, teachers or school personnel.
 - b. Educating the student in school would disrupt the learning environment, provide a negative example for other students or create a dangerous and unsafe environment for students, teachers or other school personnel.
 - c. Grounds for expulsion of the student exist.
The determination may be made in executive session to the extent allowed by state law.
2. If it is determined that the student should not be educated in the schools of the district and that grounds for expulsion exist, the district will proceed with the expulsion of the student, in accordance with the procedures set forth above.
3. Alternatively, expulsion proceedings may be postponed, pending the outcome of the court proceedings. If the expulsion proceedings are postponed, the student will not be permitted to return to school during that period. An appropriate alternative education program, including but not limited to, an on-line program authorized by state law or a home-based education program will be established for the student during the period pending the resolution of the juvenile proceedings. The time that a student spends in an alternative education program will not be considered a period of expulsion.
4. If the student pleads guilty to the charge or is found guilty or is adjudicated a delinquent juvenile, the Board or designee may proceed to expel the student following the procedures set forth in these regulations.

5. Information regarding the details of the alleged crime of violence will be used by the Board or its designee for the purposes set forth in this policy, but will remain confidential unless the information is otherwise available to the public by law.

(Byers School District 32J Policy JKD/JKE-R)

Remedial discipline plans

1. The principal may develop a plan for any student who causes a material and substantial disruption in the classroom, on school grounds, in school vehicles or at school activities or events. The goal of the remedial plan shall be to address the student's disruptive behavior and educational needs while keeping the child in school.
2. To develop the plan, the principal will arrange for a meeting with the student, the student's parent/guardian and any members of the staff whom the principal believes should attend.
3. The purpose of the meeting will be to address the reasons for the student's disruptive behavior and cooperatively to establish goals, objectives and timelines to modify such behavior. A written plan will be prepared which addresses the student's disruptive behavior, educational needs and what steps are necessary to keep the child in school. The plan will include incentives for good behavior and consequences if the student is disruptive in violation of the plan.
4. The plan may be written in the form of a contract which the student and the parent/guardian will sign and date.
5. The parent/guardian will be provided a copy of the remedial discipline plan and it will be placed in the student's cumulative file.

(Byers School District 32J Policy JK-R)

Habitually Disruptive Students

A student will be declared "habitually disruptive" if suspended three times during the course of the school year for causing a material and substantial disruption in the classroom, on school grounds or at school activities or events because of student behavior that was initiated, willful and overt.

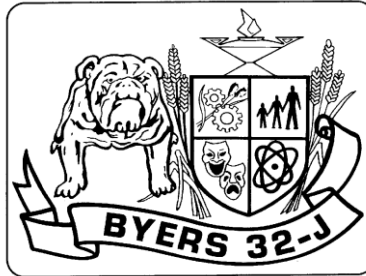
1. The principal will inform the superintendent if a student is suspended for a second time for causing a material and substantial disruption.
2. The student and the parent/guardian will be notified in writing of each suspension which counts toward declaring the student habitually disruptive. The student and parent/guardian will also be notified in writing and by telephone or other oral communication of the definition of "habitually disruptive student" and the mandatory expulsion of such students.
3. District procedures for expulsion will be initiated when the student is suspended for the third time. The period of suspension will be extended if necessary, to conduct an expulsion proceeding.

BYERS JUNIOR AND SENIOR HIGH SCHOOL INTER-OFFICE MEMORANDUM

DATE: August 1, 2022
TO: All interested parties
FROM: Byers Junior and Senior High School Principal
RE: Power to suspend

Let it be known that I designate Jeremy Kerns and Amy Burns as my Administrative Assistants for the 2022-2023 school year, as persons who will have full power to implement any discipline procedures afforded in the school discipline code up to and including the power to suspend students in accordance with the 2022-2023 school discipline code.

Kelly Boren, Principal,
Byers Junior and Senior High School 32-J



POST SECONDARY ENROLLMENT OPTIONS ACT

The Post Secondary Enrollment Options Act was passed by the 1988 Colorado General Assembly and is in effect beginning with the 1990-91 school year. Notification of this Act was sent to all returning juniors and seniors and their parents in the spring of 1990. The following is an overview of the Act, CRS 2225:

1. What is it?

This act allows public school 11th and 12th graders, at their option, to enroll full or part time in Colorado public postsecondary schools and colleges, with tuition being paid by the school district when the courses count toward high school graduation. The school district claims the student for per pupil funding purposes during their junior and senior year only. The Act, CRS 2225 was passed by the 1988 General Assembly. The school district's obligation to pay tuition is limited to four post secondary courses taken by the student for high school credit in any one academic term. If the student desires to take additional courses, the student and/or the parents must pay the tuition charged by the college for regularly enrolled students. If a student voluntarily drops a course after the deadline established by the College, the students or his/her parents will be required to reimburse the district for the cost of tuition.

2. What Are the Benefits?

Colorado's PostSecondary Enrollment Options Act gives students an opportunity to increase their academic choices while helping parents reduce the financial burden of higher education. Advantages to enrolling in the program are:

Students gain credit toward high school graduation and college degree or certificate simultaneously;

Students can receive course credit with no tuition charge to them when the courses count toward high school graduation;

Students have an increased opportunity for academic challenge, advancement, and learning situations.

3. Who Is Eligible?

Any public school student enrolled in the 11th or 12th grade, age 20 or less and the student has Principal approval. Students may be in need of a higher academic level than that available at the high school.

4. What Courses Can Be Taken?

Students may take any class for which they meet the prerequisites. However, only courses used for high school graduation credit are eligible for tuition payment from school district funds up to a maximum of (30) thirty credit hours. The principal and/or counselor must approve course selections.

5. How Does A Student Begin This Opportunity?

Inquire at the high school office for information. Look at the courses that are appropriate, beneficial, and challenging. At least two months prior to the planned enrollment in a

postsecondary program, submit a written notice to the high school of intent to enroll, including a description of all courses the student plans to take and receive high school graduation credit. The high school then, if it hasn't already, develops a cooperative agreement with the institution of higher education, which includes academic credit and tuition costs of post secondary school. These guidelines are detailed in the Act and the State Board rules.

6. Is The Student Eligible For Salutatorian And Valedictorian Distinction?

YES, Valedictorian and Salutatorian honors are awarded upon completion of the first 8 continuous semesters of a student's high school experience

7. Who Pays For Transportation?

The student pays for transportation.

8. Does This Program Include Summer School?

No. The Act does not apply to students enrolled in an institution of higher education during the summer term.

9. Does The PostSecondary Institution Have to Accept The Student?

Yes, within space limitations and No based on Companion Test and GPA minimums. However, the institution of higher education may deny entry into a particular course because of course prerequisites. Enrollment in a course(s) is not the same as admission to the institution. The student is still enrolled at the high school. The college or university is not required to approve an admission request from the student after high school graduation.

10. Who Determines The Credit Approval?

Academic credit for successfully completed course work at an institution of higher education will count as high school credit toward graduation, unless the credit is denied by the Principal on the basis that credit is inappropriate. If credit is denied, the school must inform the student in writing of the reasons for denial within 10 working days of the student's written notification of the intent to enroll. The student then has 10 working days to file a written appeal with the Board of Education. The appeal process ends with the Board of Education.

11. What Are Some Things To Be Aware Of?

Grades received at the institution of higher education will be applied at the high school toward graduation and GPA. Failure in a college course means no credit for the course at high school. This could hazard the student's high school graduation eligibility. The college may look at the student's course grade or accomplishments when evaluating a future application for admission from that student.

12. What If Student Pays the Tuition?

Full time students at Byers High School are enrolled for 7 periods of class work. If a student chooses to use any of their 7 scheduled class periods for college classes, they will not have the option to decide if they want to use the class for high school credit or not. The student must use

the college class for high school credit regardless if the school pays the tuition or not. Any student who enrolls in a college class under the 1988 Options Act will have all classes they are enrolled for counted for credit and included in their Cumulative GPA. Any student who enrolls in a college class under the 1988 Options Act will have all classes they are enrolled for counted toward CHSAA eligibility. Failures or Incompletes in these classes could jeopardize a students' eligibility to compete in CHSAA sanctioned activities.

Students who decide to withdraw from or do not satisfactorily complete college classes receiving a grade of a D or lower under the 1988 Options Act will be required to reimburse Byers School

District 32J for tuition costs in order to be eligible to participate in the program during future semesters. Parents will be given a deferred payment plan notice. With the deferred payment notice, parents will be informed that they will be billed directly and held responsibility for the full

tuition for each course in which their students fails to complete a semester or does not receive a

grade of C or higher. Students who receive an "F" in any course will jeopardize chances for re admission into the program.

13. Student Schedules:

Students enrolled in college classes may elect to enroll in only 6 classes each semester. Free hours

are determined by the number of free periods a student has during the week. However, students

who have a free period are expected to use their free period appropriately. Students are to use this

time to study in the Commons Area, School Library, Counseling Center, or Public Library. Free hours are determined by the number of free periods a student has during the week. Students leaving campus during class time or free periods may have their college registrations revoked and be returned to 7 periods of regular school classes. Students who have their college enrollment revoked will be required to reimburse the school district for the cost of class tuition.

14. What and who can participate in the ASCENT program:

Students who have completed at least 12 credit hours of postsecondary course prior to completion of his/her 12th grade year may be eligible for the ASCENT Program. They remain students in their Local Education Provider (LEP) for one year following their 12th grade year, and the LEP receives ASCENT specific per-pupil state funding that it uses to pay their college tuition at the resident community college rate. Students receive their high-school diplomas at the end of their ASCENT year.

15. What About Dropping A College Class Or Program At T.H. Pickens Technical School?

Students who choose to drop a college class after the drop deadline are responsible for reimbursing the tuition for the class to Byers School District 32-J. Students who choose to withdraw from a program at Pickens Technical School are also responsible for reimbursing tuition cost to Byers School District 32-J if it is billed to Byers School District 32-J.

SENIOR CLASS TRIP

Each year, the senior class has the opportunity to take a class trip at the end of the students' senior year. The senior class trip is a privilege, not a right. The Board shall have final approval, after consultation with senior students, parents, senior class sponsors, and the high school principal, of the destination, accommodations, and mode of travel, itineraries, and all other activities associated with the senior class trip. The senior class should present their request to the school board no later than the regular October School Board Meeting. (at which meeting, a minimum of five (5) destinations with cost shall be researched and presented to parents, which will allow for parental opinion to be included with the class proposal to the School Board). The class trip shall be limited to the fifty (50) United States.

Costs

The senior class is responsible for funding their own trip. Opportunities will be provided for a student to raise funds to help pay for his or her share of the costs. Fundraising in the community shall be limited by class, as determined by the senior class sponsors and school district administrators. Any class funds that are not used for the senior class trip will be donated to the school district. The senior class may wish to designate them for the purchase of a specific item.

Chaperone Requirements

There shall be one (1) sponsor for every eight (8) students who participate in the trip. The senior class shall be responsible for the costs of sponsors' travel, lodging and registration fees.

Requirements to Participate

To participate in the senior class trip, a student in his or her senior year of high school must meet the following criteria.

1. Attendance Requirements. A student may have no more than six (6) unexcused absences per class period during each semester of the student's senior year.
2. Discipline Requirements. A student may have no more than one (1) in-school suspension or one (1) out-of-school suspension during his or her senior year. A student with more than three (3) office referrals during his or her senior year will not be eligible to participate in the senior class trip.
3. Academic Requirements.
 - a. A student must be eligible to graduate in May of the student's senior year.
 - b. A student must meet all eligibility requirements for participation in athletics/student activities, as specified in the student handbook, during the student's senior year.
 - c. All correspondence and online coursework must be completed by the end of the first semester of the student's senior year.
 - d. A student must be passing all courses required for graduation at the end of the first semester of the student's senior year.

Students considered "high risk" for becoming ineligible to participate in the senior class trip shall be required to pay the costs of the trip at an earlier date than other senior students. This earlier deadline shall be designated by the superintendent, who will then inform the parents of those students who are "high risk" that payment is due. For purposes of this policy, "high risk" students are those with a grade of "D" in three or more courses and/or those with five (5) unexcused absences per class period during the student's first semester of his or her senior year.

[Note: any reference to a student's first semester, semester refers to the "Byers School District" first semester.]

Adopted April 20, 2006

(Byers School District 32J Policy JJHA)

Byers School District 32-J

Bus Transportation Rules

Student Responsibilities: Observe the following rules at the bus stop and while riding the bus.

Bus Stop Rules:

1. Be 5 minutes early to the bus stop so that you know that you will be on time.
2. Dress properly for the weather in case you have to wait.
3. Stay out of the streets, do not play, must stand quietly and visit with your friends.
4. Practice courtesy to fellow pupils and avoid rowdyism, horseplay, and objectionable language. NO FIGHTING
5. Line-up single file with smaller ones in front so the driver can see them.
6. Do not push, or try to get ahead of someone, they could fall.
7. If you must cross in front of the bus wait until the driver gives you a signal to cross, walk 10 feet from the bus (you must be able to see the drivers and make eye contact).
8. Use the handrail when getting on and off of the bus so that you will not slip and possibly fall.
9. Go quietly to your seat and sit down.
10. If you miss the bus do not chase it. If at home call the school, if at school go to the office so they can notify the driver.

School Bus Rules:

1. Assist in keeping the bus as safe and sanitary as possible at all times.
2. Paper is to be kept off of the floor. Remember the cleanliness of your bus depends on the cooperation of every student riding the bus.
3. Avoid unnecessary noise which might divert the driver's attention and cause an accident.
4. Never stick hands, arms, or any other part of the body out of the window. Do not yell or make jesters out of the windows.
5. Pay for damages done to seats or any other part of the interior or exterior of the bus.
6. Never experiment or tamper with the bus or any of it's equipment.
7. Be careful not to leave anything in the bus, such as lunches, clothing or books. If you forget something go to the office or call the school to let the driver know. Never chase the bus for any reason.
8. Keep personal possessions (coats, books, bag, etc.) out of the aisle.
9. Never throw anything in the bus or out of the bus windows.
10. No pets; items that would be distracting to the driver or pupils will not be transported to or from school in the bus. You must make other arrangements.
11. Remain seated with feet on the floor and facing the driver until the bus has stopped and the driver gives the "OK.
12. Practice courtesy to fellow pupils and to the bus driver. Avoid rowdyism, horseplay, and inappropriate language. NO FIGHTING
13. Everyone must be quiet (no talking or noise made on purpose) when the bus is approaching the railroad tracks. In Byers it is stop sign to stop sign.
14. Obey the school bus driver and in case of emergency remain in the bus unless instructed to evacuate by the driver.
15. No glass articles or sharp objects may be brought on the bus.
16. No eating or drinking while riding the school bus.
17. STATE LAW: Never smoke or light matches on or around the school bus. It is against the law to smoke or use tobacco of any kind on school property. This includes the bus driver.

Discipline on the School Bus

1. Reprimand verbally-try a different seat assignment or seat partner.

2. Send a copy of the discipline notice home to parent/guardians.
3. Mail a discipline notice home, and try to contact parents/guardians to let them know that there have been 3 offenses. The next offenses will result in the child being suspended for the bus for a period of time.

These discipline steps include the bus stop as well as the bus ride. A child will be denied bus service if they do not follow the rules at the stop as well as on the bus. Depending on the offenses or if the behavior continues the child will not be permitted to ride the school bus for 3 days, one week, etc. until the bus privilege has been taken away for the entire year. Fighting is considered to be a major offense and could result in a child losing their bus privileges for an extended period of time.

Once a child has been suspended from the bus the parent/guardian and the student must attend a conference with the transportation department in order for the child to resume riding the bus. Until this conference is held the child cannot ride the bus.

(Byers School District 32J Policy JICC-E)

BYERS SCHOOL

DISTRICT 32J

SIGNATURE FORMS

PARENT TRAVEL INSPECTION FORM

BYERS SCHOOL DISTRICT

Please read this form carefully and talk to your student regarding his/her travel with Byers School District.

Parents **MUST** bring a copy of this form when dropping off their student to depart on an overnight trip with Byers School District.

1. When dropping off your student, parents/guardians will be expected to sign off that they were the **LAST** person to examine the contents of their student's baggage, backpack, and belongings.
2. **NO ALCOHOLIC BEVERAGES** or **TOBACCO PRODUCTS** or **MARIJUANA** in any form shall be consumed by any member of the organizations during the trip. The use of **ELECTRONIC CIGARETTES** and **JUUL PODS** is also prohibited.
3. There will be **NO** open water bottles allowed on the buses. Students may bring an empty water bottle to be filled when they arrive at their destination.
4. Pack travel size toiletries only for travels involving airplanes (Nothing more than 3 oz.)

NOTE: **PLEASE BE AWARE** if your student does not follow the rules and guidelines they will be sent home at your expense. Parents/guardians must be available to pick up their child.

I, _____ parent/guardian of _____
(name of parent/guardian) (name of student)

Agree that I have checked through my child's belongings and spoke with my student about travel expectations of Byers School District. To my fullest knowledge, I believe my student has met the travel guidelines of this Travel Inspection Form.

Parent/Guardian Signature: _____

Student Signature: _____

Date: _____

OPT-OUT FORM FOR STUDENT IMAGE PUBLISHING

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

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

NOTE: Under FERPA, student photographs can be considered directory information, which is information that does not require written consent from the parent or eligible student prior to disclosure. FERPA requires the district to notify parents and eligible students of their right to refuse disclosure of directory information. 34 C.F.R 99.37(a)(2). The district must specify a "period of time" for parents/eligible students to tell the district not to disclose directory information. 34 C.F.R. 99.37(a)(3). Ideally, the deadline stated in the above paragraph of this exhibit will match the deadline for nondisclosure of directory information stated in accompanying policy JRA/JRC, Student Records/Release of Information on Students.

Directory items include, but not limited to: rosters/programs for sporting events or other activities at the school, lists for parents for parties (valentines or another holiday).

I do not wish to have my child photographed or videotaped for the purposes of news coverage or school district publicity.

I give permission for my child to be photographed or videotaped for the purposes of news coverage or school district publicity.

Signature of parent/guardian _____

Student's name _____

School _____

Student's current grade level _____

Date _____

This form applies for the current school year.

BYERS JUNIOR AND SENIOR HIGH SCHOOL
444 EAST FRONT STREET
BYERS, CO 80103

STUDENT-PARENT HANDBOOK AGREEMENT

I understand the information that is presented within this handbook, both as a student and a parent of a student. Your signatures on this agreement indicate that the parties who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Student's name: _____

Student's signature: _____

Parent/Guardian's name: _____

Parent/Guardian's signature: _____

Date: _____

I have read the Post-Secondary Enrollment Options Act and I will abide by the aforementioned provisions described in this pamphlet. I am submitting this form to express my intention for enrollment for the 2022-2023 academic year.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Please return form with signatures on both sides to the Junior High/High School office.

STUDENT USE OF THE INTERNET AND ELECTRONIC COMMUNICATIONS
(Annual Acceptable Use Agreement)

I understand and will abide by the above agreement. I further understand that a violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked; school disciplinary action may be taken.

Your signature on the Acceptable Use Agreement is legally binding and indicates that the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Student's signature _____ date _____

If the user is less than 18 years of age, a parent or guardian must also sign this agreement.

As the parent of this student, I have read the Acceptable Use Agreement. I understand this access is designated for educational purposes and the Byers School District has taken precautions to eliminate controversial material. I also recognize, however, that it is impossible for Byers School district to restrict access to all controversial materials and I will not hold the district responsible for materials acquired on any computer network or the Internet. Further, I accept full responsibility for supervision of the child's school Internet account if and when my child's use is not in a school setting.

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

Parent/Guardian: _____
(Please print)

Parent/ Guardian signature: _____

Date: _____