



Home of the Mighty Lions

Swink
Junior Senior High School
2017-2018
Student Handbook

Swink School District Mission

Swink School District strives for
excellence in academics and character
to meet the challenges of our ever-changing world
while providing a safe emotionally and physically environment.

Swink Junior/Senior High School

Student Handbook – Table of Contents

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These procedures will supplement and complement authority conferred elsewhere by Board policy and will not be deemed to limit or suspend such other authority.

Swink Junior/Senior High School
Home of the Mighty Lions
2017-2018

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Phone: 719-384-8103 - Fax: 719-384-5471

Mr. Kyle Hebberd
Superintendent

Mrs. Lauren Votruba
K-12 Principal

Arrival/Departure

Students walking or driving to school should not arrive at school prior to 7:30 a.m. unless requested to do so for school related business. Students should leave school no later than 3:45 p.m unless they are involved in school-related activities or are on school-related business. Prior to and after these times there will be no adult supervision of students. Visitors will need to be buzzed in through the main entrance.

Parking/Driving

MAXIMUM SPEED ON SCHOOL GROUNDS SHALL NOT EXCEED FIVE MILES PER HOUR. Students are allowed to park in the school parking lots. Students may not park in the fire lane in front of the old gym, new gym or in any of the “no parking zones” anywhere around the school. Students who drive to and from school should enter the front parking lot by the west entrance and leave from the east exit. Students are not permitted to drive during the school day. Students violating this regulation, without permission from the principal, will lose their privilege of driving to school and parking in the school parking lot. Seniors have open campus during lunch. Students are not to go to their cars after the tardy bell or at anytime during the day without permission from the office. No one is to drive in the pick-up lane in front of the new gym, as that area is reserved for the parent pick-up. Students should be dropped off and picked up at the new gym pick-up and drop-off lane – not in the front (old gym) parking lot.

Parking Lot Searches

The privilege of bringing a student operated vehicle onto school property is conditioned on consent by the student driver to allow search of the vehicle when there is reasonable suspicion that the search will yield evidence of contraband. Refusal of such search may be cause for immediate termination of the privilege of parking on campus and grounds for disciplinary action and notification of law enforcement officials.

Closed Campus

No student may leave the school grounds during the regular scheduled school day, with the exception of students attending classes at Otero Junior College or work release. Permission must be obtained from the principal’s office in case of an emergency. Parents picking up students during the school day are required to sign them out in the main office (anyone other than parents must be on the student’s emergency card/contact list and must also sign the student out in the main office).

Seniors are allowed to leave the campus during lunch; the following guidelines apply:

- Parking lot: Any student leaving the lot in an unsafe manner will automatically lose the open campus privilege for a specified amount of time (to be determined by school administration). If a community member reports an unsafe driving practice, that student driver may place his or her open campus privilege in jeopardy.
- Seniors with Underclassmen: Seniors being present in a vehicle with underclassmen while off campus during open campus lunch time, will mean a loss of open campus privilege for a specified amount of time (to be determined by school administration). The underclassman will be dealt with separately concerning the violation.
- Tardies: any senior who accumulates three (3) tardies returning from open campus lunch, will lose his/her open campus privileges for one week. At the resumption of the open campus privileges, if there are additional tardies, the student may lose his/her privilege for the remainder of the quarter. If in a subsequent quarter the student accumulates any tardies, that student may be required to forfeit his/her open campus privileges for the remainder of the school year.
- Swink School parking lot rules prohibit sitting in cars or loitering in the parking lot during lunch as well as during school hours.
- Any student on the ineligible list may be required to forfeit his/her open campus privilege for one or more weeks or until he/she becomes eligible.

Emergency School Closures

Announcements of school closings due to emergency situations or bad weather will be made at the earliest possible time on KBLJ-92.1 FM and KTHN-1400 AM radio, and local TV stations. A text message will also be broadcast.

Two Hour Delay

When necessary, Swink School District will implement a two-hour delay procedure. In this instance, school will begin at 9:55 a.m. Administration will notify the La Junta radio station by 6:30 a.m. on the day school closing is in question. Please tune your radio to 92.1 FM to hear the announcement. Text messaging broadcast will also be used. If the school is placed on a 2-hour delay, the buses will begin the morning routes 2 hours later than usual and will be at school by 9:50 a.m. No breakfast will be served on that day. Parents will need to continue listening to the radio to check the status of the 2-hour delay. If the weather does not improve by 9:15 a.m. the school district will again notify the radio station and cancel school for the entire day.

Crisis Codes

Safety at Swink School is of paramount importance. Security procedures will follow the i love u guys Standard Response Protocol. Signs will be posted throughout the building.

- Lockout is followed by the Directive: "Secure the Perimeter" and is the protocol used to safeguard students and staff within the building.
- Lockdown is followed by "Locks, Lights, Out of Sight" and is the protocol used to secure individual rooms and keep students quiet and in place.

- Evacuate is always followed by a location, and is used to move students and staff from one location to a different location in or out of the building.
- Shelter is always followed by a type and a method and is the protocol for group and self protection.

Severe Weather/Tornado – This Code is used when the school is notified by local authorities that there is danger that severe weather or tornado is in the immediate area and it is recommended that all persons take cover.

Guidance and Counseling Services

Counseling services at Swink School includes college and career planning, educational assistance, and personal counseling for individuals and small groups. All Swink students and their parents are encouraged to request counseling assistance whenever necessary. Any student may stop by the counselor's office before or after school or between classes to arrange counseling sessions. **NO APPOINTMENT IS NEEDED DURING A TIME OF CRISIS OR EMERGENCY!**

Emergency Contacts

With prior written documentation in the office, emergency contact(s) listed by parents on the data enrollment form can be used for the following:

- **To check a student out of school (emergency contact must come into the main office to sign the student out of school);**
- **To give medication (emergency contact must come into the main office to give the student the medication);**
- **To remove a student from an activity bus (see Activity Bus procedures).**

In the event of student illness, students who drive their own vehicle to/from school, will not be allowed to be 'signed-out' and drive themselves home.

Medicines

No medicines of any kind, including over-the-counter-medications may be kept in a student's locker, desk, or on their person. A permission slip signed by a physician and parent must be on file in the office before any medicines may be administered at school.

Immunization

Effective July 1997 all students will be required to present proof of immunization upon entering school. **Your child will not be able to register or continue to attend classes without an immunization record or certificate of immunization.**

Food Allergies

Students who are diagnosed with potentially life-threatening food allergies should contact the school nurse. A health care plan will be developed. Reasonable accommodations shall be made to reduce the student's exposure to agents that may cause anaphylaxis within the school environment.

Health

Swink School District is committed to proper health and nutrition practices. The following guidelines will be observed:

- An emphasis on healthy choices by the food service program
- Healthy options on ala carte items
- Healthy choices available at school parties, celebrations, and meetings
- No soda pop vending is allowed at lunch or passing periods throughout the school day

Hall Telephone

Students may use the telephone in the hall by the office. Please make calls between classes and refrain from leaving any class to make a phone call. Confine conversation to one or two minutes. Using the telephone will not be an accepted excuse for being tardy.

Junior High Hallway

7th and 8th grade students need to remain in the junior high hallways when not in class (ie: before school starts, between classes, after assigned lunch time, and after school) rather than entering the high school hallways.

Library

The library has books, magazines, videos, computers, and pamphlets for assigned study, research, and recreational reading. Complete audio-visual services and equipment are available. Library privileges may be denied to any student upon recommendation of any faculty member.

Some of the reasons which may cause a student to lose his/her privileges are:

- Undesirable conduct in the library.
- Abuse of library materials.
- Failure to return or pay for lost materials.
- Having long-overdue materials.
- Eating/drinking in the library.

Monthly Calendars

Swink School District is making an effort to reduce the cost of printing. Therefore, monthly calendars are available on the school website. The monthly breakfast and lunch menus are included along with the calendar of events. Calendars and menus will not be sent home, but are available in the office if you do not have access to the internet. The Swink Activity Calendar on the website may be linked to and is the most current source of activity information in the District.

Registration

All students will be notified of the date and time of formal registration at the beginning of the school year. On that day, students should go through the registration process and meet with the teachers and administration. Students should pick up their tentative schedules and proceed through the normal registration process in the Multi-purpose Room. Parents are encouraged to attend. Students that can't be present on the official registration day will need to register in the office at a later time. **No Early Registrations.**

Schedule Changes

Since advance planning and guidance are provided for each student prior to registration, only limited changes should be required after formal registration. All

necessary schedule changes need to be made within five days of the start of the semester.

NO CHANGES WILL BE ALLOWED WITHOUT APPROVAL OF THE GUIDANCE COUNSELOR, PRINCIPAL, AND PARENTS

Academic Reports

Student information including grades can be accessed on-line with the proper credentials (username and password). This allows important information concerning the performance of students, so that the student, teacher, and parent can work together towards improvement.

Report Cards

Report cards will be available on Goedustar-Parents Online at the end of each quarter. The October and March report cards will be discussed with parents at parent/teacher conferences. End of year printed report cards will be available by request, otherwise grades can be accessed online.

Grading Scale

The following grading scale will be used:

100-90	A
89-80	B
79-70	C
70-65	D
64-0	F

Honor Roll

Each quarter the principal's office will recognize names of students who have high academic marks:

- SUPERINTENDENT'S HONOR ROLL—Students who have all A's.
- PRINCIPAL'S HONOR ROLL—Students who have all A's and B's.
- SEMESTER HONOR ROLL—Students receiving honor for both quarters of the semester.

Academic Letters

This program is intended to promote academic excellence and to recognize students who demonstrate exemplary academic achievement in grades 7-12.

Grades 7-8: Certificate of Achievement award for a 4.0 average for both semesters of the school year.

Grade 9-12: School letter for a 4.0 average for both semesters of the school year, and a Pin for each additional year.

The awards will be made when students return to school the next fall.

Graduation Requirements

Graduation requirements are based on the units of credit earned in grades 9 through 12. A minimum of 26 credits shall be required for high school graduation.

	Required	Recommended to attend a four-year Colorado college
<u>Credit Requirements shall be as follows:</u>		
Physical Education/Health	1 credit	1 credit
Language Arts	4 credits	4 credits
Industrial Art /Business	1 credit	1 credit
Social Studies/Government	4 credits	4 credits
Math	3 credits	4 credits
Science	3 credits	4 credits
Computers	1 credit	1 credit
Foreign Languages	0 credits	2 credits
Electives	9 credits	6 credits

STUDENTS MUST MAINTAIN A FULL SCHEDULE OF CLASSES AT ALL TIMES. Students may not participate in the graduation ceremony if they have not met the requirements to graduate by the end of their senior school year.

Beginning in 2021 Students will also need to demonstrate college and career readiness through a menu of testing option found in policy IKF-2

Honors Graduation Requirements

A student who wishes to graduate with honors from Swink School must fulfill Swink graduation requirements and pass the following classes with a 3.25 GPA or higher.

Subject	Requirements
Language Arts	4 credits (All classes must be college prep)
Social Studies	4 credits (World History, US History, Geography, US Government)
Science	4 credits (Must include Chemistry and Physics)
Mathematics	4 credits (Algebra I, Algebra II, Geometry, Pre-Calculus)
Foreign Language	2 credits (Calculus I and II may be substituted)

Advance Placement Program (AP)

The College Board has developed a program of college-level courses and exams for high school students. In AP classrooms, the focus is not on memorizing facts and figures. Instead students are expected to engage in intense discussions, solve problems collaboratively, and learn to write clearly and persuasively.

The advantages of taking AP course work are many. Colleges recognize that applicants with AP experience are much better prepared for college level classes. Earning AP credit can exempt students from required introductory courses. Individual universities and colleges make their own determination of scores needed and credit earned. Tuition savings are recognized for students whose AP performance earns them college credit, and AP students can be eligible for special programs in college.

In order to earn college credit for an AP course students must take the AP test for that course that is generally administered in the first two weeks of May. The cost of exams is the student's responsibility and the cost for each exam is approximately \$87. Each individual college determines if they will accept AP scores for college credit and what

score a student must achieve in order to get the credit. Swink School strongly recommends that students and parents check with the college the student will be attending to verify the AP score requirements for that institution.

Post-secondary Options

The Board believes that students who are capable of and wish to pursue college level work while in high school should be permitted to do so.

Any 11th or 12th grade student who is under the age of 22, who is deemed by the student and his parent/guardian on the advice of his principal or counselor to be in need of course work at a higher academic level than available at his school (as determined by AccuPlacer) or who is deemed by the high school to be in need of a different environment, and who has given a written notice to the school district shall be eligible to apply to an institution of higher education for enrollment through the post-secondary options program. Paperwork must be in by the publicized due date to receive credit.

The student and his/her parents shall pay the regular tuition charged by the institution of higher education, and if the student successfully completes the course or courses, with a "C" or better, the school district shall reimburse the parents for the amount of tuition paid to the institution. The school district will reimburse the parent the cost for up to 6 credits successfully completed by a senior student in any one academic term. Juniors will be reimbursed for up to one course successfully completed in any one academic term. The student and his parents shall pay the regular tuition charged by the institution of higher education for the third and each additional course per academic term. All online courses are the financial responsibility of the student and parent(s).

Response to Intervention (RTI)

The Swink School District is committed to supporting student success, and in the future will be using the Response to Intervention Model to achieve that goal. The Response to Intervention (RTI) process is a multi-step approach to providing services and interventions to students with specific academic or behavioral needs. Universal strategies/curriculum will be provided to your student. When academic or behavioral needs are not met by universal strategies/curriculum, your student will be provided targeted and/or intensive strategies based on diagnostic data and student needs. It is important for school personnel and parents to work together in the Response to Intervention Process.

National Honor Society

Swink High School belongs to the Dallas Smith Chapter of the National Honor Society of Secondary Schools and Swink Junior High School belongs to the Louisa Schneider Chapter of the National Junior Honor Society of Secondary Schools.

Each year, sophomores, juniors, and seniors may be inducted into National Honor Society membership. Induction is considered by a faculty council (five persons) and is based upon scholarship, leadership, character, citizenship, and service. Minimum grade point average (for consideration) is a cumulative high school grade point average of 3.5, computed on quarter grades including the first semester of the current year. As specified by the National Honor Society guidelines, these four criteria must be

considered by the faculty council of five or more people in recommending membership to the National Honor Society for Swink High School.

Scholarship

- 3.5 GPA

Leadership

- Is resourceful in proposing new problems, applying principles, and making suggestions
- Demonstrates leadership in promoting school activities
- Exercises influence on peers in upholding school ideals
- Contributes ideas that improve civic life of the school
- Is able to delegate responsibilities
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility, conducts business efficiently and effectively and without prodding, and demonstrates reliability and dependability.
- Demonstrates leadership in the classroom, at work, and in school or community activities
- Is thoroughly dependable in any responsibility accepted

Service

- Is willing to uphold scholarship and maintain a loyal school attitude
- Participates in some outside activity: Girl Scouts; Boy Scouts; church groups; volunteer services for the aged, poor, or disadvantaged; family duties
- Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Cheerfully and enthusiastically renders any requested service to the school
- Is willing to represent the class or school in inter-class and inter-scholastic competition
- Does committee and staff work uncomplainingly
- Shows courtesy by assisting visitors, teachers, and students

Character

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Shows courtesy, concern, and respect for others
- Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom
- Has powers of concentration and sustained attention as shown by perseverance and application to studies

- Manifests trustworthiness in acknowledging obedience to the rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
- Actively helps to rid the school of bad influences or environment

National Junior Honor Society

Each spring, 7th and 8th grade students may be inducted to membership in the Louisa Schneider Chapter of the National Junior Honor Society. Membership is based upon scholarship, leadership, character, citizenship and service, and induction with approval of the faculty council. Minimum grade point average (for consideration) is a cumulative grade point average of 3.5.

Student Absences and Excuses

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. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.

According to state law, it is the obligation of every parent to insure that every child under his care and supervision receives adequate education and training and, if of compulsory attendance age, attends school.

*(5) (a) The general assembly hereby declares that two of the most important factors in ensuring a child's educational development are parental involvement and parental responsibility. The general assembly further declares that it is the obligation of every parent to ensure that every child under such parent's care and supervision receives adequate education and training. Therefore, every parent of a child who has attained the age of six years on or before August 1 of each year 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.

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.

The provisions of this policy shall be applicable to all students in the district, including those above and below the age of compulsory attendance as required by law.

Excused Absences

The following shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance.
2. A student who is absent for an extended period due to physical, mental, or emotional disability.
3. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.

4. A student who is in inschool suspension,suspended or expelled.
5. A student will be excused for a doctor's appointment, medical condition,or bereavement.
6. Parents will receive 4 (PAA's) Parent Approved Absences per semester, which could be used for student illness, hunting, or other reasons that a parent deems important. After 4 PAA's the student absence will be unexcused unless approved by the school administrator.

As applicable, the District may require suitable proof regarding the above exceptions, including written statements from medical sources. (As a general rule prior proper notice where possible shall distinguish between excused or unexcused absences)

Juniors and seniors will be allowed two (2) individual college days for which they will not be counted absent if they meet the following criteria:

- a. Three days advanced notice to the office and completion of College Visit Worksheet available through the Counseling Center;
- b. Upon return the student must submit to the principal and/or counselor, verification signed by a college official of that institution;
- c. The student must have a follow-up interview with the counselor concerning the visit.

Any excused absences must be made through prior arrangement and approval with the school office and with permission of an administrator and parents. When the school does not receive prior notification, it is the procedure of the school to notify parents of the student's absence. The school may call the parents to check on absences. For a justifiable absence to be excused, parents are asked to call the school office before 8:30 a.m. and to send a note explaining the nature for the absence. Without the above information student's absence may be counted as unexcused. Any illness excused by a doctor's note will be excused.

Unexcused Absences

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Unexcused absences are absences from school, which include but are not limited to:

- absences without knowledge and/or approval of parents; absences not deemed appropriate by administration
- absences not yet clarified
- students leaving without proper check out.

Each unexcused absence shall be entered on the student's record. Attendance letters will be sent to a student's parent/guardian beginning with the 3rd Unexcused student absence. In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while unexcused. Penalties may include a warning, school detention or in-school suspension. Continued Unexcused absences could result in administrative intervention to include an attendance review and an attendance plan. Upon the 10th Unexcused absence the District may initiate judicial proceedings to enforce compulsory attendance.

Academic penalties, out-of-school suspensions or expulsion shall not be imposed for any unexcused absence unless written into a Rtl plan.

Make-Up Work

Make-up work will be allowed for excused and unexcused absences. Make-up work shall be provided for any class in which a student has an excused or unexcused absence unless otherwise determined by the building administrator. It is the responsibility of the student to pick up any make-up work assignments permitted on the day he or she returns to class. There shall be one day allowed for make-up work for each day of absence.

Student Tardies

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Tardiness, after five minutes becomes an absence. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student for uninterrupted learning, penalties shall be imposed for excessive tardiness. Parents or guardians shall be notified of penalties regarding tardiness. A student detained by another teacher or administrator shall not be considered tardy.

Consequences

This formula will be used for each semester.

<u>Number of Tardies</u>	<u>Consequence</u>
1	Oral warning from teacher
2	Oral warning from teacher
3	Warning letter sent home by office
4	One day lunch detention (parents notified from this point on)
5	One day after-school detention (45 minutes)
6	One additional day after-school detention
7	One additional day after-school detention, Rti plan developed
8	Rti improvement plan implemented for 8, 9, 10 and 11
12 and beyond	Referral to truancy court

Any senior who accumulates three (3) tardies returning from open campus lunch, will lose his/her open campus privileges for one week. At the resumption of the open campus privileges, if there are additional tardies, the student may lose his/her privilege for the remainder of the quarter. If in a subsequent quarter the student accumulates any tardies, that student may be required to forfeit his/her open campus privileges for the remainder of the school year.

Student Discipline

The Board believes that effective student discipline is a prerequisite for sound educational practice and productive learning. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline and socially acceptable behavior. All policies and procedures for handling general and major discipline problems for all students of the district have been designed to achieve these broad objectives. Disorderly students shall be dealt with in a manner which allows other students to learn in an atmosphere which is safe, conducive to the learning process, and free from unnecessary disruptions. The Board in accordance with state law has

adopted a written student conduct and discipline code based upon the principle that every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority. The code also emphasizes that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action. Violent and Aggressive Behaviors will not be tolerated and will result in immediate action being taken by the District.

Code of Conduct

The principal may suspend or recommend expulsion of a student who engages in one or more of the following specific activities while in school buildings, on district property, when being transported in vehicles dispatched by the district or one of its schools during a school-sponsored or district-sponsored activity or event and off school property when the conduct has a reasonable connection to the school or any district curricular or non-curricular event.

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Causing or attempting to cause physical injury to another person except in self-defense.
4. 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.
5. Violation of criminal law.
6. Violation of district or building regulations.
7. Violation of the district's policy on dangerous weapons in the school. Expulsion shall be mandatory for carrying, bringing, using or possessing a deadly weapon without the authorization of school or school district, in accordance with state law.
8. Violation of the district's alcohol use/drug abuse policy. Expulsion shall be mandatory for sale of drugs or controlled substances, in accordance with state law.
9. Violation of the district's tobacco-free schools policy.
10. Violation of the district's policy on sexual harassment.
11. Violation of the district's policy on nondiscrimination.
12. Throwing objects during supervised or non-supervised school activities that can cause bodily injury or damage property.
13. Directing profanity, vulgar language or obscene gestures toward other students, school personnel, or visitors to the school.
14. 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.
15. 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.
16. Lying or giving false information, either verbally or in writing, to a school employee.
17. Continued willful disobedience or open and persistent defiance of proper authority.

18. Behavior on or off school property that is detrimental to the welfare, safety, or morals of other students or school personnel.
19. Repeated interference with the school's ability to provide educational opportunities to other students.
20. Engaging in "hazing activities".
21. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
22. Wearing or carrying overt gang paraphernalia or making gestures that symbolize gang members.

Bullying Prevention & Education

Bullying is the repeated use of coercion or intimidation to obtain control over another person or to cause physical, mental or emotional harm to another person. It can occur through written, verbal or electronically transmitted expression or by means of a physical act or gesture.

Bullying is prohibited on district property, at school-sanctioned activities and events, in school vehicles or off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event. A student who engages in any act of bullying and/or a student who takes any retaliatory action against a student who reports in good faith an incident of bullying is subject to appropriate disciplinary action as outlined in Board Policy.

Swink School District uses the Positive Behavior Intervention and Support System (PBIS) to provide a comprehensive program to address bullying at all school levels.

Cheating/Plagiarism

Swink School District regards academic honesty as a cornerstone of its educational mission. It is expected that all school work submitted for the purpose of meeting academic requirements represent the original efforts of the individual student. This includes, but is not limited to: test taking, homework, class assignments, and the original creation of essays, compositions, term papers, and scientific research. All work submitted by a student should be a true reflection of that person's effort and ability. Plagiarism is defined as copying/stealing and passing off as one's own, ideas or words of another, using someone else's created production without crediting the source, or committing literary theft. Turning in a paper retrieved from any Internet source, either free or for a fee, or including information from an encyclopedia, book, textbook, web site, or database without citation is plagiarism. Cheating and/or plagiarism will not be tolerated. Any grade obtained by cheating/plagiarism will be changed to an "F", and this grade will be averaged with the rest of the student's grades. Students guilty of cheating/plagiarism may be suspended from all activities for a one-week period. Further consequences can be given at the discretion of the teacher and administrator.

Hall Passes

STUDENTS ARE NOT PERMITTED IN THE HALL DURING CLASS PERIODS UNLESS THEY HAVE A HALL PASS.

Public Display of Affection (PDA)

Students are expected to use moderation concerning their affectionate expressions toward others while in school. Holding hands is not considered objectionable. Displays of affection is to be limited to handholding. Disciplinary action may be taken against students who ignore or refuse to cooperate with this reasonable rule.

Student Use of Internet and Wireless Connectivity

Students who attend Swink School will have access to the school wireless internet. During peak computer time (ie: state testing, school testing, etc.) wireless access may be limited or unavailable. Any misuse of internet access including wireless with personal devices, may result in disciplinary action.

Student Use of Electronic Communication Devices

Swink School District recognizes the value of electronic devices in the learning process as well as the vital communication role they can play during emergency situations. However, the ordinary use of devices such as pagers, cellular phones or their updated versions in school situations can be disruptive to the educational environment and are not acceptable. Students may bring cell phones to school, but they are not to be turned on or used during class time (unless the classroom teacher directs otherwise). The use of any electronic device to VIDEO during school hours or activities is PROHIBITED AT ALL TIMES unless directed by a staff member. Students are encouraged to use cell phones for emergencies only. For the purpose of this policy, "emergency" shall mean an actual or imminent threat to public health or safety. Violation of this procedure will result in confiscation and may include additional disciplinary measures by the administration. Students must release electronic devices to school personnel if asked to do so. Use of electronic devices in a manner that is profane, indecent, obscene, or constitutes an invasion of privacy or bullying will be subject to disciplinary action, which may include suspension, expulsion and/or referral to law enforcement. In addition, students are discouraged from bringing any other type of personal electronic device to school. These other types of electronic devices (MP3, etc.) may be allowed at the discretion of the classroom teacher.

The district will not be responsible for loss, theft or destruction of electronic devices brought onto school property.

The following disciplinary steps will be in effect for misuse of the cell phone/device:

- For the first offence, the Teacher will confiscate the phone and take to the office and the student will get it back at the end of the day
- For the second offence, the Teacher will confiscate the phone and take to the office and a parent/guardian must pick up the device at the end of the day.
- For the third offence, the Teacher will confiscate the phone and take to the office where it will be kept for a week and then the parent/guardian must come pick it up.
- For the fourth offence, the Teacher will confiscate the phone and take to the office. The student will not be allowed to have a phone at school for the remainder of the school year and will also have ISS for three (3) days.

The office will track the offenses.

Laser Pens

A student may not possess a laser pen on campus or at any school event or activity for any purpose. Laser pens are not appropriate for school use.

Student Dress Code

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety.

The board recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

Any student deemed in violation of the dress code shall be required to change into appropriate clothing. Appropriate clothing will be provided if the student does not have clothing immediately available. In this case, there shall be no further penalty. Repeat offenders will receive further penalties.

The following criteria will be expected of Swink students in regards to dress:

1. Students and clothes must be clean.
2. No head coverings such as hats, caps, scarves, bandanas, hoodies, etc.
3. No spandex biking shorts.
4. Hats removed upon entering building and remaining off while in building.
5. Inappropriate sheer, tight, or low cut clothing or that bare or expose traditionally private parts of the body, including, but not limited to, the stomach, buttocks, back, sides of body, and breasts:
 - midriffs, halter tops, backless clothing, tube tops
 - straps narrower than 1.5 inches
 - garments made of fishnet, mesh or similar material
 - muscle tops
 - clothing that has holes or rips that are not below the short/skirt rule.
6. All sleeveless tops must be worn in good taste, cover undergarments (50% of shoulder and back needs to be covered), and be non-revealing.
7. No inappropriate slogans on shirts, including, but not limited to, tobacco, drugs, alcohol, weapons, or of sexual nature.
8. Pants and shirts must cover all undergarments. (Pants must not sag)
9. Appropriate length of shorts and skirts not disruptive to the learning/teaching process. For definition of "appropriate length," shorts are to be worn no shorter than six inches (6") above the top of the kneecap, but no shorter than mid-thigh; skirts are acceptable as long as they extend to a maximum of four inches (4") above the knee.
10. No clothing, paraphernalia, grooming, jewelry, hair coloring, make-up, accessories, symbols, words, slogans, patches, or pictures that:
 - By virtue of color, arrangement, trademark, or other attribute denote membership in gangs.
 - Threaten the safety or welfare of any person.
 - Promote any activity prohibited by the student code of conduct.

- Otherwise disrupts the teaching/learning process.

Exceptions

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

Sexual Harassment

The following is a definition of sexual harassment

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature.
2. Sex-oriented verbal "kidding" abuse or harassment.
3. Pressure for sexual activity.
4. Repeated remarks to a person with sexual or demeaning implications.
5. Unwelcome touching, such as patting, pinching, or constant brushing against another's body
6. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or similar personal concerns.

Students may file a formal grievance of sexual harassment through the principal's office.

Suspension/Expulsion of Students

The Board of Education shall provide due process of law to students, parents and school personnel through written procedures consistent with law for the suspension or expulsion and the denial of admission. Students who are on out of school suspension are not allowed to attend/participate in activities/events/sports at Swink School during the time of suspension. As an alternative to suspending, the principal at his/her discretion may permit the student to remain in school with the consent of his or her teachers if his/her parents, guardian or legal custodian attends class with the student for a period of time specified by the suspending authority. If the parent or legal custodian does not agree or fails to attend class with the student, the student shall be suspended in accordance with the accompanying regulations.

Grounds for Suspension/Expulsion

According to Colorado Revised Statutes 22-33-105(1)(a-e) and 3(e), and 4(a-b) the following shall be grounds for suspension or expulsion from a public school:

1. Continued willful disobedience or open and persistent defiance of proper authority.
 - b. Behavior on or off school property which is detrimental to the welfare or safety of other pupils or of school personnel, including behavior which creates a threat of physical harm to the child or other children except that if the child who creates such a threat is a handicapped child pursuant to Section 22-20-103 (4) such child may not be expelled if the actions creating such a threat are a manifestation of such child's handicapping condition.
 - c. Declaration as a habitually disruptive student for which expulsion shall be mandatory. For purposes of this paragraph, "habitually disruptive student" means a child who caused a disruption in the classroom, on school grounds,

in school vehicles or at school activities or events more than three times during the school year because of behavior which was initiated, willful and overt on the part of the child and required that attention of school personnel to deal with the disruption, and is given a suspension for each disruption. No child shall be declared to be a "habitually disruptive student" prior to the development of a remedial discipline plan for such child in accordance with the conduct and discipline code of the school district.

- d. Serious violations in a school building or in or on school property for which suspension or expulsion shall be mandatory, except that expulsion shall be mandatory for the following violations: carrying, bringing, using or possessing a deadly weapon as defined in C.R.S. 19-1-901(3)(e) without the authorization of the school or the school district, the sale of a drug or controlled substance as defined in the C.R.S. 12-22-303 or the commission of an act which if committed by an adult would be robbery pursuant to part 3, Article 4, C.R.S., or assault pursuant to part 2, Article 3, Title 18, C.R.S.
 - e. Repeated interference with a school's ability to provide educational opportunities to other students.
2. Failure to comply with the provisions of Part 9, Article 4, Title 15, C.R.S. (immunization requirements).
Any suspension, expulsion or denial of admission for such failure to comply shall not be recorded as a disciplinary action but may be recorded with the student's immunization record with an appropriate explanation.
 3. Physical or mental disability such that the child cannot reasonably benefit from the program available.
 4. Physical or mental disability or disease causing attendance of the child suffering to be detrimental to the welfare of other students.

Habitually Disruptive Students

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

1. The principal will inform the superintendent if a student is disruptive for the second time in violation of his or her remedial discipline plan.
2. The student and the parent/guardian will be notified in writing of each suspension, which counts toward declaring the student habitually disruptive.
3. District procedures for expulsion will be initiated when the student has been suspended for the third time.
4. The period of suspension will be extended, if necessary, to conduct an expulsion proceeding.

Students who cause a disruption in the classroom, on school grounds, in school vehicles or at school activities or events and are sent to the office for discipline and are suspended may be required to participate in an individual remedial discipline plan. Any student that is suspended for a total of three times during the school year will be recommended to the Board of Education for expulsion. No student shall be declared habitually disruptive prior to the development and implementation of a remedial discipline plan following each suspension.

According to Colorado Revised Statutes 22-32-190.1, students who cause serious disruptions in the classroom are subject to a formal removal by the teacher from that classroom. After such removal, parents will be contacted to request his or her presence at a conference regarding the removal. A behavior plan may be developed after the first removal, and shall be developed after the second such removal. Upon the third removal from that teacher's classroom, student will be removed for the remainder of the term.

Remedial Discipline Plans

1. Staff members must refer incidents of disruptive behavior to the principal, who for purposes of these procedures will be called the "disciplinary officer."
 - School personnel will provide written documentation to the disciplinary officer when a student initiates disruptive behavior in the classroom, on school grounds, on school vehicles or at school activities or events, which is willful and overt and which requires the attention of the school official reporting the incident.
 - The disciplinary officer will confer with the staff member reporting an incident of disruptive behavior. If determined necessary, the disciplinary officer will contact the student's parent/guardian.
 - The disciplinary officer will prepare a brief written summary of the incident based on these conferences. The parent/guardian will be given a copy of the summary that will be placed in the student's cumulative file. The student and/or guardian may submit a written response to the incident report that will be attached to the written summary.
2. The disciplinary officer will develop a remedial discipline plan for a student when that student has received an out of school suspension. If that student has been disruptive for a third time, that student will be recommended for expulsion.
 - The disciplinary officer may develop a remedial discipline plan for any student following a suspension.
 - To develop the plan, the disciplinary officer will arrange for a meeting with the student, the student's parent/guardian and any members of the staff whom the officer deems need to attend.
 - The purpose of the meeting will be to address the reasons for the student's disruptive behavior and to cooperatively establish goals, objectives and timelines to modify such behavior. A written plan will be prepared which establishes behavior goals and objectives and any other information deemed necessary. It will include the consequences in the event the student is disruptive in violation of the plan.
 - The plan may be written in the form of a contract, which the student and his/her parent/guardian will sign, and date.
3. A student will be declared "habitually disruptive" if he initiates overt and willful misbehavior more than three times during the school year and violate his remedial discipline plans.
 - The principal will inform the superintendent of all suspensions.
 - District procedures for expulsion will be followed prior to expulsion of a habitually disruptive student.

Discipline of Students with Disabilities

Students with disabilities are neither immune from the school district's disciplinary process nor entitled to participate in programs when their behavior impairs the

education of other students. Those students shall be disciplined in accordance with the student's individual education plan (IEP) and in accordance with the district's responsibilities under state and federal law.

Expulsion for Crimes of Violence

Whenever a student between the ages of 14 and 18 is alleged to have committed an offense that would constitute a crime of violence if committed by an adult, the school district shall be notified and the Board of Education, in accordance with law, may initiate proceedings for immediate repercussions.

Weapons in School

The Board of Education determines that possession and/or use of a weapon by students is detrimental to the welfare and safety of the students and school personnel within the district. Expulsion is mandatory in accordance with state and federal law! Carrying, bringing, using or possessing any dangerous or deadly weapon on district property when being transported in vehicles dispatched by the district or one of its schools during a school-sponsored or district-sponsored activity or event and off school property when the conduct has a reasonable connection to the school or any district curricular or non-curricular event without the authorization of the school is prohibited.

As used in the school policy "dangerous weapon" means:

1. A firearm, whether loaded or unloaded, or a firearm facsimile
2. Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
3. A fixed blade knife with a blade that measures longer than three inches** in length or a spring loaded knife or a pocket knife with a blade longer than three and one-half inches**. **** 7th and 8th grade students may not carry knives.**
4. Any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury including, but not limited to a slingshot, bludgeon, brass knuckles, or artificial knuckles of any kind.

The Principal shall initiate expulsion proceedings immediately for students that violate this policy. A student may not need to be expelled for violating this policy, if as soon as possible upon discovering that he or she is in possession of the dangerous weapon, the student notifies and delivers the weapon to school officials.

Student Interrogation, Searches and Arrests

To promote the learning environment and protect the safety and welfare of staff and students it may be necessary for school personnel to search the person and/or the personal property of a student and seize any property deemed injurious or detrimental.

School lockers, desks or other storage areas are school property and are subject to inspection at any time, with or without notice.

When a violation of school policy or rules is suspected the school administrator or designee may question potential student victims and witnesses and suspects without

prior consent of the student's parent/guardian. The student will be given the opportunity to provide his/her side of the story in either oral or written forms.

Student Physical Intervention & Restraint

To maintain a safe and orderly environment, district employees may, within the scope of their employment use physical intervention and restraint with students in accordance with Policy JKA. Such acts will not be considered Child Abuse or Corporal Punishment if performed in good faith and compliance. Restraint does not include holding a student for less than five minutes.

Drug and Alcohol Use by Students

In accordance with the accompanying policy, the following procedures are established for disciplining students for alcohol, tobacco-or-drug -related misconduct.

Use

1. When a student is suspected of use, the person having the suspicion should notify the principal. Notification must include reasons for such suspicion (observed use, unusual behavior, etc.). The principal will conduct a check of the suspected student and collect data. This action must comply with the Board policy on interrogations and searches.
 - a. If information is not sufficient to warrant further action, the principal may have a personal conference with the student expressing awareness and concern.
 - b. If information warrants, the parent/guardian will be requested to attend a conference at school. The conference may include sharing the data collected, explaining consequences of involvement with drugs/alcohol, developing a plan of action, and offering the parent or guardian information and resources related to substance abuse.
2. When necessary, emergency health and safety care will be provided and any procedural or disciplinary issues postponed until the student's immediate needs are treated. While waiting for the parent/guardian or further medical aid, the student will not be left alone but placed in a quiet situation where he will remain under observation.

Possession

Students who possess alcohol, drugs, other controlled substances, or drug-containing paraphernalia in violation of Board policy will be handled in the following manner:

1. A staff member who comes in contact with evidence and/or contraband must notify the principal immediately.
2. A staff member who has reasonable cause to believe that a student possesses alcohol, any controlled substance or drug-containing paraphernalia in violation of Board policy will request that the student accompany him to the principal. If the student refuses, the staff member will notify the principal immediately.
3. The principal will attempt to obtain evidence by requesting it directly from the student or through search procedures as outlined by the Board policy.
4. The principal will place any evidence in an envelope or alternative container as necessary that will be sealed, dated, and initialed by the individual who originally obtained the materials and by the principal or his designee. The evidence then will be placed in the school safe.

5. The principal will call appropriate law enforcement officials in each instance of possession or sale of controlled substances by a student. A mutual decision will be made as to retention of contraband by the school or testing by the authorities.
6. When there is evidence of a student possessing illegal drugs, the student will be suspended and his/her parent/guardian notified.

First Offense for Use and/or Possession

1. The student will receive three days of out-of-school suspension, and a parent/guardian conference will be scheduled prior to re-admittance.
2. Parent/guardian and student will be provided information concerning voluntary drug and alcohol treatment programs.
3. The student may elect to participate in a voluntary drug/alcohol abuse counseling program with attendance verification submitted to the school administration. Upon choice of this option, the student will be readmitted. If counseling is not elected, the superintendent may suspend the student from school for an additional five days. The student and his parent/guardian must attend a readmission conference during the suspension. At the end of the five days, the student will be readmitted.
4. The principal will attempt to develop, with the parent/guardian and the student, a procedure that will outline the responsibilities of the parent/guardian, the student and the school in an effort to keep any further offenses from occurring.

Second Offense for Use and/or Possession

1. Appropriate law enforcement official will be notified.
2. The student will be recommended for expulsion.

Distribution

Students who sell, give or exchange alcohol, drugs, other controlled substances or drug-containing paraphernalia in violation of Board policy will be handled in the following manner.

1. If an employee witnesses an act in which alcohol, drugs, other controlled substances or drug-containing paraphernalia are being transferred from one student to another, the staff member will immediately attempt to detain the student and request the student accompany him to the principal's office. If the student refuses, the staff member will notify the principal immediately.
2. The principal will attempt to obtain evidence by requesting it directly from the student or through search procedures in accordance with Board policy.
3. Any student who distributes, trades, exchanges or sells controlled substances will be expelled.

To promote the general health and welfare and well-being of students and staff, smoking, chewing or any other use of tobacco products (including vapor items) is prohibited on school property. Possession of any tobacco product by a student is also prohibited on school property (includes possession in all vehicles that are located on school property.) If a student is suspected of possessing an open container that includes a controlled substance, in addition to consequences, the student may be banned from bringing any open container to school or any school event/activity.

Student Activities (Co-curricular and Extracurricular)

The Board believes that a wide variety of extracurricular activities should be made available to students. However, participation in such activities is a privilege, not a right. Such activities shall be conducted in accordance with the following guidelines:

1. Activity offerings shall be of sufficient variety and number to meet the wide range of interests of students.
2. Most activities shall be an outgrowth of curricular activities.
3. All participation shall be voluntary.
4. The goal for each student shall be a balanced program of academic studies and extracurricular activities.
5. All activities shall be supervised. All clubs and groups shall have a faculty advisor.
6. Activities for public view shall be kept to a minimum. They shall be closely supervised to avoid the expenditure of excessive time and effort by students.

	<u>Activities Offered</u>	
<u>Clubs:</u>	Drama Club	
	FBLA	Future Business Leaders of America
	Knowledge Bowl	(HS, JH)
	Math Bowl	
	Operation Smile	Swink Youth in Community Service
	STUGO	Student Government (HS, JH)
	SYCS	
	FCA	Fellowship of Christian Athletes
	STEAM	
	Health & Wellness	
<u>Athletics:</u>	Baseball	HS
	Basketball	JH, HS
	Cheerleading	JH, HS
	Football	JH, HS
	Golf	HS
	Track	JH, HS
	Volleyball	JH, HS
	Wrestling	JH, HS

Students who participate in activities and/or athletics may be charged a participation fee. This fee will be determined on a yearly basis (depending on the fiscal budget).

Athletic/Activity Code of Conduct

Students and staff must represent Swink School and the community in a positive manner.

Examples of non-conformity to this rule include but are not limited to:

- Displaying disruptive behavior which in turn creates a negative impact on the school's name or community.
- Any attempt to negatively impact the school or community's discipline or character.

Examples of positive behaviors could include but are not limited to:

- To display excellent sportsmanship towards coaches, fans and players of any school involved in an athletic contest.
- To abide by rules and regulations set forth by coaches, teachers, and administration of Swink School and other schools to which Swink Student Athletes are guests.
- To abide by rules and regulations set forth by the Colorado High School Activities Association which include but not limited to sportsmanship, eligibility and rules of all sports.
- Students and staff are to assume the position of a role model for fellow classmates and other children of Swink School and surrounding community.
- To understand that participation in interscholastic activities at Swink is a privilege not a right.

Athletic/Activities Attendance Procedure

Any student participating in athletics or activities will be required to attend school the entire day of an activity. If the event is on Saturday, the student must be in school all day on Friday. The only absences/tardies that will be excused for participation are: Family Emergencies (at the discretion of the school administration) and Medical/Dental/Legal appointments. Students must return with a written note from the office of the doctor/legal authority. See page 14 for college visitation allowances.

If a student is tardy more than five (5) minutes to any class on the day of an activity or on the Friday before a Saturday activity, that will constitute an unexcused absence for that period and participation will be taken away for the activity scheduled that day, Saturday, or both days if activities are scheduled consecutively on Friday and Saturday. For instance, if in a given week the activity schedule has Friday and Saturday events, and the student-athlete is tardy for more than five (5) minutes on Friday to any class, he/she will not be allowed to participate in the activity either day. This includes practice as an activity.

Off-Campus Course Grade/Eligibility Policy

Students who wish to attend classes outside of the Swink School campus must not have a failing grade in any class the semester prior. For example: Students in Rocky Ford Ag or La Junta Music or OJC Classes cannot have a grade of "F" in any class, on the semester prior to the current one.

Students who attend classes off campus also must NOT be on the ineligible list for three weeks in a row during that semester. If a student is on the ineligible list for three weeks they will have to withdraw from the off-campus class. Any costs associated with the withdrawal will be the responsibility of the student and parents/guardians. An alternative class on the Swink School campus will be assigned.

Swink School Board approved these administrative decisions during the 2013/2014 school year. Attending classes off campus is a privilege, not a right, of our educational system. There are additional costs to these classes, but most importantly, a student who attends Swink School needs to be responsible and successful in all home-school coursework before seeking coursework elsewhere. On a Monday holiday there will be NO pre-eligibility run, and the Tuesday eligibility will remain in effect.

Drug and Alcohol Abuse Athletic/Activity Policy

It is a privilege to be a member of an activity/organization at Swink School and it is therefore recognized that members of those organizations must abide by certain rules and regulations that govern their activities. It should also be noted that the sponsors of the activity may impose rules other than those on drugs and alcohol abuse for the sole purpose of strengthening their activity and the representation of Swink School by those students involved.

The activity policy section shall be in effect from the first day of interscholastic practices in the fall to the last day of school in the spring. This shall be inclusive of all school holidays and weekends.

Any student caught using or possessing unauthorized drugs during the effective dates of the policy will face the following consequences.

A. First Time Violation

CATEGORY ONE

Any student participating in athletics caught using or possessing unauthorized drugs or alcohol during that time will be ineligible for *forty-percent* (40%) of contests if participating in one sport. A student participating in two sports will be ineligible for thirty (30%) of each sport.

CATEGORY TWO

Students who are members of clubs or organizations that do not fall under category one (athletics) will forfeit the next major scheduled extracurricular activity.

CATEGORY THREE

Students participating in yearlong activities (cheerleading) will miss *twenty-five percent* (25%) of the scheduled performances or 3 months participation from the date of infraction, whichever is less.

The student participant, parent, Head Coach/Sponsor and Administration will meet to discuss the violation and sign the Activities Suspension Log. Students will be allowed to attend meetings and/or practices during the suspension. Also, the student will be required to complete in-house substance abuse counseling for a time period of 4 weeks (2 sessions per week) to be scheduled by the counselor and student. If the student participant is attending counseling from an outside source, he/she does not have to complete counseling with the school counselor. The student participant must bring proof of appointments attended to Swink School offices to be exempt from attending in-house counseling. The student participant must complete counseling sessions in order to return to activities from suspension.

For clarification, listed below is the number of contests that would be missed.

<u>SPORT</u>	<u>CONTESTS</u>	<u>40%</u>
Baseball	19	8 games
Basketball	19	8 games
Football	8	3 games
Golf	198 Holes	81 Holes
Track and Field	11	4 meets
Volleyball	19	8 games
Wrestling	30 points	12 points

Example: A football player is caught with 2 games remaining in the season. The athlete will be ineligible for those two games and then must sit out for 3 basketball games (the remaining 20%). If the athlete does not participate in a winter sport then they must sit out 4 baseball games or 2 track meets. If this athlete were only a football player then they would sit out 1 game the following season.

B. Second Time Violation

Any student caught using or possessing unauthorized drugs or alcohol during the effective dates of this policy will be removed from all interscholastic activities for one (1) calendar year from the date the punishment is imposed. Also, the student will be required to complete in-house substance abuse counseling for a time period of 4 weeks (2 sessions per week) to be scheduled by the counselor and student. If the student participant is attending counseling from an outside source, he/she does not have to complete counseling with the school counselor. The student participant must bring proof of appointments attended to Swink School offices to be exempt from attending in-house counseling. The student participant must complete counseling sessions in order to return to activities from suspension.

C. Third Time Violation

Any student caught using or possessing unauthorized drugs or alcohol during the effective dates of the policy will not be allowed to participate in any interscholastic activity for the remainder of their school enrollment at Swink School.

****Violations will be accumulate for the ENTIRE time a student is enrolled in Swink School. Punishment for violations will carry over from one school year to the next.**

Any student who distributes, trades, exchanges or sells controlled substance will be expelled and will not be allowed to participate in any interscholastic activity for the remainder of their school years at Swink School. (Per Colorado Law)

Activity Trips

Students authorized by the school to go on sponsored trips must ride on buses or in sponsored cars both ways unless specifically approved by the principal or superintendent. Out of District students are committing to commute to Swink School to leave for activities. Students attending field trips **MUST** have a signed permission slip. **NO SLIP-NO TRIP!** Students may be released from riding the activity bus home from an activity trip by their parent/guardian **OR** an emergency contact **IF** that emergency contact's name is on the student's emergency card **AND** there is a letter on file in the office (ie: the emergency contact has been approved prior to the activity through written authorization and documentation in the Swink School office.) The student's parent/guardian or the authorized emergency contact **MUST** meet with the bus driver and formally sign the student off the bus.

Extracurricular Activity Eligibility

Eligibility requirements as published by the Colorado High School Activities Association (CHSAA) shall be observed by all students at the high school level. Students who have been suspended (in-school or out-of-school) will not be allowed to participate in contests on the days of suspension. Additional eligibility requirements may be imposed

by the school district for both high school and middle school students. Such eligibility requirements shall include good citizenship, acceptable academic standing, parental permission and good health (athletics only).

Students from other school districts that have boundaries contiguous to Swink School District may participate in interscholastic activities in this district if the school in which the students are enrolled does not sponsor the activity.

Students who are residents of this school district but are educated in a non-public home-based program may participate in any district interscholastic activity including but not limited to athletics, music and drama provided they:

1. Comply with all laws governing non-public home-based education.
2. Meet all CHSAA and district eligibility requirements for participation except for class attendance.
3. Have not been ruled academically ineligible to participate while a public school student within the last two years.
4. Fulfill the same responsibilities and standards of behavior and performance, including related classroom or practice requirements as other students participating in the activity.

Eligibility will be run each Tuesday (pre-eligibility run each Monday unless that Monday is a school holiday.)

Eligibility Requirements (High School, Junior High)

Any student having 3 D's or any F's will become ineligible for that week's activities and remains ineligible as long as grades remain deficient. The student will not be allowed to attend ANY home activities or events during the week of ineligibility. Ineligible students will be required to attend after school work study sessions as designated by Administration. A student may be also declared ineligible by principal or superintendent for disciplinary reasons. Notification of a student's ineligibility will be e-mailed and/or texted to parents.

The eligibility requirements for all class and organizations officers will be a 2.0 grade point average. The eligibility requirements for participants in boys and girl's athletics are those requirements set forth by CHSAA in addition to Swink High School requirements.

A student failing in two or more subjects in any semester will be ineligible the following 9 weeks (including the first 9 weeks of the next school year if that is the next 9 weeks period). These students and parents will be notified by mail.

A student must attend classes for a full day when practice or games are scheduled unless the student has been given an excuse from a school administrator to be absent. A full day means no more than 5 minutes tardy to any class.

Requirements for Earning an Athletic Letter

All Sport General Requirements:

- An athlete must end the season in good standing. If this is not the case, then a review by the A.D. and Administration will take place to determine if the infraction will cause a loss of lettering privileges for that sport.

- If a team member is injured and under a doctor's care he/she is considered a team member in good standing. If the coach determines the player would have lettered had it not been for the injury, the head coach has that right of determination.
- The Coach has the discretion to letter a student on "Merit" due to individual circumstances. This must be reviewed and approved by the A.D. and Administration prior to the letter being awarded.
- Team members who repeatedly show poor sportsmanship or flagrant un-sportsmanship may forfeit their privilege of lettering in that sport. This will be reviewed by the A.D. and Administration to make that determination.
- Any athlete who competes in all four years of a sport and does not qualify for a letter, rightfully earns one his/her senior year.
- Any athlete who sets a school or state record automatically letters in that sport.
- All varsity athletes on a team that qualifies for the "top eight" in the state of that particular sport automatically letters. This would also include anyone who qualifies for a "state" tournament.
- A Swink student that earns a varsity letter from another school in a sport that we do not offer will earn a Swink letter in that sport.
- A team member must turn in equipment belonging to the school and be cleared by the head coach before he/she can letter.
- Any athlete that does not letter for a sport they competed in for the entire season will earn a Participation Award.

Individual Sport Requirements, in addition to General Requirements:

Volleyball

A player must have been in on 50% of varsity matches. Once a player enters any one game of a match, criteria has been met for that match. Merit lettering could be approved on 40% and up of varsity matches.

Football

Twelve quarters of varsity competition to include all phases of the game.

Basketball

Twenty-five quarters of varsity competition.

Wrestling

Fourteen team points or varsity at the Regional tournament with at least eight points scored throughout the season. One point is gained for every varsity competition that a wrestler competes in throughout the season.

Baseball

A player must have entered into at least 30% of the total innings played for that season at varsity level.

Golf

A player needs at least eleven points. One point can be obtained for participation in a varsity event, one point is obtained when their score is used in the team total for an event, and one point can be obtained for a personal best score on 9/18 holes.

Track

A student needs at least 30 points. One point for each event of each meet, all points earned during meets, and one point for each personal record for each event.

Cheerleading

A student must attend at least 50% of all functions. This includes practices and fundraisers

Managers

A student must attend practice and events on a regular basis as determined by the coach and be a positive part of the team.

School Bus/Vehicle Conduct

In order to have the highest degree of safety, each student must observe the following rules:

1. Passengers shall go to their assigned seats without crowding or pushing and must remain seated while the bus is in motion. Student's knees must remain out of aisle to keep it clear.
2. Passengers must not extend their arms, legs or heads out the vehicle windows.
3. Passengers must not talk to the driver while the bus is motion except in an emergency.
4. Passengers must keep all conversation with other students down to a normal talking voice. Loud talking distracts the vehicle driver. Yelling or use of improper language or gestures is prohibited on the bus or the loading area.
5. Passengers shall not tamper with the emergency doors or windows or any other part of the bus equipment.
6. Passengers must not mark or deface the bus/vehicle and its equipment.
7. Passengers must not open bus windows except by direction of the bus driver. Ask permission.
8. Passengers must not fight, scuffle on the bus/vehicle, throw objects inside the vehicle or from the windows, and no spitting inside vehicle or out the windows will be allowed.
9. Passengers must keep books, backpacks and similar objects out of the aisles of the bus. Students are asked to keep backpacks and other items to a minimum size. It is the driver's discretion as to what that optimum size may be.
10. Passengers must remain seated until the bus comes to a complete stop.
11. Passengers must leave the bus/vehicle in an orderly manner.
12. Students drinking liquids or eating food on the bus/vehicle during a bus route is not allowed except at times permitted by the driver for that specific route. On activity/athletic trips eating* is allowed if cleanup is done after the activity.
13. Electronic devices are allowed as long as it does not constitute a hazard. If the device becomes a distraction, the student will not be allowed to bring the device on the bus.
14. *Students may be prohibited from bringing opened beverages and food packages/items, homemade food/drink as well as fresh fruit.

Students who violate the district bus rules shall be subject to the following discipline procedures:

1. On the first offense [citation number one (1)], a conference will be held between the driver and the student. A copy of the citation will be given to the parents by the student at the time of the offense. Parents will be required to sign the citation and return it to the driver. The student will not be allowed back on the bus until the parent has signed the citation. The first citation constitutes the first warning. A copy of the citation will be retained at the administration office.
2. Citation number two (2) requires a conference between the parents, student, principal and the driver. A second citation results in the student being suspended from riding the bus for three (3) days or the next activity the child would participate in.

3. Citation number three (3) results in the student being suspended from riding the bus for ten (10) days or the next two activities the child would participate in.
4. If the problem continues and a fourth citation is issued after the student is allowed back on the bus and riding privileges restored, the student could be expelled from riding the bus for up to one calendar year. A second citation for serious offenses as listed below could result in the student being expelled from riding the bus for up to one calendar year.

Serious offenses such as, but not limited to, fighting on the bus/vehicle or loading area, use of foul language or bullying directed at the driver or at another person, use of tobacco/matches/lighters, throwing objects inside the bus or out the window and vandalism or destructive behavior which results in the destruction or partial destruction of the bus shall be dealt with by the principal and could result in an automatic ten (10) day suspension from riding the bus, or riding privileges for the next two activities your child would participate in.

Child Abuse

According to Colorado Children's Code (Law) school personnel are REQUIRED to report to Social Service and/or the local Police Department any known or suspected incident of child abuse or neglect.

The Code also requires that third party abuse by any person ten years or older that causes skin bruising or bleeding to a child under the age of 18 be reported to the proper agency. In practical terms this means that schools are required to report fights between students that result in bleeding or bruising any time the offender is age ten or older.

These reports may result in your child being interviewed by one of these agencies. The interview may be conducted at school.

Student Publications

School sponsored publications are a public forum for students as well as an educational activity through which students can gain experience in reporting, writing, editing and understanding responsible journalism. Students should observe rules for responsible journalism and refrain from expression which is false, libelous, slanderous and defamatory under state law. Publications should not violate school rules or disrupt the orderly operation of the school or violate the privacy rights of others.

Distribution of Non-curricular Materials

Students shall be allowed to distribute non-curricular written materials on school property subject to restrictions on time, place and manner of distribution set out by Policy and Regulations and State Law. Any material in any media containing expression which is obscene, pornographic, sexually explicit, libelous, slanderous or defamatory shall be prohibited. Also prohibited is material which harasses or injures others or causes a disruption to the operations of the school.

Student Records

The Family Educational Rights and Privacy Act (FERPA) and Colorado law afford parents/guardians and students over 18 years of age certain rights with respect to the student's education records as set forth in Policy JRA/JRC & JRCA. No person or