

*Norwood Public  
Schools*



*Handbook  
2010 - 2011*

*[www.norwoodk12.org](http://www.norwoodk12.org)*

## **SCHOOL CONTACT INFORMATION:**

**Phone:**

**970-327-4336**

**Fax:**

**970-327-4116**

**Website:**

**[www.norwoodk12.org](http://www.norwoodk12.org)**

**Parent Online:**

**<https://goeduster.harriscomputer.com/pol>**

sored trip, none of the individuals going on the trip are covered under any school insurance, liability or otherwise. Likewise, the adults going on the trip should not be considered as liable for anything that the graduated students do.

### **NOTE:**

*This handbook is subject to review throughout the school year and additional modification may be added without notice.*

standards at their appropriate placement level.

25. GRADING SCALE: <u>Letter</u>	<u>Min %</u>	<u>Point</u>	<u>Weighted</u>	<u>Credit</u>
A+	97%	4.0	5.0	Yes
A	93%	4.0	5.0	Yes
A-	90%	3.7	4.7	Yes
B+	87%	3.4	4.4	Yes
B	83%	3.0	4.0	Yes
B-	80%	2.7	3.7	Yes
C+	79%	2.4	3.4	Yes
C	73%	2.0	3.0	Yes
C-	70%	2.0	3.0	Yes
D+	67%	1.4	1.4	Yes
D	63%	1.0	1.0	Yes
D-	60%	.7	.7	Yes
F	59%	0	0	No

**FINAL GRADES** – Students are expected to pay for all fines and fees when they check out of classes the final week of school. The office will hold any final grades and transcripts until all fines and bills are paid in full to the school. This will include library fees or fines, lunch fees and any book fines for classrooms.

26. **STUDENT RIGHTS** – There is an urgent and growing need for school administrators to provide strong leadership in the area of human rights. Human rights accrue to all people simply because they are human. One’s humanness cannot be denied because of temporary status as a student, nor should students be denied the opportunity to learn about, and practice, human rights behavior in the school setting. Of equal importance is the right of school authorities, consistent with fundamental constitutional safe guards, to prescribe and control conduct in the schools. The difference between the freedoms expected by the students and the necessary restrictions of their actions in the rules set down by the school to maintain good order can be bridged by appropriate conduct on the path of both.

27. **“SENIOR TRIP”** For many years the senior class has taken a trip *after* graduation. Each year there seems to be some confusion about sponsorship of the trip. The following information is provided to help clear up the status of the “Senior Trip”.

Since the seniors have already graduated, the students are not under the authority of the school district, nor are they sponsored by the district when they take their trip. While the seniors have always asked other adults to go on the trip with them, these adults are not really “sponsors”, but are simply private individuals going on a trip with other private individuals. This is true whether these adults are parents, community members or school employees. In fact, the seniors would not have to have other adults go with them if their parents allowed them to take a trip on their own. Regarding school employees, they are not authorized to go on the trip as school employees and no liabilities may be attached to the school district based on a school employee going on the trip. Neither the graduated students nor the accompanying adults are sponsored by the school district.

The bottom line of this is that *every individual going on the trip is on his/her own and is responsible and liable for his/her own actions.* Since it is not a district spon-

## GENERAL INFORMATION

- OFFICE HOURS** – 7:30 AM to 4:00 PM. TELEPHONE 327-4336. FAX 327-4116. We are here to help you in any way we can!! Please feel free to call upon us.
- ARRIVAL AND DISMISSAL TIMES** - Morning Pre-K & K 7:50 to 10:55  
Afternoon Pre-K & K 12:10 to 3:10  
Grades 1 through 5 7:50 to 3:10  
Grades 6 through 12 7:50 to 3:10  
**PLEASE** – No children on campus before 7:30 a.m., unless eating breakfast. Everyone is busy preparing for the school day so there is no playground supervision prior to 7:30 a.m.  
  
All elementary students should line up at the main door. Students should not enter the building until asked by their teacher.  
  
During extremely cold weather, students will be permitted in the building at 7:30 a.m.  
  
All students not involved in a supervised activity will leave the building by 3:20 p.m.
- BELL TIMES** – The first bell rings at 7:45 a.m. A warning bell will ring at 7:48 a.m. and at 7:50 a.m. the students should be in their rooms and seated. The bell schedule for MS and HS are as follows: 1<sup>st</sup> hour – 7:50 to 8:45, 2<sup>nd</sup> hour – 8:49 to 9:44, 3<sup>rd</sup> hour – 9:48 to 10:43, 4<sup>th</sup> hour – 10:47 to 11:42. Lunch 11:42 to 12:17, 5<sup>th</sup> hour – 12:17 to 1:12, 6<sup>th</sup> hour – 1:16 to 2:11 and 7<sup>th</sup> hour – 2:15 to 3:10.  
  
**WEDNESDAY SHORTENED DAY SCHEDULE** – The first bell rings at 7:45 a.m. A warning bell will ring at 7:48 a.m. and at 7:50 a.m. the students should be in their rooms and seated. The bell schedule for MS and HS are as follows: 1<sup>st</sup> hour – 7:50 to 8:40, 2<sup>nd</sup> hour – 8:44 to 9:34, 3<sup>rd</sup> hour – 9:38 to 10:28, 4<sup>th</sup> hour – 10:32 to 11:22, Lunch 11:22 to 11:52, 5<sup>th</sup> hour – 11:52 to 12:42, 6<sup>th</sup> hour – 12:46 to 1:36, 7<sup>th</sup> hour – 1:40 to 2:30.
- LEAVING MESSAGES** – When leaving messages, we hope parents will use discretion in using the school as a “message center”. You may expect courteous response to your requests. School officials do not like to interrupt classes or activities excessively for message delivery.
- USE OF TELEPHONE BY STUDENTS** – A telephone is available in the office. Students may use this phone after they have gotten permission from the office to do so. Phone calls to parents must be kept at a minimum to keep classroom interruptions down and to allow the telephone to be used for official school business. The phone should be used only for emergency reasons such as forgotten or lost lunches or missed buses. The school secretary or the nurse will make calls regarding illness or injuries.
- LOST AND FOUND** – Please label all of your children’s belongings so they

can be easily identified from our “ever growing” Lost and Found. Ask your children to check at the Lost and Found if they have misplaced or lost an item. We will hold items for half of the school year.

7. **NORWOOD SCHOOL DISTRICT HEALTH SERVICES** – The school must have a completed and signed immunization form including months and years of all immunizations received. We must also have a completed emergency card updated yearly. *IT IS CRITICAL TO BE ABLE TO REACH A PARENT IN AN EMERGENCY. PLEASE KEEP THE OFFICE UPDATED ON ANY NEW PHONE NUMBERS AT HOME OR WORK. WE NEED TWO CURRENT EMERGENCY PHONE NUMBERS.* School health services include vision screening and hearing screenings.

8. **MEDICATION POLICY** - Medication may be given legally only by school personnel whom a registered nurse has trained and delegated the task of giving such medication. Only the registered nurse can make the decision to delegate. It cannot be made by a parent, physical, teacher, school administrator, or anyone other than the registered nurse. The decision to delegate cannot be made by a licensed practical nurse. No prescription or nonprescription medication shall be administered at school by the school nurse or other school designee without the following requirements being met:

- A. Medication shall be in the original pharmacy or pharmaceutical company properly-labeled container. If it is a prescription medicine, the student’s name, name of the drug, dosage, time for administering, name of physician and current date shall be printed on the container.
- B. The school shall have received written permission from the doctor or dentist to administer the medication. Form JLCD-E shall be used to secure this permission, if possible.
- C. The school shall have received written permission from the parent-guardian to administer the medication. When such a request is made by a parent/guardian, a full release from the responsibilities pertaining to the administration and consequences of such medication also must be presented. Form JLCD-E shall be used to secure this permission.
- D. Procedures and regulations as outlined in Form JLCD-R shall be followed when administering medicines to students.

The nurse is directed to follow the procedures in the Colorado Nurse Practice Act and the Rules and Regulations Regarding the Delegation of Nursing Function in administering medicines to students. The Competency Guideline for Delegation of Medication shall be filled out as a check list for all students who are to be administered medicine at school.

All medication shall be safeguarded at school to avoid any risk that it may be improperly ingested by anyone. Medication should be kept in a clean, secure, and locked area.

9. **BREAKFAST INFORMATION** – Breakfast is available at school every morning beginning at 7:30 a.m. The cost is \$1.15 for students and \$1.50 for adults. The free and reduced prices also apply for breakfast.

10. **LUNCH INFORMATION** – Our cafeteria will serve lunch from 11:00 a.m. through 12:10 P.M. *WEDNESDAY SHORTENED SCHEDULE:* Lunch will be served from 10:45 to 11:45. - Lunch prices are: Grades Pre-K through 5 - \$1.75, grades 6 through 12 - \$2.25 and adults - \$3.00. Milk may be purchased for .40 cents. No charges are allowed. Students are welcome to bring lunch from home. If you qualify for reduced lunch prices, .40 cents for lunch and breakfast is free for reduced. You may also qualify for free lunches. Please fill out an application. This helps our funding! We are striving to serve healthier meals which include more fresh fruits and vegetables.

School personnel will contact parents regarding disciplinary referrals. A parent conference or contact may be mandatory for some infractions.

23. **DISCIPLINARY REMOVAL FROM CLASSROOM** – It is the policy of the Board to maintain classrooms in which student behavior does not interfere with the ability of the teacher to teach effectively or the ability of other student to participate in classroom learning activities.

Students shall be expected to abide by the code of conduct adopted by the Board and any other appropriate classroom rules of behavior established by the building principal and/or classroom teacher for the purpose of maintaining order and a favorable academic atmosphere. Any student who violates the code of conduct or other classroom rules may be subject to removal from class and/or disciplinary action.

Student removal from class is a serious measure and should not be imposed in an arbitrary, casual or inconsistent manner. Behavioral expectations are always more constructive and more likely to be followed when they are communicated as clearly as possible to students. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every circumstance that would justify removal from class under this policy. Teachers are expected to exercise their best professional judgment in deciding whether it is appropriate to remove a student from class in any particular circumstance. All instances of formal removal from class shall be documented. A teacher is authorized to immediately remove a student from the teacher’s classroom if the student’s behavior:

- A. Violates the code of conduct adopted by the Board;
- B. Is dangerous, unruly, or disruptive;
- C. Seriously interferes with the ability of the teacher to teach the class or other students to learn.

A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.

Removal from class under this policy does not prohibit the district from pursuing or implementing additional disciplinary measure, including but not limited to detentions, suspensions, or expulsions for the conduct or behavior for which the student was removed. The superintendent is directed to establish procedures to implement this policy so that removals from a classroom occur in a consistent manner throughout the district. Parents/guardians shall be notified of the student’s removal from class in accordance with established procedures. Such procedures will be attached to this policy as JKBA-R.

24. **ASSIGNMENT OF NEW STUDENTS TO CLASSES AND GRADE LEVELS** – New students entering Norwood School District R2-JT from public school and private schools accredited by the Colorado Department of Education or proper accrediting agencies from other states shall be placed in grades and classes on the basis of their grade placement/credits in the school from which they are transferring.

The district administration, through academic achievement tests and other evaluation measures as necessary, shall determine the appropriate grade level/credit status of students transferring into the Norwood School District R2-JT from home school or private schools that have not been accredited by the Colorado Department of Education. The administration will then place the student in the proper grade as determined by such testing. Such students must demonstrate proficiency in the district-adopted content

The **Behavior Consequence Matrix** has been developed for students to learn in an atmosphere that is safe, conducive to the learning process, and free from unnecessary disruptions. According to the Norwood School District Code of Conduct, infractions may occur while on a school bus, on school grounds, in vehicle, during a school sponsored activity and in certain cases, off school property. The behavior consequences listed below are grouped according to the seriousness of the infraction. Group 1 includes infractions of a less serious nature, while Group 4 includes the most serious infractions. In all instances, interpretation is left to the individual administrator to determine consequences based upon individual or extenuating circumstances, repetition, or the willful and overt nature of the infraction.

	<b>Infractions</b> -Include but not limited to the following:	<b>First Occurrence</b> -Include but not limited to the following:	<b>Second Occurrence</b> Include but not limited to the following:	<b>Third Occurrence</b> (or more) Include but not limited to the following:
<b>GROUP 1</b> Includes Offenses	<ul style="list-style-type: none"> <li>—Inappropriate electronic devices</li> <li>—Throwing objects</li> <li>—Unsafe play</li> <li>—Dress code</li> <li>—Profanity</li> </ul>	<ul style="list-style-type: none"> <li>—Verbal warning</li> <li>—Time out, loss of free time</li> <li>—Detention</li> <li>—Loss of privilege</li> <li>—Other appropriate consequences</li> </ul>	<ul style="list-style-type: none"> <li>—Additional detention</li> <li>—Thurs/Sat school</li> <li>—In-school suspension 1-2 days</li> <li>—Out of school suspension 1-5 days</li> <li>—Behavior contract</li> <li>Possible referral for expulsion</li> <li>—Other appropriate consequences</li> <li>—Work detail</li> </ul>	<ul style="list-style-type: none"> <li>—Additional detention</li> <li>—Thurs/Sat school</li> <li>—Parent conference</li> <li>—Behavior contact</li> <li>—Additional days of suspension</li> <li>—Possible referral for expulsion.</li> </ul>
<b>GROUP 2</b> Includes Offenses	<ul style="list-style-type: none"> <li>—Staff Disrespect</li> <li>—Distribution of inappropriate material</li> <li>—Truancy</li> <li>—Computer violation</li> <li>—Fighting</li> </ul>	<ul style="list-style-type: none"> <li>—Verbal warning</li> <li>—Loss of privilege</li> <li>—Detention</li> <li>—In-school suspension 1-5 days</li> <li>—Mediation</li> <li>—Behavior contract</li> <li>—Out of school suspension 1-5 days</li> <li>—Other appropriate consequences</li> </ul>	<ul style="list-style-type: none"> <li>—Addition detention</li> <li>—In-school suspension 1-5 days</li> <li>—Mediation</li> <li>—Behavior contract</li> <li>—Out of school suspension 1-5 days</li> <li>—Notification of law enforcement</li> <li>—Possible referral of expulsion</li> <li>—Other appropriate consequences</li> <li>—Work detail</li> </ul>	<ul style="list-style-type: none"> <li>—In-school suspension 1-5 days</li> <li>—Out of school suspension 1-10 days</li> <li>—Parent conference</li> <li>—Behavior contract</li> <li>—Notification of law enforcement</li> <li>—Possible referral for expulsion</li> </ul>
<b>GROUP 3</b> Includes Offenses	<ul style="list-style-type: none"> <li>—Tobacco use and/or possession of</li> <li>—Vandalism</li> <li>—Theft</li> <li>—Defiance of authority</li> <li>—Sexual harassment</li> <li>Racial Discriminatory</li> <li>—Threats of violence</li> <li>—Stalking</li> <li>—Fight/3rd degree assault</li> <li>—Gang activity</li> </ul>	<ul style="list-style-type: none"> <li>—Detention</li> <li>—In-school suspension 1-5 days</li> <li>—Behavior plan</li> <li>—Mediation</li> <li>—Out of school suspension 1-5 days</li> <li>—Notification of law enforcement</li> <li>—Other appropriate consequences</li> </ul>	<ul style="list-style-type: none"> <li>—Out of school suspension 1-10 days</li> <li>—Behavior plan</li> <li>—Parent conference</li> <li>—Notification of law enforcement possible referral for expulsion</li> <li>—Other appropriate consequence</li> <li>—Work detail</li> </ul>	<ul style="list-style-type: none"> <li>—Parent conference</li> <li>—Out of school suspension 1-10 days</li> <li>—Referral for expulsion</li> <li>—Notification of law enforcement</li> </ul>
<b>GROUP 4</b> Includes offenses of the most serious nature, which may require the involvement of law enforcement	<ul style="list-style-type: none"> <li>—Alcohol use/possession</li> <li>—Drug use/possession</li> <li>—Robbery</li> <li>—Assault of staff</li> <li>—Violation of criminal law</li> <li>—Weapon/facsimile</li> <li>—Sale of drugs/substances</li> <li>—Extortion</li> <li>—Hazing</li> <li>—Fight/assault 1st/2nd degree</li> <li>—Arson</li> <li>—Bomb threat</li> </ul>	<ul style="list-style-type: none"> <li>—Parent conference</li> <li>—Out of school suspension 1-10 days</li> <li>—Behavior plan</li> <li>—Possible referral for expulsion</li> <li>—Notification of law enforcement</li> <li>—Other appropriate consequence</li> </ul>	<ul style="list-style-type: none"> <li>—Parent conference</li> <li>—Out of school suspension 1-10 days</li> <li>—Notification of law enforcement</li> <li>—Possible referral for expulsion</li> <li>—Other appropriate consequence</li> </ul>	<ul style="list-style-type: none"> <li>—Out of school suspension 1-10 days</li> <li>—Referral for expulsion</li> <li>—Notification of law enforcement</li> <li>—Parent conference</li> </ul>

Our cooks also prepare rolls made from scratch using whole wheat flour. This year we will follow new nutritional guidelines from the Colorado Department of Education, Nutrition Unit, which will mandate serving only skim and 1% milk. **ELEMENTARY AND MIDDLE SCHOOL WILL HAVE A CLOSED CAMPUS. HIGH SCHOOL STUDENTS ON THE INELIGIBLE LIST WILL LOSE OFF CAMPUS PRIVILEGES.**

11. **CONFERENCES** – We feel that the individual parent-teacher conference regarding your child’s progress in school is meaningful and important. We hope you will avail yourself of the opportunity to attend these conferences with your child’s teacher as frequently as you feel they are profitable. This will help the school to better understand your child and it will help you to understand your child’s progress at school. A formal conference is scheduled at the conclusion of the 1<sup>st</sup> and 3<sup>rd</sup> quarters of the year.

12a. **PLAYGROUND RULES** – Students are to remain inside the playground boundaries. They are to use playground equipment appropriately. They may retrieve playground equipment outside the boundaries only after getting permission from a teacher or supervisor. Any tackling, extreme roughness, fighting, throwing rocks, throwing snowballs, etc. is not permitted.

12b. **PARKING LOT RULES** - Front row will be for staff only. Students will keep their areas clean of trash and debris.

13. **LUNCHROOM RULES -**

- A. Students must enter the lunchroom in an orderly fashion escorted by teachers.
- B. Students are to take their coats and any other items needed for lunch/recess with them to the lunchroom. No students will be allowed back in to the classroom during the lunch hour.
- C. Students are responsible for bringing lunch money if they wish to purchase lunch on a daily basis.
- D. No food or drinks are allowed in the halls.
- E. All students are to clean up their places and put their trash in the appropriate container before leaving the lunchroom.

14. **BUS RULES AND REGULATIONS**

**PREVIOUS TO LOADING AT STOP OR SCHOOL**

- A. Students should be at the designated stop approximately 5 minutes before pick up time.
- B. Stay off the roadway at all times while waiting for the bus.
- C. Wait until the bus comes to a complete stop and the brakes are set before attempting to board.
- D. Wait for driver’s signal before crossing the road if necessary. Cross the road approximately 10 feet in front of the bus so the driver can see you at all times
- E. No pushing, shoving or other behavior that endangers others.
- F. Students shall board and depart from the bus only at their own school or at their designated stop unless written permission from the parent, guardian or school is presented to the driver.

**WHILE ON THE BUS**

- A. The driver is in charge. Students should obey the driver’s instructions promptly and respectfully.

- B. Standing, changing seats or moving about places the student in an unsafe situation and will not be allowed.
- C. Head and arms are to be kept inside the bus. Throwing objects out the windows is dangerous to pedestrians and other vehicles and is not allowed.
- D. Large objects, band instruments or class projects need to be held in the student's lap to prevent problems for the other passengers. If these items are too large to be held you should make other arrangements for transportation.
- E. Glass and heavy metal objects can cause serious injury and should not be brought on the bus. This includes class projects.
- F. Animals, weapons or replicas of weapons are not permitted. Laser pointers are not to be used on the bus as they can cause serious problems to both the driver and students. Any student using a laser pointer while on the bus will be issued a misconduct notice which will be counted as no less than their second notice which will result in a three school day suspension from all bus transportation.
- G. The use of any form of tobacco, alcohol or drugs is not permitted.
- H. Eating or drinking on the bus is not allowed. Choking may occur.
- I. Vandalism to the bus will be repaired and the cost of repairs billed to the parties involved.
- J. Profane language or gestures have no place on a school bus and will not be tolerated.
- K. Yelling or loud talking is very disruptive. Students need to be quiet while the bus is stopped at or crossing railroad tracks.
- L. Students shall sit in their seats facing forward with the aisle and emergency exit kept clear at all times.
- M. The driver may assign any or all students to a designated seat.
- N. Radios, stereos, tape decks and similar devices are not to be played while on the bus.
- O. Any activity or behavior not listed but which endangers the bus or its passengers may result in a misconduct notice or suspension.
- P. Failure by a student to follow these rules may result in the suspension of bus riding privileges.

**AFTER LEAVING THE BUS**

- A. Cross the road (when necessary) at least 10 feet in front of the bus after receiving a signal from the driver that it is safe to proceed.
- B. Be alert for a danger signal from the driver. This signal will be the bus horn honking. If you hear this signal immediately stop and return to the area you left.

- P. Lying or giving false information, either verbally or in writing, to a school employee.
- Q. Scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
- R. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.
- S. Behavior on or off school property which is detrimental to the welfare or safety of other students or school personnel.
- T. Repeated interference with the school's ability to provide educational opportunities to other students.
- U. 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.
- V. Acts which result in declaration as a habitual disruptive student as defined in state law and Board of Education policy. Expulsion of a habitually disruptive student is mandatory, in accordance with state law.
- W. Having been expelled from any school district during the preceding twelve (12) months.
- X. Behavior in another school district during the preceding twelve (12) months that is detrimental to the welfare or safety of other students or school personnel.
- Y. Portable communication devices, such as MP3 players, I-pods, and/or cellular phones are not to be used during school hours.
- Z. Food and drink (soda, juice, or water) consumed in any carpeted areas in the building or in any classroom should not become litter. All students and adults share the responsibility for a clean campus.
- AA. No roller shoes, "heellies", or roller blades will be worn in the building. Skateboards are prohibited in any school building.
- BB. Possessing any photographic image or literary depiction of a vulgar, obscene, profane, lewd or pornographic nature.

Each principal shall post a copy of these rules in a prominent place in each school and shall distribute a copy to each student. Copies also shall be available to any member of the public upon request.

Legal refs: CRS 12-22-303 (7)  
 CRS 18-3-202 et seq. CRS 18-2 301 et seq.  
 CRS 22-32-109 (1) (10) CRS 22-32-110 (2) (3) (4)  
 CRS 22-3106 (1) (a-e)

Exceptions:

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

22. **CODE OF CONDUCT** – The principal may suspend or recommend expulsion of a student who engages in one or more of the following activities while in school buildings, on school grounds, in school vehicles or during a school sponsored activity and in certain cases when the behavior occurs off of school property.

- A. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
- B. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
- C. Causing or attempting to cause physical injury to another person except in self-defense.
- D. Commission of any act which if committed by an adult would be robbery or assault as defined by state law. Expulsion shall be mandatory in accordance with state law except for commission of third degree assault.
- E. Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of students or staff.
- F. Violation of district policy or building regulations.
- G. Violation of the district's policy on dangerous weapons in the schools. Expulsion shall be mandatory for carrying, bringing, using or possessing a dangerous weapon without the authorization of the school or a school district, unless the student has delivered the firearm or weapon to a teacher, administrator, or other authorized person in the district as soon as possible upon discovering it, in accordance with state law. (NSD J-52 [16.0-16.6])
- H. Violation of the district's alcohol use/drug abuse policy. Expulsion shall be mandatory for sale of drugs or controlled substance, in accordance with state law. (NSD J-55-59 [19.0]).
- I. Violation of the district's violent and aggressive behavior policy. (NSD J-18 [12.0] & J 32).
- J. Violation of the district's tobacco-free schools policy. (NSD J-54 [18.0]).
- K. Violation of the district's policy on sexual harassment.
- L. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
- M. Directly profanity, vulgar language, or obscene gestures toward other students, school personnel, or visitors to the school.
- N. 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.
- O. 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.

## 19. STUDENT ATTENDANCE

*Attendance is kept by semester.*

Students are expected to attend all of their classes daily. Regular daily attendance in class is of prime importance in the educational process. All students are expected to attend school all days of the established school calendar as approved annually by the Norwood School District Board of Education and in compliance with the Colorado School Attendance Law. Attendance is the responsibility of the students, the parents, and the school. The importance of regular daily attendance as a basis for academic achievement cannot be over-emphasized. Absences have a negative effect upon instruction continuity, regardless of the attempts to make up work. Students may also miss credit points given by teachers for daily participation.

### ATTENDANCE INFORMATION

1. Students will have the right to make up work when absences are excused. When unexcused there will be no credit given. *All absences for school-sponsored activities are absences that DO NOT count toward that attendance policy limit.*
2. Absences resulting from suspensions are not considered unexcused; all make up work will count for a maximum 70% credit.
3. A student who knows in advance that he/she will be absent from any class should obtain a Pre-Arranged Absence form from the office.
4. Requests for homework assignments for a student whose absence results from illness should be addressed to the Guidance Office through email or phone. Contacting the teacher upon student's return can make up most short-term absences.
5. Students cannot miss more than 10 minutes of a class to be counted present for that period.
6. If a student misses 10 or more days of school within a semester unexcused or excused (excluding school activities or suspensions), the student may lose credit for the classes they are enrolled in that semester.

### PROCEDURE

*This procedure applies to absences per semester.*

**7 total absences, excused or unexcused, in any class per semester.**

Guardian/Parent will receive written notification through the mail stating the attendance concern.

**10 total absences.** A certified letter will be sent to the parent/guardian indicating that the student will lose credit for the class/classes, according to Colorado State Law Statute (22-33-104, 4a). The parent/guardian will need to meet with school administration to develop an attendance plan for the student.

Parents can appeal any withdrawal of credit and should make their appeal, in writing, to Norwood Schools Administration. At the attendance meeting the administration can listen to the appeal and a decision will be forthcoming as to whether the withdrawal decision will stand. If credit is not withdrawn, a contract will be drawn up between parents, student and administration stating future attendance conditions. If credit is withdrawn the student will be placed on an attendance plan where if successfully completed the student may retain credit at the end of the semester for their course if they earned it. An attendance review committee made up of administration and teachers will determine credit.

### TARDIES

Any student who is less than 10 minutes late for a class will be considered tardy. All tardies are considered unexcused with the exception of a tardy resulting from a medical or legal appointment, or a school authorized pass. Students will be required to do a 30 minute detention after 3 unexcused tardies in a class. *TARDY DETENTIONS MUST BE MADE UP BEFORE STUDENTS CAN PARTICIPATE IN ANY ACTIVITIES.* If a student misses his/her first assigned detention without a valid excuse the detention will be doubled. After second detention is missed the student's action will be placed in Group 2 – 1st offense of the Behavior Consequence Matrix. Unexcused tardies will result in a minimum passing grade for any make up work done for time missed.

### LATE TARDY

When a student comes to class 10 or more minutes after the bell, it is considered a late tardy. Late tardies are counted as an absence. This absence is included in the total absences.

20. **STUDENT CONDUCT** – It is the intention of the Board of Education that the district's schools help students achieve maximum development of individual knowledge, skills and competence, and that they learn behavior patterns which will enable them to be responsible, contributing members of society.

The Board, in accordance with state law, shall adopt 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 shall emphasize that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action. (NSD Policies J-15 {10.0-19.0})

All Board-adopted policies and Board-approved regulations containing the letters "JIC" in the file name shall be considered as constituting the conduct section of the legally-required code.

The Board shall consult with parents/guardians, students, teachers, administrators and other community members in the development of the conduct and discipline code.

The rules shall not infringe upon constitutionally protected rights, shall be clearly and specifically described, shall be printed in a handbook or some other publication made available to students and parents/guardians, and shall have an effective date subsequent to the dissemination of the published handbook. (NSD Policies [J-15]). Adopted 11-21-97)

The superintendent shall arrange to have the conduct and discipline code distributed once to each student in elementary, middle, and high school and once to each new student in the district. (see page 8). 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.

In all instances, students shall be expected to conduct themselves in keeping with their level of maturity, acting with 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, and the rights and welfare of other students. All employees of the district shall be expected to share the responsibility for supervising the behavior of students and for seeing that they abide by the established rules of conduct.

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

Any student deemed in violation of the dress code shall be required to change into clothing provided by the school district. Clothing provided by the district will have the words "dress code" stenciled on it. For the first offense, there shall be no further penalty but, an administrator shall notify the student's parents/guardians. On the second offense, the student shall change into "dress code" clothing provided by the district and a conference with parents/guardians shall be held. On the third offense, the student may be subject to suspension or other disciplinary action as outlined in the school discipline code.

### Unacceptable Items:

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

- A. Shorts, dresses, skirts or other similar clothing shorter than extended arm and fingertip length.
- B. Sunglasses or hats worn inside the building.
- C. Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fish net, 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.
- D. Tank tops or other similar clothing with straps narrower than 1.5 inches in width.
- E. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches or pictures that:
  1. Refer to drugs, tobacco, alcohol, or weapons.
  2. Are of a sexual nature.
  3. By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior.
  4. Are obscene, profane, vulgar, lewd or legally libelous.
  5. Threaten the safety or welfare of any person.
  6. Promote any activity prohibited by the student code of conduct.
  7. Otherwise disrupt the teaching-learning process.
  8. Could be used to threaten or harm any other individual.