

# Sanford Junior/Senior High School Student Handbook 2019-2020

Inspire, Empower, Engage

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## Sanford Fight Song

To the tune of "On Wisconsin"

On for Sanford, On for Sanford  
Make your school shine  
We've got the spirit and the pride  
To do it all the time  
Ra Ra Ra

On for Sanford, On for Sanford  
Fight on for your fame  
Fight fellows Fight! Fight! Fight!  
And win this game.

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## Welcome

As the principal of this outstanding school, it is an honor to have the opportunity to work with each of you this year. Through the dedicated work of exceptional teachers and staff you will be challenged to succeed in a safe, nurturing, and rigorous educational environment. We believe that students need to be engaged in deep learning, through courses that expand their knowledge and abilities, so that they will develop the skills needed to prepare them for college and career readiness. By becoming familiar with the contents of this handbook, you will be empowered to make a positive contribution to our school. Remember, greatness is upon you! Follow us at our [website](#), or on [Twitter](#).

David Judd  
Principal

## CHANGES TO HANDBOOK

It is the intent of this handbook to inform students about major expectations. Not every situation can be anticipated and will be addressed as they occur. Information contained herein may be adapted or altered by the administration on an as-needed basis. From time to time, policies and regulations that appear in the Student Handbook will be changed, added, or deleted. However, because this Handbook will not be reprinted after every such modification, it will not contain new policies and regulations that may be adopted over the life of this document, nor will it necessarily contain the most current version of any one policy or regulation. Therefore, in an attempt to keep students, parents/guardians, staff, and others will be apprised of significant policy and regulation changes through the District website, school newsletters, or other appropriate means. Notwithstanding, differences that may from time to time exist between the current version of a policy or regulation and the version that appears in this handbook, the current version of the district policy shall apply to students and their conduct.

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## NOTIFICATION: THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

- 1) The right to inspect and review the student's education records within three (3) working days after the day the district receives a request for access.

Parents or eligible students should submit to the school principal, or designee, a written request that identifies the record(s) they wish to inspect. The principal or designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- 2) The right to request the amendment of student's education records that the parent or eligible student believes are inaccurate or misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3) The right to privacy of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as attorneys, auditors, bus drivers, athletic trainers, medical consultants, or therapists); a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks, and state agencies conducting research (such as the Colorado Department of Public Health and Environment).

A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.

- Under FERPA, the school district may disclose directory information without the written consent of the parent/ guardian or eligible student. The Sanford School District considers directory information which may be released to include the student's name; date and place of birth; major field of study; grade level; assigned class; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent and previous education agency or institution attended by the student; the annual yearbook; a playbill showing a student's role in a drama production; and the student's name in the graduation program. Telephone numbers and addresses of current students will not be disclosed pursuant to Colorado law.
  - The parent/guardian or eligible student has the right to refuse to permit the designation of any or all of the categories of information provided if such refusal is received in writing in the office of the principal of the school where the student is in attendance no later than September 7 or the following Monday if September 7 is a Saturday or Sunday.
  - Upon request, the school district discloses education records without prior written consent to officials of another school district or school in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for the purpose of the student's enrollment or transfer, as is allowed under exceptions to FERPA protection.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

The Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202-4605.

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## NOTIFICATION: THE PROTECTION OF PUPIL RIGHTS AMENDMENT

The PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education:
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of:
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use:
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parent/guardian to a student who is 18 years old or an emancipated minor.

Sanford School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes.

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## **NOTIFICATION: ARMED FORCES RELEASE OF INFORMATION**

Notwithstanding section 444(a)(5)(B) of the General Education Provisions Act and except as provided in paragraph (2), each local educational agency receiving assistance under this Act shall provide, on a request made by military recruiters or an institution of higher education, access to secondary students names, addresses, and telephone listings. A secondary school student or the parent of the student may request that the student's name, address, and telephone listing described in paragraph (1) not be released without prior parental consent, and the local educational agency shall notify the parents of the option to make a request and shall comply with the request.

Each local educational agency receiving assistance under this Act shall provide military recruiters the same access to secondary school students as is provided to post-secondary educational institutions or to prospective employers of those students.

## **REFERRAL OF STUDENTS WITH SPECIAL EDUCATIONAL DISABILITIES**

It is our intent to identify, evaluate, and successfully educate all eligible children with disabilities in our district. If you have any questions about the referral process or educational services provided to students with educational disabilities please contact the building principal at either 719-274-5167 or P.O. Box 39, Sanford, CO, 81151.

## **SCHOOL PUBLISHING**

The Sanford School District's web site provides an opportunity for us to post publicly accessible information to the world about our school. General information such as calendars, news, special events, student activities and staff contact information is often published along with student work, including photographs, images, writings, videos, club activities, theater productions, etc.

As you are aware, there are potential dangers associated with the posting of personally identifiable information on the web because public access to the Internet does not allow us to control who may see such information. Unless notified of your desire to not allow student photographs, images, writings, videos, activities, etc. to be posted, Sanford School District will

1. Only use a first name alongside student writings, artwork, or student photos/videos.
2. Never post last names or last initials on our web site.
3. Never post residential addresses, email addresses, or phone numbers.
4. Never post information covered under the FERPA.

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## **INTIMIDATION, HARASSMENT, HAZING (File JICDA)**

The Board of Education affirms the right of all persons to be in an environment that is safe and free from intimidation, harassment, hazing or physical harm. It is a violation of board policy for any student or staff member to harass or engage in hazing any student, staff member, or other person in a physically or emotionally harmful manner while on school grounds or at school-sponsored events. Hazing, which involves any forced activity that recklessly or knowingly endangers the emotional or physical health or safety of another person, is considered a form of intimidation and harassment prohibited by this policy.

## **ACADEMIC LETTERING**

The Academic Excellence Patch symbolizes the outstanding educational improvement, commitment, and development for distinguished students. Qualifications for Academic Lettering:

- Must be a student in grades 11-12
- Must have completed all state mandated testing
- Must have at least a 3.75 GPA
- Must have no disciplinary action resulting in out-of-school suspension/expulsion.
- Must have no more than one violation of the Academic Integrity Policy.
- Must attend Sanford High School for one full year to be considered for an academic letter.

## **ALCOHOL AND CONTROLLED SUBSTANCES (File: JICH/JICH-R)**

Sanford School District has no tolerance for the use, possession, purchase, or distribution of alcohol, controlled substances, or drug paraphernalia or delivery systems. Students who are in violation of this policy shall be suspended from school immediately and may receive additional consequences from civil authorities. Students may also be immediately placed on behavior plans, be referred for drug and alcohol counseling, or referred for expulsion from school.

## **ACTIVITIES AND CLUBS**

Knowledge Bowl is an interdisciplinary academic competition involving teams of four to six students trying to answer questions in a written round and several oral rounds. No team is eliminated in this event, and every team participates in every round. A reader presents the questions, and a team member may buzz in as soon as he or she chooses. If he or she misses a question, nothing is deducted, but the other teams then may try to answer the question based on who buzzed in first. The winner is the team with the greatest number of points at the end of the meet.

Chess Club is primarily an opportunity for chess players of varying levels to get in a good game against a like opponent. Players receive a ranking based on a ladder format. Competitive matches against other clubs may be scheduled. Some time is spent each meeting discussing tactics, strategies, and rules. The club is open to all students and staff on a drop in basis.

FBLA is a local, state, and national organization. Students perform service and participate in social activities. They can also attend leadership conferences around the state, region, and country. They compete in competitive events in business subjects. Students with an interest in business get the opportunity to network with other students and business leaders and develop communication, organization, and leadership skills.

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FCCLA is the only in-school student organization with the family as its central focus. It is a vocational student organization that functions as an integral part of the Family and Consumer Sciences education curriculum and operates within the school system; it provides opportunities for active student participation at local, state, and national levels.

National Honor Society (NHS) is a national organization that recognizes outstanding high school students. NHS honors those students who have demonstrated excellence in scholarship, leadership, service, and character. Chapter membership not only recognizes students for their accomplishments, but challenges them to develop further through active involvement in school activities and community service. Students are eligible for NHS membership after Christmas of their sophomore year. A student's grade point average must be at or above a 3.75 to be eligible. Once selected for NHS, a student will be inducted into the chapter at a formal induction ceremony in the spring. Each NHS member is required to complete 50 hours of service throughout each school year while he/she is a member.

Student Council consists of students elected to office by the student body. Our mission statement is: "We, as a Student Council, are dedicated to excellence in leadership and service to Sanford Schools and the Sanford community. We strive always to impact and create a better future for all." STUCO offices consist of vice president, secretary, and treasurer. Only a sophomore may run for vice-president. He/she will be vice-president his/her junior year, and president his/her senior year. Anyone grades 9-11 may run for secretary or treasurer. A student's grade point average must be a 3.0 or better to be eligible to run for office. Elections for the aforementioned offices are held every year in the spring. In the fall, at the beginning of each new school year, each high school class elects two STUCO Representatives to office. Representatives' grade point averages must be at 3.0 or above as well to be considered for office. Student Council consists of twelve positions and is the voice of the student body. Each STUCO member is required to complete 50 hours of service throughout the year while he/she is a member.

Agricultural Education prepares students for successful careers and a lifetime of informed choices in the global agriculture, food, fiber and natural resources systems. The National FFA Organization (formerly Future Farmers of America) envisions a future in which all agricultural education students will discover their passion in life and build on that insight to chart the course for their educations, careers and personal futures. FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through agricultural education.

Archery Club is designed for all students interested in archery. The rules of the range are strictly enforced with standardized commands that must be utilized to ensure the safety of everyone involved. Previous experience is not required. We can teach you how to shoot and score your round! Interested students should contact Mr. K. Canty.

## **ASSEMBLIES (File JICDA)**

Students are expected to attend scheduled assemblies, listen to guest speakers, participate in the activities, exhibit appropriate behavior at all times, and stay in their designated area until dismissed. Assemblies or community events that are student initiated must be approved by an administrator.

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## **ATTENDANCE (File JEA, JH, JHB, JJJ-R)**

Colorado statutes and district policies continue to stress the importance of parent/guardian involvement and responsibility in ensuring their student's educational development. The Colorado Compulsory Attendance Law was created to make sure that students from the age of six to seventeen attend school. Recent changes to this law include steps to identify and monitor student attendance that is the result of chronic absenteeism or habitual truancy. These steps include, but are not limited to, attendance plans, referrals to community support agencies, and/or referrals to the court system. Furthermore, it is the responsibility of the parent/guardian to make sure that the children under their care attend school on a regular basis.

We believe that mandatory attendance is an essential component of student achievement and the District works hard to make sure that attendance is accurately recorded, monitored, and reviewed for every student. The school has a goal to reach 95 percent attendance for all students.

### **Absences are Excused for Any Student Who:**

- Is temporarily ill (4 per semester without verification)
- Is absent for an extended period due to a mental, physical, or emotional disability
- Has been removed from school for a disciplinary action
- Religious Observance
- Pre-approved absences (administrative approval)
- Bereavement (immediate family members)
- Court appearance
- Medical appointments
- Special cases of an emergency nature at the discretion of the principal

### **Unexcused Absences**

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Continued unexcused absences and/or repeated tardiness may be considered cause for disciplinary action. In accordance with law, the district may impose penalties that relate directly to classes missed while unexcused.

### **Consequences for Unexcused Absences**

Include but not limited to...

1. Students who have an unexcused absence will be awarded a maximum of 70% of the points allocated for the day's assignments.
2. Any student who accumulates five (5) or more unexcused absences in any course throughout a semester may receive no credit (NC) in that course. There will be no make-up hours.
3. **If an athlete is unable to attend every period of school during the day he/she will not participate in practice or a scheduled contest for that day unless one of the following exceptions applies:**
  - 3.1. **A death in the family, appearance in court, or a verified medical appointment.**
  - 3.2. **Prior approval from the Athletic Director.**

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When a student misses any part of a school day, and an excuse is not provided, a student becomes truant\*. Students who are “skipping” school regularly, or who are absent from school for reasons that do not meet the statutory criteria above, are considered truant from school. Habitually truant students are those students who miss more than four days of school in a month, or ten days of school in one year. Habitually truant students will be placed on an Attendance Plan.

\*The building principal will determine if a “ditch day” has occurred and medical excuses will be required of students who are absent. Students who participate in “ditch days” will receive no credit for that day’s assignments, will lose their ability to participate in class trips, and will be assigned Friday school. No student may participate in extracurricular activities until all disciplinary action has been completed.

### **Reporting Student Absences**

1. Medical/Court Appointments
  - a. Upon returning, students must sign in at the attendance office with verification from the doctor’s office.
2. Calling in Sick
  - a. When calling in sick, please give the student’s name, your name, contact number, and reason for absence. Parents may excuse up to 4 temporary illness days per semester without verification.
3. Tardy
  - a. Students must sign in when coming late to school. Students who arrive more than 20 minutes late for class, will be considered as an unexcused absence.

If a student is unable to attend school, the parent(s)/guardian(s) should call the school at 274-5167. Disciplinary action may be taken against the student if the school is not notified. Any documentation excusing or exempting any attendance related problems must be submitted to the Attendance Office within two (2) business days after the return of the student to school. After this period of time no documentation will be accepted. Parents are encouraged to monitor their student’s attendance by downloading and accessing the Infinite Campus Parent Portal mobile application.

Students are responsible for contacting their teachers immediately upon return to school to collect work missed during their absence. Students are strongly encouraged to use teacher websites and email to obtain assignments when absent. Students with excused absences have one day for every day absent plus one day to complete make up work for full credit. The deadline may be extended by mutual agreement between the student and teacher. Any work not handed in within the one day make-up window is subject to a reduction in grade, per the policies of the school or any member of the school’s teaching staff.

### **TARDINESS**

Punctuality is essential to promoting a learning environment that is free from classroom interruptions. Students are expected to arrive to school and all classes on time. A tardy will be recorded for each student who arrives after the official start time for each class period. Students are required to monitor transition time between classes. The following tardy policy will be implemented to avoid classroom disruptions, maximize student learning, and to instill the basic principles of responsibility and common courtesy.

Tardy to 1st or 5th periods: Lunch Detention

Excessive tardiness (5+ per semester): Attendance Plan and/or Disciplinary Action

Tardiness in excess of 20 minutes will be treated as unexcused absences. Students who are habitually tardy (5 +) to any given class may be placed on an attendance plan and/or receive further disciplinary consequences.

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## **CODE OF CONDUCT (File JICDA)**

Each student who attends school is expected to obey District rules while on school grounds, or in school buildings, while in school or district vehicles, during school-sponsored activities, field trips, and sporting events. The Colorado Revised Statutes and district policies make it clear that behavior which takes place off of school grounds may properly be the subject of suspension or expulsion where the behavior is detrimental to the safety and welfare of other students or school personnel. Not all off-campus behavior will have adverse effects at school, but behavior which does will subject a student to potential discipline, including suspension and expulsion. Furthermore, students who are disciplined for infractions according to this Code may also be subject to additional consequences by law enforcement for acts that violate local, state and federal law.

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
4. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
5. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
6. Engaging in "hazing" activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
7. Violation of the district's policy on bullying prevention and education.
8. Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of students or staff.
9. Violation of district policy or building regulations.
10. Violation of the district's policy on weapons in schools. Expulsion shall be mandatory for using or possessing a firearm, in accordance with federal law.
11. Violation of the district's alcohol use/drug abuse policy.
12. Violation of the district's violent and aggressive behavior policy.
13. Violation of the district's tobacco-free schools policy.
14. Violation of the district's policy on sexual harassment.
15. Violation of the district's policy on nondiscrimination.
16. Violation of the district's dress code policy.
17. Throwing objects, unless part of a supervised activity, that can cause bodily injury or damage property.
18. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
19. Lying or giving false information, either verbally or in writing, to a school employee.
20. Scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
21. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
22. Behavior on or off school property which is detrimental to the welfare or safety of other students or school personnel.
23. Repeated interference with the school's ability to provide educational opportunities to other students.
24. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.

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### General Rules of Conduct

- Students shall act in a manner that maximizes the substantial benefits of public education.
- Students shall accept responsibility for their own behavior.
- Students shall develop and use problem-solving skills to resolve conflicts.
- Students shall follow established district, school, and classroom rules.
- Students shall maintain academic integrity.
- Students shall refrain from interfering with learning and teaching.
- Students shall maintain appropriate dress and hygiene.
- Students shall respect others.
- Students shall respect the rights and property of others.
- Students shall refrain from harming themselves or others.
- Students shall refrain from acting in such a manner as to expose others to risk of harm or injury.
- Students shall not use threats or intimidation against others.
- Students shall not engage in unlawful activities.
- Students shall refrain from carrying, bringing, using, or possessing any weapon or weapon facsimile, or using anything else as a weapon, in or on district property.

## COLLEGE ENTRANCE

If your plans for the future include college, you should keep in mind the following factors which will influence your acceptance to college:

- Your high school grade point average, class rank, and SAT scores serve as one of the best predictors of academic success in college. Grades earned in 9th, 10th, 11th, and 12th grades will be used in determining your grade point average.
- The quality of courses you take is extremely important to college admissions officers. Therefore, you should select a variety of rigorous courses.
- Scores received on admission tests such as the ACT or SAT are among the most important factors in consideration for college admission. These tests are taken during your junior and/or senior year of high school.
- In addition to the above, your personal recommendation, as submitted by teachers, counselors, and/or administrators will be of importance in your admission to college.
- Participation in activities such as student government, clubs, volunteer/community organizations, and athletics is another consideration of college admissions officers. ***The critical point is not how many activities you have joined, but rather how fully you participated and carried out your responsibilities with those selected activities.*** Participation, while important, is surpassed by the depth of your contribution to the organization, the school, and the community.

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## **COMPUTER NETWORK/INTERNET (File JS)**

Students are responsible for appropriate behavior on school computer networks just as they are in any other aspect of school life. Inappropriate use of the internet will result in discipline. The network is provided as a privilege to students to conduct research, complete classroom tasks, and communicate with others. Students are responsible for their behavior and their communications over the network.

## **CONCURRENT ENROLLMENT (File IHCD)**

Eligible high school juniors and seniors may take college, career or technical courses to earn both high school and college credit at the same time (6 credit hours per semester). Students may take designated classes at Sanford and receive college credit through Adams State University, Colorado State University Pueblo, and Trinidad State College.

Academic credit granted for postsecondary courses successfully completed by a qualified student shall count as high school credit toward the Board's graduation requirements, unless such credit is denied. High school credit shall be denied for postsecondary courses that do not meet or exceed the district's standards. High school credit shall also be denied for a postsecondary course substantially similar to a course offered by the district, unless the qualified student's enrollment in the postsecondary course is approved due to a scheduling conflict or other reason deemed legitimate by the district. Concurrent enrollment is not available for summer school.

## **CONCURRENT ENROLLMENT (File IHCD)**

The qualified student shall complete the district's concurrent enrollment application form and submit it to the principal at least 60 days prior to the end of the academic term immediately preceding the term of the student's proposed enrollment in a postsecondary course. The requested postsecondary course(s) on the student's application shall be consistent with the student's approved academic plan of study. The principal may waive the 60 day requirement at his discretion.

The principal shall approve or disapprove the student's application in accordance with this regulation's accompanying policy and shall notify the student of the decision. The decision of the principal shall be final.

- Students must have a 2.5 GPA or greater to enroll in concurrent credit courses.
- Students must complete all forms with their high school counselor who will help select classes that meet their educational needs. Students will only be permitted to enroll in classes aligned with their educational plan.
- The High School Concurrent Enrollment Application must be signed by the counselor and the high school principal.
- Students must take placement examinations if enrolling in courses where a specific proficiency level is advised or required.
- Students must have the signature of a parent or legal guardian authorizing the student's participation in the program.
- Students are limited to six credit hours per semester.
- Courses offered are at the college level and instructors teach at that level. Students may be exposed to and be involved in discussions of mature subjects.
- The cost of enrollment will be paid by the Sanford School District provided that the student earns a "C" or better in the course(s) taken.
- Course materials including the cost of textbooks are the responsibility of the student or parent.

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## DANCES

Any SHS student attending a dance sponsored by SHS who is planning on bringing an out of district guest must fill out a Dance Guest Pass and must also provide guest identification..

All guest forms must be given to the school administrator by the deadline date. Dance Guest Passes may be obtained in the main office. **High school dances are intended for high school students; no junior high students or guests 21 or older will be admitted.** Students who are suspended may not attend dances or other extra-curricular activities. Appropriate dress and behavior is expected at all times.

## DRESS CODE (File JICA)

All students are required to maintain a neat, clean and modest appearance at all times and shall not dress in such a manner which is provocative, lewd, obscene, distracting, indecent or materially disruptive to the educational process or which creates a health or safety hazard for the student or others.

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

- Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length
- Sunglasses and/or hats worn inside the building
- Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts
- Tank tops or other similar clothing with straps narrower than 1.5 inches in width
- Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
  - Refer to drugs, tobacco, alcohol, or weapons
  - Are of a sexual nature
  - By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
  - Are obscene, profane, vulgar, lewd, or legally libelous (includes Confederate flags)
  - Threaten the safety or welfare of any person
  - Promote any activity prohibited by the student code of conduct
  - Otherwise disrupt the teaching-learning process

Interpretation of appropriate dress and appearance will be made by the principal. Appeal of their interpretation is to be directed to the superintendent. Final interpretation belongs solely to the superintendent. 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. Students who are not able to correct the violation immediately will remain in ISD until the problem is corrected.

The dress code will be enforced on field trips, sports events, or other school sponsored activities. This includes travel in school district buses, vans or cars. The principal/designee, in connection with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity if the principal/designee reasonably believes that the student's dress or grooming violate the dress code.

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

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## **DRUG SCREENING (File JJIB-E, JJIB-R)**

The Sanford School District will be conducting random, drug testing for all students participating in extracurricular activities. No student may participate in an extracurricular activity until a Consent to Test form is properly executed and on file in the principal's office. Our purpose is three-fold:

1. To provide for the health and safety of all students.
2. To undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs.
3. To encourage students who do use drugs to participate in a drug treatment program.

Each student wishing to participate in any extracurricular program and the student's custodial parent or guardian shall consent in writing to this drug testing. This written consent will be attached to the parental consent form that all participants must have prior to any participation. No student shall be allowed to participate in any extracurricular program without such consent. Random testing will be conducted throughout the school year. Selection for random testing will be by lottery drawing from a "pool" of all students participating in extracurricular programs at the time of the drawing. The school administration will take all reasonable steps to assure the integrity, confidentiality and random nature of the selection process, including assuring that the person drawing names has no way of knowingly choosing or failing to choose particular students for the testing and that the identity of students drawn for testing is not known to those involved in the selection process which will be monitored by at least two adults. A student may also be referred for testing by the athletic department or a recommendation of a coach or sponsor if there is reasonable suspicion of a violation.

### **Refusal**

Student refusal of testing will result in immediate removal from extracurricular activities until the student submits complies with the screening program.

### **PRESCRIPTION MEDICATION**

Students who are taking prescription medication may provide a copy of the prescription or a doctor's verification in a sealed envelope to school personnel at the time the sample is collected. That envelope will be forwarded, unopened, to the testing lab with the sample, with the instructions for the lab to consider the student's use of such medication to assure the accuracy of the results.

### **NON-PUNITIVE NATURE OF POLICY**

No student shall be penalized academically for testing positive for illegal drugs. The result of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of the drug test will not be disclosed to criminal or juvenile authorities unless subpoenaed by the legal process. In the event of the service of any such subpoena, the student and the student's custodial parent or legal guardian will be notified at least 72 hours before response is made by the district.

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## PROCEDURES IN THE EVENT OF A POSITIVE RESULT

Whenever a test result indicates the presence of illegal drugs, the following will occur:

1. Upon testing positive for the first time, a custodial parent or legal guardian will be notified, and the student will be suspended from participation in the next event in which the student would normally participate if that sport or activity has 10 or fewer games or events, suspended from participation in the next two events if that sport or activity has 11 or more games or events, and will not be allowed to travel with the team or activity during the suspension. The suspension will carry over to the eligible student's subsequent extracurricular activity season if the offense occurs at the end of the activity/season or between activities/seasons. The student will continue to attend practices during the period of the suspension. Unexcused absences from practice during the period of suspension shall result in automatic removal from the sport/activity for the remainder of the season. The student shall submit to a follow-up test within three weeks, and must test negative in order to continue participation in extracurricular activities. The student shall actively participate in six weeks of substance abuse counseling provided by the District. Failure to participate in and complete substance abuse counseling shall result in the student's automatic removal from the sport/activity.
2. Upon testing positive a second time, a custodial parent or legal guardian will be notified, and the eligible student shall be suspended from participation in the extracurricular activity for the remainder of the activity/season, or suspension from participation from the next activity/season if at the end or between sports/activities. The eligible student must test negative in order to resume extracurricular activities following the suspension. In addition, the eligible student shall show proof of participation in a minimum of five (5) substance abuse counseling sessions with a certified addiction counselor of the family's choice. The cost of such counseling shall be the responsibility of the eligible student and his or her parent.
3. Upon testing positive a third time, a custodial parent or legal guardian will be notified, and the eligible student shall be suspended from participation in extracurricular activities for the remainder of the school year, or, if the offense occurs at the end of the school year, for the first semester of the following academic year. In addition, the eligible student shall show proof of participation in a minimum of ten (10) substance abuse counseling sessions with a certified addiction counselor of the family's choice. The cost of such counseling shall be the responsibility of the eligible student and his or her parent/guardian.
4. Upon testing positive a fourth time, a custodial parent or legal guardian will be notified, and the eligible student shall be suspended from participation in extracurricular activities for the remainder of his or her time as a student in the District.

## **ELECTRONIC DEVICES (File JK, JK-R)**

Cell phones, smart watches, radios, MP3 players, I-Pods, headphones, and other such devices must be used in accordance with building policies. **Use of these devices at any time during the school day is prohibited.**

All such items should be turned completely off and kept out of sight. Cell phone usage is not allowed unless an emergency situation, as defined by the school staff, exists. Students who demonstrate inappropriate uses of electronic devices are subject to disciplinary action, as well as confiscation of any device that is deemed disruptive to the learning environment.

**Furthermore, students may not employ the photographic, video, or audio recording or reproduction of any student or staff person without the prior consent of the student or staff person, or under the supervision of a teacher or administrator. The use of cameras, camera phones, or video recorders is strictly forbidden in private areas such as locker rooms, dressing areas, or restrooms at any time. This applies at all times while on school property or at school events.**

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## **EXTRACURRICULAR ELIGIBILITY (File JK, JK-R, JJJ, JJIB, JJIB-R)**

Involvement is the key to your academic success at Sanford. As a Sanford student you are encouraged to get involved in the numerous clubs and activities that are available for you to pursue your interests, talents, and passions. Research indicates that students who feel a connection to their school and who get involved in extracurricular activities will be more successful academically as well as socially.

Our clubs and activities promote leadership opportunities, school and community service opportunities, and the ability to make new friendships with peers and adults. Skills, knowledge and traits are developed through involvement in clubs that will enhance students' potential for success throughout their four years of high school and beyond. In addition, college and university admission requirements look for individuals who have developed talents, service skills, and leadership through involvement in extracurricular clubs and activities.

However, extracurricular activities are a privilege and students who participate in them must follow all applicable laws, District policies, and school-based behavior guidelines. District policy continues to make the denial or forfeiture of extracurricular activities and participation in school sponsored events a possible consequence for inappropriate behavior. Any student who commits a discipline infraction may lose the privilege to participate in school-sponsored events or extracurricular activities. Furthermore, any student who has had disciplinary action taken against them will forfeit their ability to participate in extracurricular or school-sponsored activities until the disciplinary action and consequences are satisfied.

Student participation in athletic activities is contingent upon written permission from parents/guardians, physical examination, and personal insurance. Sanford is a member of the Southern Peaks League (SPL) and the Colorado High School Activities Association (CHSAA). CHSAA regulations regarding eligibility at Sanford High School are as follows:

- One F will result in the student being declared ineligible (weekly eligibility).
- During the period of participation, the student must be enrolled in courses which offer, in aggregate, a minimum of 2.5 Carnegie units of credit per semester and must not be failing more than the equivalent of one-half Carnegie unit of credit.
- Students must be in attendance for the entire school day in order to participate in any school-sponsored activity that is conducted on that day. No student may participate in a practice or contest with an unexcused absence in any period. In cases of emergency, the Athletic Director may grant an exception to this limitation.

Participation in the following extracurricular activities will be contingent upon the eligibility requirements listed above: Activities governed by CHSAA, Knowledge Bowl, Student Council, FBLA, FFA, and FCCLA.

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## **OVERNIGHT TRAVEL**

Overnight travel trips are sanctioned events sponsored by Sanford High School. It is the expectation of SHS that students abide by the behavioral expectations as outlined in the Sanford Student Handbook, which can be found at [www.sanfordschools.org](http://www.sanfordschools.org). In addition to the consequences outlined in the handbook the following actions will be taken for violating the expectations described below.

1. Students are required to remain in their rooms from curfew until the time in the morning determined by the teacher/sponsor/coach. Violating curfew will result in the loss of participation in the trip/activity and/or the student being returned home at the parent's expense.
2. Students found to be under the influence or in possession of drugs or alcohol during the course of the trip will be excluded from the remaining trip activities and may be returned home at the parent's expense.

*Students violating the above expectations will forfeit their privilege of attending overnight activities for the remainder of the school year.*

## **GRADING (IKF-2-E)**

Grades are based upon a traditional 10 point grading scale: 90-100 = A, 80-89 = B, 70-79 = C, 60-69 = D, 59 and below = F. Grades for regular classes will be given the following values: A=4, B=3, C=2, D=1. Grades for advanced placement classes will be given the following values: A=5, B=3.75, C=2.5, D=1.25.

## **GRADUATION REQUIREMENTS (File IKF-2)**

All students must meet or exceed state and district academic content standards prior to becoming eligible to graduate or be promoted to the next grade level.

The following will entitle a student to a high school diploma:

- Achievement in content standards as demonstrated by mastery of the curriculum which may include, but is not limited to, daily classroom assignments, the Colorado Student Measures of Academic Success, the district assessment program, classroom assessments, and student participation in, and completion of assigned projects.
- Completion of the requirements and goals as listed on a student's Individual Education Plan (IEP) which may include modified content standards and/or courses.
- Completion of 25 credits in grades nine through twelve in the prescribed categories.
- Completion of approved community service or service learning project requirements.
- Mastery of content in the areas of mathematics and English language arts must be demonstrated on at least one of the following measures:

<b>SAT</b>	
English	Math
430	460
The SAT is a college entrance exam that is accepted or required at nearly all four year colleges and universities in the U.S. The SAT includes sections on reading, writing, and mathematics. The highest possible score for each section is 800.	
<b>ADVANCED PLACEMENT</b>	
English	Math
2	2
AP exams test students' ability to perform at a college level.	
<b>ASVAB</b>	
English	Math
45	45
The Armed Services Vocational Aptitude Battery (ASVAB) is a comprehensive test that helps determine students' eligibility and suitability for careers in the military. Students who take the ASVAB are not required to enlist in the military.	
<b>CONCURRENT ENROLLMENT</b>	
English	Math
Passing grade of "C" or higher	Passing grade of "C" or higher
Concurrent enrollment provides students the opportunity to enroll in postsecondary courses, simultaneously earning high school and college credit.	
<b>DISTRICT CAPSTONE</b>	

Completion of the capstone project and approval by the district-designated team.

A capstone is the culminating exhibition of a student's project or experience that demonstrates academic and intellectual learning. This is demonstrated through the creation and defense of a College and Career Readiness Portfolio.

**INDUSTRY CERTIFICATE**

English	Math
Individualized	Individualized

An industry certificate is a credential recognized by business and industry. Industry certificates measure a student's competency in an occupation, and they validate a knowledge base and skills that show mastery in a particular industry.

**SANFORD HIGH SCHOOL CREDIT REQUIREMENTS**

Mathematics (Option A)	Credits	Or Mathematics (Option B)	Credits
Algebra I	1	Algebra II	1
Algebra II	1	Geometry	1
Geometry	1	College Prep Math or Pre-calculus	1
Math Elective	1	Math Elective	1
<b>Total</b>	<b>4</b>	<b>Total</b>	<b>4</b>

English	Credits	Foreign Language	Credits
English I	1	Spanish I	1
English II	1		
English III	1		
English IV or AP English	1		

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<b>Total</b>	<b>4</b>	<b>Total</b>	<b>1</b>
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<b>Social Sciences</b>	<b>Credits</b>	<b>Science</b>	<b>Credits</b>
World Geography	1	Physical Science	1
American History	1	Chemistry I	1
Economics	1	Biology	1
Civics	1	Science Elective	1
<b>Total</b>	<b>4</b>	<b>Total</b>	<b>4</b>

<b>Business</b>	<b>Credits</b>	<b>Physical Education</b>	<b>Credits</b>
Computer Applications	1	Healthy Living	1
<b>Total</b>	<b>1</b>	<b>Total</b>	<b>1</b>

<b>Electives</b> <b>(6 Total; 1 math, 1 science)</b>	<b>Credits</b>	<b>Electives</b> <b>(6 Total; 1 math, 1 science)</b>	<b>Credits</b>
** Animal Anatomy	1	** Farm & Ranch Science	
** Biology II	1	** Physics	1
** Human Anatomy	1	* Accounting I	1
* Accounting II	1	* College Prep Math	1
* Economics	1	Financial Literacy	1

Ag I (Intro to Ag)	1	Advanced Computer Applications	1
Ag II	1	***AP Computer Science	1
Ag Mechanics & Design	1	Ag Carpentry	1
Band	1	Ag Mechanics	1
FACS I: Child Development	.5	Calculus	1
FACS II: Life Management	.5	FACS I: Health & Nutrition	.5
Graphic Design	1	FACS II: Relationships	.5
Senior Seminar	1	Pre-calculus	1
Sociology	1	Spanish II	1
*Statistics	1	Student Aide	1
Weightlifting	1		
<b>Total Electives</b>			<b>6</b>

\*Can meet either a math or general elective requirement

\*\*Can meet either a science or general elective requirement

\*\*\* Can meet math, science, or general elective requirement

## **HALLWAY POLICIES**

The hallways in the academic area need to be quiet and orderly during class hours to enhance the learning environment. Students are to use hallways as pathways and not a destination.

1. Students' behavior and language are to be acceptable and compatible with the desired learning environment.
2. Students must have a hall pass while in the hallways during instructional time.
3. Romantic and physical demonstrations of affection such as kissing, hugging, etc. are not acceptable hallway behaviors.
4. Sitting or standing in the hallways in a way that blocks traffic flow will not be tolerated.

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5. Food is to be consumed in the cafeteria and commons areas only. Food and drink (with the exception of bottled water and small snacks) are prohibited in the hallways and classrooms.

## **INTERQUEST DETECTION K-9**

Sanford School District has an agreement with Interquest Detection Canines to provide trained detection canines to conduct random unannounced contraband inspection of all campus locations in the district. The canines are trained to detect the presence of illicit drugs, prescription and over the counter medication, alcoholic beverages, and gunpowder based items. **All property on school grounds is subject to inspection including privately owned vehicles. If detected and found, the district will initiate appropriate disciplinary action.**

## **JH CREDIT REQUIREMENTS**

Recently high school graduation requirements became more rigorous. As a result, we have increased the academic focus at the middle level to better support these new changes at the high school. It is our desire to help focus students at an earlier age regarding the importance of academic excellence. We now have a credit system in place in which students must meet credit requirements or complete an alternate mechanism to be promoted to the next grade. The following SJH promotion policy outlines the requirements for students to be promoted to the next grade level.

Decisions regarding promotion or retention will be made taking into consideration input from all stakeholders. The overriding factor in decision making will be what is best for the student's academic success. Special needs students on Individual Education Plans will be placed in accordance with the IEP.

### **Credits**

- A total of 7 credits can be earned each school year. To qualify for promotion to the next grade, students must earn a total of 6 credits.
- Students will not be allowed to lose a full year of credit in one core area (i.e., a student would not be able to fail a full year of math) and automatically move on to the next grade level. SJH students that fail both semesters in the following areas will have to make up at least 1 credit in each failed area: math, English, science, and social studies. Alternatives to recover lost credits are listed below.
- Students not meeting (or in jeopardy of not meeting) credit requirements will be given an opportunity to recover credits or complete an alternate mechanism in order to be eligible for promotion to the next grade level. It is the responsibility of the SJH student and their parents to seek credit recovery for failed classes in order to be promoted to the next grade level. The following are potential options for recovering lost credits: SJH summer school (1 credit each summer), online courses (students and parents are responsible to pay the applicable fees).
- Attendance is a factor. SJH students must have no more than 4 unexcused absences in any given class in order to earn the credit in that class (semester). Students that are absent (unexcused) 5 or more days in a class will receive "No Credit" in that class (credit is lost on the 5<sup>th</sup> unexcused absence in a semester).

### **Interventions/Academic Help**

- Help available before and after school each day

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- Daily Peer Tutoring
  - Student Support Team (SST)

This team is comprised of the student, the student's teachers, counselor, principal, and the parent(s)/guardian(s). The SST reviews student educational progress quarterly, and makes decisions regarding placement, promotion, and interventions for students. The SST may also be convened to consider extenuating circumstances surrounding the student's failure to be promoted to the next grade level. In the event a parent/guardian is unable to attend an SST meeting, a summary of the meeting shall be provided to them.

## **LOCKERS**

Lockers at Sanford Junior/Senior High School are the property of Sanford School District and are made available for student use during the school year. This student privilege carries an additional responsibility of keeping the locker clean and maintained. SHS cannot assume any responsibility for lost or stolen items; students bring valuable items to school at their own risk. SHS reserves the right to search lockers as necessary for the safety of the student body and the enforcement of school rules. Fines will be assessed for any damage and/or cleaning fees to the lockers.

## **PARKING**

Students wishing to park on campus for the school year must have a parking permit. Parking permits are available in the front office. Each vehicle parked on Sanford School District property must have a parking permit visibly displayed. Driving a car or motorcycle to school is a privilege that may be revoked if the student fails to operate his/her vehicle safely and in accordance with state law and school rules.

***The parking lots are off limits to students during school hours with the exception of lunch. Additionally, students are expected to abide by the following:***

1. The privilege of parking on school property is extended in exchange for granting consent to the school administration to search the vehicle without warning when the administration has reason to believe that the general welfare or safety of students is threatened by items contained in the vehicle. In order to park a vehicle on school property, consent must be given to seize items that are dangerous, illegal, or potentially dangerous in order to maintain the common good.
2. Loitering in the parking lots or socializing in vehicles during school hours is not permitted.
3. SHS has the right to search a vehicle parked on school property. Students are responsible for the contents of their vehicle.
4. Although a student may obtain a permit to park on school property, the school is not responsible for loss or damage that may occur in the school parking lot. The permit only allows the student to park on campus.
5. Students' vehicles must be parked between the white lines on the parking lots.
6. Speeding, careless, reckless driving, playing loud music or other traffic violations may result in immediate loss of driving/parking privileges. These violators may also be referred to legal authorities.
7. Parking permits remain the property of Sanford School District and are not transferable.
8. Parking permits must be returned upon checking out or withdrawing from Sanford High School.
9. Parking permits may be revoked for academic or disciplinary reasons.

The number of permits issued will be limited to the number of parking spaces available. Upperclassman will be afforded priority.

## **STUDENT ACCIDENT INSURANCE**

Student accident insurance may be purchased through Markel Insurance. The application and information is now available and may be completed online at: <http://markel.sevencorners.com> . On this web site you may view all of the

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coverage and premium options, purchase the insurance using a debit/credit card, and receive an instant and printable confirmation of coverage. You may also call 877-444-5014.

## **STUDENT SAFETY (FILE JICDE)**

In accordance with Colorado Statute 22-33-109.1, Sanford School District is committed to protecting students and staff from discrimination, bullying, and harassing behaviors. Bullying, hazing, intimidation, and harassment of any kind will not be tolerated regardless of how they are communicated. Programs throughout the District are designed to help educate students, staff, and parents/guardians on: bullying behaviors in school; providing strategies for addressing bullying behaviors; and implementing administrative procedures for the reporting and disciplining associated with such behaviors. Any student who commits an act of bullying or harassment, is subject to disciplinary action.

- Students should report unsafe behavior immediately to school staff, online through safe2tell, or by calling 1-877-542-SAFE \*.
- Students should report bullying immediately to school staff, or through the BRIM application on their iPads or personal phones.

\* Safe2tell is designed to help you anonymously report anything that is scaring or endangering you, your friends or your family. You never have to give your name if you don't want to. In fact, Colorado State Law (CRS 16-15.7-101) guarantees you will remain unknown if you choose. At safe2tell, there is a trained call taker waiting to help you 24 hours a day. This person will listen to you and get help for your problem. Safe2tell is modeled after the Student Crime Stoppers program. It allows students, parents, teachers, or anyone else to call a toll-free Colorado statewide hotline with information about a crime that has already happened, or one they fear may happen.

## **VIDEO SURVEILLANCE**

All students, parents and staff are advised that as a public school facility, students, staff, parents and building visitors do not have a right to expect privacy in connection with their actions and activities while in, on or about the school facilities. In an effort to increase school district security, provide greater safety for students, staff and building visitors, and to reduce vandalism and theft, many areas of the high school campus, both internal and external, shall be subject to observations and monitoring by video cameras. The tapes of such observations shall be available for use by the school district and its administrative staff, if necessary to enforce the law and the provisions of school district policy. Any questions should be addressed directly to the building administration. Tapes will be reviewed and evidence of student misconduct will be documented. Students found to be in violation of the districts conduct rules will be notified, and disciplinary action will be initiated under the Board adopted rules and Student Conduct and Discipline Codes.