

Mead High School

A World-Class School Educating Tomorrow's Leaders



Home of the Mavericks

STUDENT/ PARENT HANDBOOK 2016-2017

Mead High School Mission Statement

We, a community of students, parents and educators, in order to develop productive leaders for the ever-changing 21st century world:

Ignite a passion for the achievement of excellence;

Inspire enthusiasm for lifelong learning through diverse opportunities; and,

Challenge each student's individual abilities and interests.

Administrative and Counseling Staff

Rachael Ayers, Principal

Alain Valette, Dean of Students A-G
Lisa Schwartz, Assistant Principal H-Pe
Chad Eisentarger, Assistant Principal/Athletic Director Pf-Z

Anthony Elliott, Counselor A-G
Calan Gibney, Counselor H-Pe
Maura McMullen, Counselor Pf-Z

Pedro Linsenmeyer, Mental Health School Counselor

Contact Information

Main Phone Line...720-494-3940
Fax...720-494-3959

<http://mhs.stvrain.k12.co.us/>

Office Hours...6:45AM- 3:00PM

Crimestoppers and Safe2Tell

Northern Colorado Crimestoppers
1-800-222-TIPS (8477)

Text Messaging- Text "TIP361" plus your message to CRIMES (274637)

Safe2Tell....1-877-542-SAFE (7233) www.safe2tell.org

Bell Schedules

Daily Bell Schedule

Block 1/5	7:15am – 8:40am
Passing	8:40am – 8:55am
Block 2/6	8:55am – 10:20am
SSR	10:20am-10:40am
Passing	10:40am-10:45am
Block 3/7	10:45am-12:10pm
Lunch	12:10pm-12:50pm
Block 4/8	12:50pm- 2:15 pm

*PLC Bell Schedule (Late Start Day)

Block 1/5	9:45am-10:40am
Passing	10:40am-10:45am
Block 2/6	10:45am-11:40am
Passing	11:40am-11:45am
Block 3/7	11:45am-12:44pm
Lunch	12:40pm-1:20pm
Block 4/8	1:20pm- 2:15 pm

**Professional Learning Community*

(Bell Schedule Subject to Change)

School Closings

If Mead High School is to be closed on a regularly scheduled day, students will be notified via radio and television. The local stations will broadcast this information. This decision is made at the discretion of the Superintendent of Schools.

The following stations broadcast emergency school closings:

<u>AM</u>	<u>FM</u>	<u>TV</u>
KYGO 950	KOA 85.0	KUSA Ch. 9
KHOW 630	KUNC 91.5	KWGN Ch. 2
KLMO 1060	KYGO 98.5	LCT Ch. 3
	KOSI 101.1	KCNC Ch. 4
	KBPI 103.5	KMGH Ch. 7
		Comcast Ch.

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Mead High School Graduation Requirements

Class of 2015 and beyond

Total Credits-24.5

English-4 Credits

Math-3 Credits

Social Studies-3 Credits

Science-3 Credits

PE-2 Credits

Health-0.5 Credits

Fine Arts-0.5 Credits

Practical Arts-0.5 Credits

Electives-8 Credits

Curriculum

The Mead High School curriculum is outlined in the 2015-2016 Course Description Book. Students planned and developed their programs of study for the 2015-2016 school year in the spring of 2015. A four-year plan is recommended for all students, and should be updated yearly with input from students, parents, teachers, and counselors.

Course Load

All students will be expected to maintain a full load of scheduled class periods per day. Exceptions are occasionally made for seniors; however, even seniors are required to be full time students, meaning they are enrolled in six blocks during any one grading period.

Scheduling Expectations

The staff and administration at MHS believe that the most effective schedule for a student addresses the student's needs while preparing them for success in post-secondary educational options. For this reason, we feel that a student's schedule should maximize the educational opportunity afforded. Students are encouraged to plan ahead for their academic needs and work with the school counselor and administration for schedule guidance. In an effort to help students fulfill graduation requirements and expand their opportunities, the following are scheduling expectations by grade level:

- Freshmen and sophomores are expected to maintain full-time status with a full schedule of eight classes each semester.
- Juniors are expected to maintain full-time status with a minimum of seven classes each semester.
- Seniors are expected to maintain full-time status with a minimum of six classes each semester.

Schedule Changes

Students are not allowed to change their schedules. Exceptions will be made for the following reasons:

1. Schedule is missing a required class.
2. Student schedule shows an empty block.
3. Schedule reflects a duplicate class.
4. Student is enrolled in a course already taken and passed.
5. Student wishes to add teacher's aide, Time Release and/or Work Study. All permission form submissions, timelines and guidelines must be adhered to.
6. A student wishes to switch to an Honors or AP Class.

Once a class begins, students have four weeks to drop a class without penalty. Students who drop a class after four weeks from its beginning will receive an F on their transcript. Students who wish to

drop a class must have submitted a formal request and complete a form with both student and parent signature.

Incompletes

An incomplete grade will automatically become an "F" if it is not made up ten (10) days after the beginning of the following semester. Students should check with their teacher or counselor to make sure incompletes have been changed when work has been completed. Incomplete grades are given only when serious circumstances such as illness have prevented a student from completing the assigned work. Teachers have been asked not to give incomplete grades unless the situation is an emergency.

ATTENDANCE

An **absence** is defined as a student missing a class and therefore missing the opportunity to learn what is being taught during that time and the opportunity to interact with the teacher and other students.

Philosophy

It is the staff's responsibility to consistently provide students with opportunities to learn. It is the student's responsibility to attend class and to be on time to class unless he/she is ill or has an emergency. **Ultimately, however, the responsibility to ensure that the student has good attendance rests with the parent. According to state law, it is the obligation of every parent to ensure that every child under his/her care and supervision receives adequate education and training and, if of compulsory age, attends school.** Students are expected to enroll at the beginning of the school year, to attend regularly, and to be prompt in arriving at school and at each class during the day. Because of the importance of attendance, the MHS staff strongly urges parents to avoid school term vacations, which will cause the student to miss class. It is also important that appointments with doctors, dentists, etc., be scheduled outside of school time when possible. We at the school are committed to facilitating an effective partnership with parents to ensure regular student attendance; specific policies and procedures are outlined below:

COLORADO STATE LAW – COMPULSORY SCHOOL ATTENDANCE

According to Colorado state law, "every child who has attained the age of seven years and is under the age of seventeen, except as provided in this section, shall attend public school for at least one-hundred seventy-three days during the school year, or for the specified number of days in a pilot program which has been approved by the state board" (Sec. 22-33-104(1)). ***Additionally, Colorado state law mandates that the ultimate responsibility for student attendance rests with the parent: "every parent of a child who has attained the age of seven years and is under the age of seventeen years shall ensure that such child attends the public school in which such child is enrolled in compliance with this section" (Sec. 22-33-104(5)).***

Student Absences and Excuses: St. Vrain Valley School Board Policy JH Philosophy

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement, **particularly for closing the achievement gap.** Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more and are more employable after leaving school. For at least these reasons, the Board believes that a student must satisfy two basic requirements in order to earn full class credit: (1) satisfy

all academic requirements, and (2) exhibit good attendance habits as stated in this policy. When developmentally appropriate it is the responsibility of the student to attend school. Ultimately, however, the responsibility to ensure that the student has good attendance rests with the parent/guardian. According to state law, it is the obligation of every parent/guardian to ensure that every child under their care and supervision receives adequate education and training and, if of compulsory attendance age, attends school. Schools will inform the parents/guardians if a student's education is being jeopardized by poor attendance.

Each year the Board establishes the school attendance policy by adopting a school calendar. Secondary students are required to have actual teacher-pupil instruction and contact time of 1,056 hours for secondary students and 968 hours for elementary students during each school year.

Attendance

Students are expected to enroll at the beginning of the school year, to attend regularly and to be prompt in arriving at school and at each class during the day.

Excused Absences

1. A student who is temporarily ill or injured or whose absence is approved by an administrator on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of serious nature only which cannot be taken care of outside of school hours.
2. A student who is absent for a prearranged extended period due to physical, mental or emotional disability.
3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.

The following may be considered excused absences at the discretion of the principal or designee:

1. Serious illness or death in the family.
2. Family emergencies or hardship.
3. Family vacations (while discouraged, such excuses should be prearranged with the school administration. If a student has poor attendance or poor academic performance, a principal may deny an excused absence for vacation purposes.)
4. Religious observances when requested by a parent or guardian.
5. Absence required by a legal body or social agency (court, juvenile authorities, public health department or police).

The District may require suitable proof regarding the above exceptions, including written statements from a health care provider.

Illness

In general, students who have influenza like symptoms such as fever over 100°F; cough, sore throat, runny nose, headache, body aches, and fatigue are encouraged to stay home while they are sick. In order to keep everyone healthy, we ask that you observe the following guidelines and keep your student home if he/she exhibits any of the following:

- **Fever, vomiting, or diarrhea:** Your student should remain home for 24 hours after the symptoms end.

- **Colds/Respiratory viruses:** Keep students home at the beginning of a cold as this is when they are most infectious and probably not feeling able to participate in class.
- **Strep Throat:** Your student may return to school after taking antibiotics for 24 hours and is feeling better.
- **Pink Eye:** Any eye infection must be treated by a physician and student should wait 24 hours after the start of antibiotics to return to school.
- **Open sores or skin rashes:** Skin lesions must be covered by a bandage or clothing. This includes impetigo, ring worm, scabies, and other fungal, bacterial, or viral skin infections. Students with an undiagnosed skin rash should be diagnosed by a physician and may return to school with a note from the health care provider.
- **Head Lice:** Student may return to school only after treatment with lice shampoo.

A student will be sent home from school if she/he has any of the above conditions and/or has a temperature of 100.1°F or above.

- **Vaccine Preventable Diseases:** Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough), Chicken Pox. Student must remain at home until a physician has determined that they are no longer infectious.

Unexcused Absences

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Students who are suspended or expelled shall be considered unexcused. Each unexcused absence shall be entered on the student's record. The parents or guardians of the student receiving unexcused absences shall be notified orally or in writing by the District, District designee, or building staff. Parents/guardians shall be required to furnish an explanation for student absenteeism either in writing or orally. Absences not explained within two (2) days after returning to school shall be recorded as unexcused absences unless unusual or extenuating circumstances exist as determined by the building administrator.

In accordance with law, the District may impose academic penalties which relate directly to classes missed while unexcused. High School students shall receive 50% credit for work completed due to an unexcused absence. Students and parent/guardians may appeal to the Assistant Superintendent or designee for exceptions to this policy or the accompanying regulations provided that no exception shall be sustained if the student fails to abide by all requirements imposed as conditions for granting any such exception. The minimum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is four (4) days in one (1) month or ten (10) days during any school year.

Tardiness

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, penalties shall be imposed for excessive tardiness. Students **who accumulate three (3) unexcused tardies shall be issued one-half day unexcused absence.** Parents/guardians shall be notified of all penalties regarding tardiness.

Teachers shall be responsible for addressing tardiness as a classroom management issue. Excessive tardiness may be referred to the administration for consideration as an attendance problem.

In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter their next class. Teachers shall honor passes presented in accordance with this policy.

This attendance policy is designed to provide guidance and procedure for managing and improving student attendance. In addition, it is recognized that other important factors which impact school attendance include the positive relationships that exist between teachers and their students, and the ongoing timely involvement of parents. It is the district's intention to encourage all students to have good attendance and to participate in school; however, it may become necessary as a last resort to administer intervention which may include taking legal action when a student's level of absence becomes chronic. The following regulations will apply:

Interventions at High School

Make-up work shall be provided for any class in which a student has an absence or is suspended unless otherwise determined by the building administrator. Credit may be withheld for unexcused absences. Students who are unexcused may make up missed work for 50% credit in accordance with law and **this regulation**. Students who are suspended may make up missed work for reduced credit in accordance with law, **this regulation**, and Board Regulation JKD/JKE-R, A,9, as determined by the building administrator.

Mead High School Procedures

Pre-Arranged Absences

When a student is aware that he/she will be missing school for more than two (2) consecutive days a pre-arranged absence form must be filled out one (1) week prior to the absence. (Extenuating circumstances will be taken into consideration). The student must obtain the form from the attendance clerk and then; first have each teacher fill it out and sign; second, take this form home and have the parent read and sign. The student then turns the completed form into the appropriate administrator for approval. If the student is failing classes, a parent contact will be made prior to the student pre-arranged form being accepted.

School Related Pre-Arranged Absence

If it is a school-related absence, the above procedure must still be followed and the final signature must be made by the appropriate sponsor and the sponsor turns in these forms one (1) week prior to the absence. If the student is failing classes, a parent contact will be made prior to the student pre-arranged form being accepted.

Administrative Restriction

Administrative restriction is given to students who have excessive tardies during the school year and have failed to comply with the tardy policy. Administrative restriction removes the basic privilege of leaving the classroom during class period. Students assigned this restriction will not be allowed to leave the classroom unless escorted by an administrator or campus supervisor.

Homework Requests

Homework requests can be made by contacting the individual teacher via e-mail. Students may access individual teachers e-mail through the school's web page at <http://mhs.stvrain.k12.co.us/> and clicking on staff, or through the teachers Schoology page. When emailing a teacher, please put the student name in the subject box.

Make-Up Work at High Schools

Make-up work shall be provided for any class in which a student has an absence, but it is the student's responsibility to ask for make-up work. Credit for make-up work for unexcused absences may be reduced.

Suspensions/Grades

When a student has been suspended, the teacher should provide make-up work upon request; students will receive 50% credit for make-up work, which is completed satisfactorily. The total time missed for each suspension will be counted as one unexcused absence for the purpose of enforcing attendance consequences.

Attendance Officer

The Board shall appoint an attendance officer to enforce this policy in identifying reasons for and causes of nonattendance and excessive absences. The provisions of this policy shall be applicable to all students in the district, including those above and below the age for compulsory attendance as required by law. *When unexcused absences become excessive, court proceedings may be initiated, requiring students and parents to appear in county court for violation of truancy law.*

Students Leaving Campus During the School Day

Students who are required to leave prior to the end of the school day because of illness, appointment, etc., must have parental or guardian permission via telephone call, written notice or by picking up the student in the main office. Students must sign out in the office and will then be allowed to leave. Sign out must follow school and/or parental approval. Absences for students who fail to check out in the office prior to leaving school will automatically be **unexcused**.

Campus Restrictions

No student should be at school before 6:45 a.m. unless requested by a teacher, his/her bus arrives early, or he/she has been issued an early pass at the request of his/her parents.

After arriving on the school grounds, students are not to leave unless permission is granted from the office.

No student should be in the building or on campus after 3:00 p.m. unless requested by a teacher or participating in a supervised activity.

Groups using the building in the evening must use only the section of the building reserved for them and leave all rooms and equipment in proper condition to resume school the next day.

SCHOOL RULES

Failure to follow these rules can result in suspension from school for up to ten (10) days and/or expulsion from school for a calendar year.

1. Pupils are not permitted to leave the grounds while school is in session. If an exception must be made, permission must be granted in the office.
2. No students may use alcoholic beverages or drugs in the building, on the grounds, or private property surrounding the grounds. Students may not carry alcohol or drugs of any type, nor may their lockers or cars contain such items. Frequent locker checks may be expected. Possession of drug paraphernalia is also prohibited.
3. Do not congregate on or near private property near the school.

4. Bicycles must be locked and placed in the bike racks or parking areas. Students may not ride bikes around the school grounds.
5. Do not throw rocks and/or snowballs on the grounds. Serious injury can result.
6. Public displays of affection by students are ill-mannered and cannot be allowed. HANDS OFF is the general rule.
7. Harassing, bullying, intimidating other students verbally or physically is not tolerated.
8. Fighting on the Mead High School campus will not be tolerated.
9. If a student has permission to leave school grounds while school is in session; he/she must sign out in the main office.
10. Disruptive behavior in a classroom setting could result in suspension from school.
11. Knives of any length, chains, metal spikes, and other dangerous weapons are not permitted.
12. False alarms, tampering with fire extinguishers or A.E.D's, and setting fires is a criminal offense. Any offenders will be referred to local law officials
13. Students are not to take anything that does not belong to them.
14. Taking or attempting to take anything that does not belong to you by any kind of threat or intimidation is a criminal offense and is punished by law.
15. Students are to be respectful of the rights of others. Disrespect toward any staff member will not be tolerated.
16. Students shall not engage in any form of gambling.
17. Students shall not engage in any form of gang activity. Local law officials will be contacted and appropriate action taken.
18. Students must park their vehicles in designated areas.
19. All student drivers must register for and display a valid parking permit.
20. Student vehicles must be registered with the school and the appropriate parking permit must be prominently displayed.
21. **Student use of any electronic equipment not directly related to curriculum in a classroom setting is not allowed.** The teacher may refer any student using such items to an administrator, who may confiscate the device and treat the situation as a discipline issue. **Mead High School is not responsible for any electronic equipment (i.e. cell phones, PDA's, iPads, tablets, or mp3 players, etc.) stolen while at school.**
22. Playing with matches or lighters or setting fire to anything on school grounds is not allowed.
23. Smoking or use of tobacco by students is not allowed (This includes hookah, e-cigarettes and similar devices).

Guidelines for Physical Education Locker Room Supervision and Privacy

The St. Vrain Valley Superintendent of Schools has authorized the following methods of supervising physical education locker rooms:

1. Teachers passing periodically through the locker rooms as the students are dressing and undressing. This can be used in conjunction with visual access to the locker room from the teacher's office.
2. Teachers may be in their office with the door to the locker room open so they can hear if there is trouble. The teacher also needs to have visual access to the locker rooms through their office windows.
3. Teachers may stand at their office door so some visual contact can be made so students would have easy access to them if necessary. Walking into the locker room while students are dressing

is not necessary. In most case, teachers need to be in the 'general area' in case they are needed.

Locker Security

Do not assume student and/or P.E. lockers provide security for valuables. **The school is not responsible for thefts from lockers. Students must be accountable for their own personal property (cell phones, iPods, etc.) Do not leave your personal items unattended at any time.** Your locker number and combination will be given to you at registration. In the case of shared P.E. lockers, please respect the rights of your locker partners and do not give out your combination to others. If your student locker does not work properly, report it to the counseling secretary and it will be checked. Your lockers are for your personal use; however, the lockers are to be considered school property at all times and can be searched at any time.

Permitted Areas During Lunch

Eating will only be allowed in the food court area, the commons, or outside during lunch. Students will not be allowed to eat in any of the academic hallways, stairwells, library, or gym areas during lunchtime unless they are seeing a teacher for tutoring.

Visitors

Parents are always welcome; however, the school district prohibits "shadowing", or students having student visitors at school. If a student is interested in attending MHS, they must be accompanied by a parent/guardian and escorted throughout the school site by a staff member. If a friend or relative is visiting from another district or state it is not allowed to have them 'attend school' with a student.

Students are not to bring younger brothers or sisters to the school to baby sit them while at school. Babysitting arrangements must be made for smaller children by the children's parents outside of the school building and campus.

All visitors to the school must present a form of photo identification and sign in with the front office. All visitors must have a visitor's badge visible while at the school and must sign out.

Hall Passes

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member.

Field trips and Excursions

Written permission for field trips must be given by the parent or guardian of the student before he/she will be permitted to take the trip. Information will be provided to parents as much in advance as possible, and the necessary forms for permission will be obtained.

One-to-One iPad Policy

1. Text messaging and cell phone use are not allowed.
2. The iPad is a learning device and should be used for appropriate, legitimate, and responsible communications only.
3. Attempting to modify the operating system on the iPad will result in administrative consequences.
4. Students understand that...
 - they are responsible for their device, and will keep it in a secure place.

- they will not remove stickers or modify identification labels that have been placed on their iPad.
 - they will honor their family's values when using their iPad.
 - they will have their iPad charged every day for school use.
 - they will report any damage immediately to Mrs. York or Mrs. Stewart in the library. This includes, but is not limited to: screen issues, WiFi connectivity issues, power, volume, or home button issues.
 - they will care for their iPad daily to ensure that it does not get lost, stolen, or damaged.
 - they will not use their iPad as a distraction in class.
 - their iPad will be password protected, and they will not share that password.
 - they are expected to return their iPad if they transfer schools or at the end of each academic year with the case, charger, and iPad in good working order.
 - the iPad is the property of the St. Vrain Valley School District and there is no expectation of privacy while using the school's information resources and property.
5. Teachers are expected to hold students accountable to proper use during each class period.
 6. When iPads are not in use during class, they are expected to be turned upside down on each students' desk/table, or put away in a backpack.
 7. Teachers will follow a 3 offense warning system when dealing with inappropriate use of an iPad:
 - 1st offense: teacher warning
 - 2nd offense: teacher will confiscate the iPad until the end of the academic period
 - 3rd offense: student will lose the iPad for the day and be sent to the office to meet with an administrator

Improper use includes, but is not limited to:

- Using apps during class that are not relevant to what is being studied.
- Accessing unapproved or inappropriate apps.
- Using social media during the class period.
- Using an iPad to interfere with another student's work.
- Using the iPad to interfere with student or teacher presentations.
- Using the iPad in a way that will damage its screen/parts, or another student's screen/parts.
- Using the iPad to do other class work without the teacher's authorization.
- Playing games during the class period.

The following actions will result in an automatic administrative referral:

- Accessing graphic, dangerous, or controversial content on school grounds.
 - Attempting to modify the operating system on the iPad.
 - Use of the iPad to hurt, bully, slander, or put down another student.
 - Use of the iPad to elicit, display, or transfer any sexual or exposing pictures of a student or person.
8. In order to care for the iPad properly, students should, at minimum:
 - Clean up and back up files on the iPad regularly.
 - Minimize the number of photos or movies.
 - Never put liquids or food on the iPad.
 - Never put heavy objects on the iPad.
 - Avoid extreme hot or cold temperature and direct sunlight for extended periods of time. Let the iPad return to room temperature before using it.
 - Do not leave the iPad in a vehicle unattended.

- Take care when inserting and removing the charging cord to avoid damage to the charging port and cable.
- Do not use liquid or water to clean the screen. Use a soft, dry microfiber cloth.
- Students are responsible for their knowing where their iPads are at all times. Unsupervised iPads will be confiscated and turned into the office.

CLASSROOM EXPECTATIONS

Classroom Conduct

Students are to abide by all rules of conduct required by teachers. The following sequence is prescribed when problems arise:

1. Teachers will deal directly with the student and make appropriate interventions.
2. Teachers will contact parents if the problem persists.
3. Referral to a principal or counselor.
4. Possible suspension or other disciplinary action.

Bullying / pupil harassment

All students have the right to attend a school in which a safe, secure and peaceful environment is in evidence. Bullying, and /or cyberbullying of students is unacceptable in the St. Vrain Valley Schools and is prohibited. Acts of bullying will result in strong intervention from school personnel and disciplinary action when appropriate.

Bullying is defined as a single significant incident or a pattern of incidents involving written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another student, which:

1. physically harms a student or damages a student's property;
2. causes emotional distress to a student;
3. interferes with a student's education opportunities;
4. creates a hostile educational environment; or
5. substantially disrupts the orderly operation of the school.

Bullying shall include actions motivated by an imbalance of power based on a student's actual or perceived personal characteristics, behaviors, beliefs or motivated by the student's association with another person and based on the other person's characteristics, behaviors or beliefs.

Cyberbullying

Neither the school's network nor the broader internet (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment. All forms of harassment in cyberspace, often called cyberbullying are unacceptable.

Cyberbullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images or Web site postings (including blogs).

Academic Dishonesty

Plagiarism and/or cheating are serious offenses and will not be tolerated at Mead High School. Ignorance of the academic dishonesty policy does not excuse the violation of this policy. Violations of MHS policy include:

1. Giving another student completed assignments to copy and submit as their original.
2. Copying another student's work or paraphrasing another's words or ideas and submitting them as original work.

3. Submitting another individual's work as your own.
4. Copying portions or pages from books or electronic references or sources without proper citation.
5. Taking or copying answers from another student during a test situation.
6. Doing another student's assignment, in whole or in part, to submit as their original.
7. Using an electronic device to look up answers or to communicate parts of a test to other students.

The following consequences will be applied for incidents of dishonesty:

1. First offense – The student(s) involved in the offense will receive a zero (0) for the work or exam assigned. Parents or guardians will be notified, as well as administration for possible additional school consequences.
2. Second offense - The student(s) involved will receive a three (3) day suspension from school.
3. Third offense – The student(s) involved will be dropped from the course with an "F". Parents will be notified of additional school consequences.
4. Repeated offenses – May result in administrative recommendation for expulsion.

SCHOOL SERVICES OFFERED TO STUDENTS

Military Access to Student Information

State law requires that the St. Vrain Valley School District release student directory information for 11th and 12th grade students to military recruiters unless a student indicates his/her preference that such information not be released. There is a place on the registration form for the student to indicate his/her preference.

Health Services

Students must have proof of all the needed immunization shots on record in the main office before they will be allowed to attend classes. Check with the school or your physician if you have any questions as to state required immunizations.

It is the parents' responsibility to notify the school with significant health issues involving their student. The school should be provided with a written statement from a doctor describing the disability and any limiting or restricting effect it may have on the student's participation in regular school activities.

If a student becomes ill or injured during the day, he/she should report to the main office. Limited general first aid and first aid emergency treatment services will be available to students. All accidents and injuries are to be reported to the health clerk. If a student is too ill to continue class work, the office will contact the parent or guardian of the student before he/she is released to go home. **Students leaving the building before checking out with the attendance office will be counted unexcused.**

Dispensing of Medication

No medication will be dispensed without written direction from a physician and signed authorization by a parent or guardian. If under exceptional circumstances a student is required to take oral medication during school hours and the parent cannot be at school to administer medication, only the health clerk or the principal's designee will administer the medication. Permission forms for medication dispensing are available at the school health office for this purpose. Students are not permitted to bring any medications to school without written authorization. Aspirin and other "over the counter" medications are not available at the school. The medications stay in the health office and are given to the student as needed. **Prescription medication and "over the counter" medications shall have written orders from the student's physician and these shall be on file in the school**

stating: *child's name; signature of parent; name of drug; signature of physician; purpose of medication; possible side effects. (JLCD-R)*

Free & Reduced Lunch Services

Applications will be available in the school office by mid-August. After the application is turned into Food Services the district will notify the parents if they qualify for this program. This notice will be mailed to the student's home by the district office. Families who qualify for free and reduced services will receive class fee waivers and free or reduced lunches. Students qualifying for a fee waiver will receive it without unnecessary embarrassment or public exposure of their need.

Student Fees, Fines, Charges, and Waivers

All student fees and charges shall be adopted by the Board of Education. The fees shall remain in place until modified or removed by Board resolution. A complete list of student fees and their purposes are available in the current course description booklet as well as in individual teacher's course syllabi. Report cards and a graduating seniors diploma will be held until all student fees are paid. Check with the school registrar for log on information to access your student's account. You may then check Infinite Campus for fees due.

Locker Assignments

Students will be issued lockers at the beginning of the school year. Your locker number and combination will be given to you at registration. Do not give out your combination to others. It is prohibited for more than one student to use the same locker. It is prohibited for students to switch lockers without consent from the principal.

Do not assume student and/or P.E. lockers provide security for valuables. **The school is not responsible for thefts from lockers. Students must be accountable for their own personal property (cell phones, iPods, etc.). Do not leave your personal items unattended at any time.** To report a student locker that is not working, tell the counseling secretary and it will be checked. Student lockers are for personal use, however, the lockers are considered school property and can be searched at any time.

Lost and Found

There is a lost and found located in the Main Office.

Americans With Disabilities Act - Section 504

Accessibility to Building and Programs

Any student, staff, parent, or member of the general public who needs assistance in accessing our building for an event or our program due to a disability, should notify the building principal within five (5) working days of the date of that event.

COMMUNICATION, SAFETY AND CLOSED CAMPUS

Announcements

Announcements are made daily. Students wishing to have announcements made must get approval from a faculty advisor and an administrator.

Safety and Fire Drills

Safety and fire drills are scheduled regularly and should be taken seriously. Students are to follow directions of their classroom teachers during these drills. If a student is in the building, but not scheduled for a specific class, he/she must exit the building immediately upon hearing the emergency fire alarm. It is important to exit the building in an orderly and rapid manner and to remain clear of the building once outside.

Mead High School Is Designated As a Closed Campus

Mead High School is a closed campus. We discourage students from leaving campus at lunchtime, but we do allow juniors and seniors only (with parental permission) to leave campus during the lunch hour. This is a **privilege** and may be revoked at anytime due to tardiness to class or failure to follow school policies. Administrators may revoke this privilege for students with persistent behavior problems.

Students who leave campus during lunch or other times and who do NOT have a signed permission form on file will be in violation of school rules and subject to disciplinary action. Students must present their student ID in order to prove parental permission before leaving for lunch.

Student Messages

Classes will not be interrupted to distribute messages to students except in emergency situations. Telephone messages are discouraged and should only be used in family emergency situations. **Students should not be phoned or texted on their personal cell phones during class time as this can cause a disruption in learning. Please be considerate and contact your student for emergencies only through the Main Office (720-494-3940).**

EXTRACURRICULAR ACTIVITIES

Athletic Eligibility

A student's eligibility is based both on his/her current and previous 18-week term of enrollment. To maintain eligibility, a student must be enrolled in a minimum of 2.5 credits each semester. In addition, a student must have passed a minimum of 2.5 credits within the prior 18-week semester and must be passing a minimum of 2.5 credits currently. Summer school or its equivalent may be used to regain eligibility in athletics, cheerleading, or forensics due to failed classes during the school year. A student athlete should attend summer school if he/she did not pass 2.5 credits within the semester. The classes to qualify taken in summer school must have been previously failed and the course credits must apply towards graduation.

Students are able to earn high school and/or college credit through concurrent enrollment. The courses taken in this manner may count toward eligibility; however, a student wishing to use such credit for eligibility is required to verify his/her credit with the Athletic Director.

Athletic Participation Code

All participating athletes and parent/guardian are required to sign and adhere to the "athletic participation code". Parent/athlete meetings are scheduled throughout the school year.

Fees

Fees will be charged for students who participate in athletics, cheerleading, intramurals, and forensics. Check with the athletic secretary for current costs.

Insurance

Any student participating in interscholastic activity must be covered by a health insurance policy. If a student is covered by a family plan, a form must be signed by the parent and placed on file in the principal's office.

Behavior at School Activities

We encourage all students to participate in activities either as a participant or as a supporter. When at an athletic or extra-curricular activity, remember that you are expected to show Maverick pride and Maverick spirit; support our team or group in a positive manner. The focus of spectators should be on the participants or athletes who have worked hard to compete or perform before an audience. All cheers, yells, chants, and comments should be respectful of players, performers, teams, coaches, directors, fans, and officials. In the case where spectators demonstrate negative or derogatory behavior, they can be removed from the event and possibly denied entry to further events. The aforementioned conduct when demonstrated by a student is considered to be defiant behavior, obscene behavior, and/or disorderly behavior, all of which can be suspend-able offenses. Always remember that you are a representative of MHS. Be a positive supporter of our school. A student also may not return to a home event once they have exited the facility.

Expectations for Student Behavior at School Dances

Throughout the school year MHS hosts several dances for the student body. All who attend must adhere to the rules and regulations which are set forth for each dance. The administration expects students to behave in an appropriate manner at these functions and help to maintain a safe and positive atmosphere. Students/ parents are required to sign a contract of the rules and regulations and the privilege of attending a MHS school dance. In the case where attendees choose not to abide by the rules, the following consequences may apply. **Any student under the influence of an illegal substance (illegal drugs, alcohol, or un-prescribed prescription drugs) will not be allowed to attend any dance for the remainder of the current school year. Any student under the influence will also be suspended from school per school board policy and may be referred to law enforcement. Additionally, any senior that is found under the influence may also jeopardize their participation in graduation or other ceremonies. (Senior night, Graduation etc.)**

SCHOOL DRESS CODE

Appropriate clothing for the senior high setting must be worn.

For Girls: Halter tops, bare midriffs, and tube tops, and low cut shirts are not appropriate unless covered by a shirt. Skirts and shorts are to be no shorter than mid-thigh (end of fingertips.)

For Boys: Tank tops or fish net shirts are considered inappropriate. No sagging pants.

For all Students: All shirts or tops must have sleeves covering the shoulder unless covered by a shirt. Sunglasses, hats and "hoodies" worn over the head are not allowed in the building. Undergarments may not show at any time. Students are required to wear shoes while on district property. Shirts with offensive connotations or language are not permitted (i.e. referencing sex, drugs, alcohol, etc.) Any apparel altered or symbolizing gang activity will not be permitted, (i.e. bandanas, jewelry, shoe laces, hats, belts, coats, shirts, etc.). If a pattern of gang-related clothing or behavior becomes an issue for specific students, gang-related colors may be prohibited, as well. Teachers are to refer students wearing any questionable item of clothing to the office.

SUSPENSIONS AND EXPULSIONS

To deal with disorderly students in a way which allows other students to learn in an atmosphere which is safe, conducive to learning, and free of unnecessary interruptions, it is necessary at times to consider suspension and/or expulsion.

SCHOOL DISTRICT DISCIPLINE CODE

The St. Vrain Valley School District supports discipline codes, which define standards of conduct. Education proceeds effectively with fair, consistent discipline. Positive discipline promotes the development of self-discipline as a lifelong skill. It creates a safe climate conducive to the learning process and free from unnecessary disruptions.

To ensure the best educational environment for all students that is conducive to a safe climate, the Principal or the person serving in that capacity may take disciplinary measures including, but not limited to: imposing detention, enlisting parental assistance in enforcing rules, excluding from special or extracurricular activities, requiring restitution for theft, damage or destruction of school or personal property, suspending from school or recommending additional suspension by the Superintendent or expulsion by the Board of Education.

The discipline code consists of three elements: rights and responsibilities, due process procedures involving suspension or expulsion, and an elementary and secondary list of examples of misbehavior and the consequent disciplinary action. A copy of the discipline code is distributed to each student at the beginning of every school year.

School District Discipline Code The St. Vrain Valley School District RE-1J Definitions of Disciplinary Infractions

These examples are not the only acts for which suspensions or expulsions are warranted, nor do they in any way limit this discipline code.

1. **ARSON:** The willful and malicious burning of, or attempt to burn any part of any building or any property of the SVVSD.
2. **DISRESPECT:** To insult, call derogatory names, dishonor, or in other manner abuse verbally or in writing any member of the school staff or student body.
3. **DISTRIBUTION OF UNAUTHORIZED PRINTED MATERIALS:** The act of distributing unauthorized materials on school property.
4. **FALSE ALARMS:** The act of initiating a fire alarm or initiating a report warning of a fire or an impending bombing or other catastrophe without just cause.
5. **FALSE REPORTS:** The act of falsely reporting incidents, or making false accusations or giving false testimony to school personnel, which would affect the welfare of others.
6. **FIGHTING:** Aggressive hostile, bodily contact with students or any member of the school staff.
7. **FIREWORKS OR EXPLOSIVES:** The act of possession, or the using or threatening to use, of any firework, explosives, or other such instruments capable of inflicting bodily injury.
8. **FORGERY:** The act of falsely using, in writing, the name of another person, or falsifying time, dates, grades, addresses, or other data on school forms.
9. **GAMBLING:** The act of gambling for money or valuables.
10. **INCITING OTHERS TO VIOLENCE OR DISOBEDIENCE:** By words, acts, or deeds giving encouragement to demonstrations or protest which disrupts the normal educational process of the school. This would include any "gang" activity within the school.

11. INDECENCY IN BEHAVIOR OR APPEARANCE: The act of offending commonly recognized standards of propriety, health and safety.
12. INSUBORDINATION: The willful failure to respond or carry out a reasonable request by authorized school personnel.
13. LITTERING: The act of willfully littering on school property.
14. LOITERING: The act of being in or about any school building or in specifically restricted areas of a school building or campus at unauthorized times or without the specific authorization of the school's personnel.
15. OBSCENITY: The act of using obscene or profane language in verbal or written form or in pictures, caricatures of obscene gestures on any school property.
16. PHYSICAL ATTACK: the act of physically assaulting any person on or near school property, including any activity under school sponsorship.
17. POSSESSION OR USING WEAPONS: students in possession of guns or weapons at school or on any school district vehicle will receive the maximum suspension from school allowable and expulsion procedures will be initiated immediately. Definitions of Disciplinary Infraction (Page 18, Discipline Code) "The act of possessing, using or threatening to use any weapon. A weapon is any gun or firearm (loaded or unloaded). Also, any instrument used with the intent of inflicting or threatening bodily harm. Knives, or other items deemed inappropriate by school officials, may be declared contraband and confiscated."
18. TRESPASS: The act of remaining on or about school building or grounds after being requested to leave such premises.
19. SHAKEDOWN AND/OR STRONG ARM: The act of extortion or borrowing or attempting to borrow any money or things of value from a person in the school unless both parties enter into the agreement freely and without the presence either an implied or express threat.
20. USE OF TOBACCO: Using tobacco on school property is prohibited.
21. THEFT: The act of taking or acquiring the property of others without their consent.
22. TRUANCY: The act of unauthorized absences for any portion of the day from school, class, study hall, or any other part of the school day. Unauthorized absences are cumulative absences in an individual class.
23. TARDINESS: The act of lateness to school, class homeroom, or any other part of the student's schedule.
24. THREATENING OR INTIMIDATING ACTS: The act of verbally or by gesture threatening the well-being of any person on school property or en route to or from school.
25. UNAUTHORIZED PETITIONS: The act of presenting or distributing petitions which contains obscenities, libelous statements and which is not within the bounds of reasonable conduct.
26. UNAUTHORIZED SALE OR DISTRIBUTION: The act of selling or distributing or attempting to sell or distribute any object or substance which has not been authorized for sale or distribution by the building principal to any person on school property.
27. UNAUTHORIZED STUDENT PROTEST: The act of protesting which results in the disruption of the normal educational process.
28. UNAUTHORIZED GATHERINGS: Participating in gatherings that disrupt the educational process.
29. VANDALISM: The act of willful destruction of property belonging to others. This shall also include tampering with or causing the discharge of any sprinkler system or other apparatus installed in a school building for prevention of fire or for the safety of the school population or school property,

30. UNLAWFUL DRUGS AND BEHAVIOR-ALTERING SUBSTANCE: Possession, sale, use, transfer, or being under the influence of any stimulation, depressing, or behavior-altering substance without a medical prescription, including any form of hallucinogenic drug or marijuana.
31. ALCOHOL: Possession, sale, use, transfer, or being under the influence of any alcoholic beverage.
32. DISRUPTION OF THE EDUCATION PROCESS: Any act that disrupts the educational process or setting.
33. USE OF TELECOMMUNICATION DEVICES: Students are encouraged not to possess a paging device while on school property or while attending a school sponsored activity on or off school property, unless the student is in attendance in the capacity of an active member of a volunteer firefighting organization or a volunteer emergency medical service organization. A "paging device" is a telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.

Habitual Disrupter

When a student is suspended for a "material and substantial disruption", he or she will be placed on the first level of the habitually disruptive sequence according to Board Policy JK; a remedial behavior plan may be created for the student. If a second such suspension occurs, the student will be placed on level two according to that same policy, and a remedial behavior plan will be created. If a third offense occurs that causes the student to be suspended, he/she will be declared "habitually disruptive" and expulsion proceedings will be initiated.

Violations of the weapons policy (Board Policy JICI) and the alcohol and drug abuse policy (JICH) may cause expulsion upon the first and, under certain circumstances, the second offense.

Staff Personal Security and Safety

The following procedures shall be followed in instances of assault, disorderly conduct, harassment, knowingly false allegation of child abuse, or alleged criminal offense by a student directed towards a teacher or district employee.

These same procedures shall be followed in instances of damage by a student to the personal property of a teacher or District employee occurring on District premises.

1. The teacher or District employee shall file a written complaint with the building principal, the Superintendent's Office and the Board.
2. The principal, after receipt of both the complaint and adequate proof of the charges, shall suspend the student for three days in accordance with established procedures.
3. The Superintendent shall initiate procedures for the further suspension or expulsion of the student when injury or property damage has occurred.
4. The Superintendent or designee shall report the incident to the district attorney or the appropriate local law enforcement agency or officer who shall then investigate the incident to determine the appropriateness of filing criminal charges or initiating delinquency proceedings.
5. A copy of this policy shall be distributed to each administrator and posted in each school building.

Communication of Disciplinary Information

The principal or designee shall communicate discipline information concerning any student enrolled in the District to all teachers and counselors who have direct contact with that student. Any teacher or

counselor who is assigned a student with known serious behavior problems will be informed of the student's behavior record. Any District employee who is provided this information shall maintain its confidentiality and shall not communicate it to any other person.

Student Interrogations, Searches and Arrests

The Board of Education seeks to maintain a climate in the schools, which is conducive to learning and protective of the safety and welfare of staff and students. To achieve this goal, it may be necessary for school personnel to search a student's person and/or personal property and to seize any contraband.

Searches may be conducted by a principal who has reasonable grounds for suspecting that a search will turn up evidence that the student has violated or is violating laws or rules. When reasonable grounds for a search exist, a principal may search a student and/or his property while on school premises or during a school activity under the circumstances outlined in this policy and may seize any contraband. Any search conducted by a principal shall respect the privacy of the student and shall not be any more intrusive than necessary, considering the age and sex of the student and nature of the suspected infraction. Whenever possible, the student shall be informed of the reason(s) for conducting the search and the student's permission to perform the search shall be requested. However a student's refusal to grant such permission shall not prevent the search from taking place. A student's failure to cooperate with a principal conducting a search shall be considered grounds for disciplinary action.

A report shall be prepared by the principal who has conducted a search explaining the reasons for the search, the results and the names of any witnesses. If the search produces evidence to be used as the basis for disciplinary action, the report shall be filed in the student's cumulative folder.

Authority to Suspend

At Mead High School, administration and designated personnel have the authority to suspend students in accordance with the procedures outlined in Board Policy.

Discipline Signature Page 2015-2016

Mead High School

12750 County Road 7 Longmont, CO 80504 720-494-3940

Dear Parents and Students:

As we look to the 2015-2016 school year, the administration team would like to remind you to review expected student behavior guidelines outlined in our Student/Parent Handbook. The handbook may be found on our school website:

<http://mhs.svvsd.org>

Tardiness and unexcused absences will be handled promptly. A tardy is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Students are expected to be on time for school and each class.

- When a student is more than 10 minutes late to class, it will be counted as an unexcused absence
- A student accumulating four unexcused absences within a month, or ten unexcused absences within the year will be considered chronically truant. Referral to the district truancy liaison will occur at this point.
- Credit may be denied and/or judicial proceedings may begin for students with poor attendance

Disrespect toward any adult will not be tolerated. Typical disrespect infractions may include: refusal to comply with legitimate requests, arguing with an adult, cursing at an adult, or behaving in a manner detrimental to the learning environment. Disrespect may result in an immediate suspension and placement on a behavior plan.

According to Board Policy JICI, knives of any length are not allowed on school grounds. Students bringing a knife to school will be subject to disciplinary action.

Students, please review the Student/Parent Handbook carefully and thoroughly.

By signing below, you acknowledge you have reviewed and understand the student behavior expectations, attendance and discipline sections of the handbook.

Print Student Name _____

Student Signature _____ **Date** _____

Colorado Revised Statute #22-33-104 COMPULSORY SCHOOL ATTENDANCE

Two of the most important factors in ensuring a child(ren)'s educational development are parental involvement and parental responsibility. It is the obligation of every parent to ensure any child(ren) under their care and supervision receives adequate education and training. Please partner with the St. Vrain Valley School District to ensure your child(ren)'s attendance at the public school in which they are enrolled.

Parents: I have read the above statement and understand and accept the responsibility to ensure my child(ren)'s attendance.

Print Parent Name _____

Parent Signature _____ **Date** _____

Linda Rawlings
Principal

Rachael Ayers
Assistant Principal

Frank Buck
Athletic Director/ Assistant Principal

Alain Valette
Dean of Students