

Weld Central



High School

Student/Parent

Handbook

2018-2019

WELD CENTRAL HIGH SCHOOL
Welcome to the 2018-2019 School Year!

TABLE OF CONTENTS

Administration	4
School Board Members	4
District Mission Statement	4
WCHS Mission Statement	5
WCHS Fight Song	5
General Information	5
Building Hours	5
Contact Information	5
School Closing	6
Statement of Non-Discrimination	6
Parent Involvement	7
Course Fees	7
Visitors	9
Transportation	9
Closed Campus	10
Vehicle Guidelines	10
Emergency Drills	11
Searches on Campus	11
Food Service Department	12
Smart Snacks in School	12
Hall Passes	12
Library	13
Textbooks	13
Lockers	13
Lost and Found	13
Messages for Students	13
Electronic Device Use	13
Acceptable Use Policy	14
Publications/Posters	16
Emancipated Students or Students no living w/ a Guardian	16
Mandated Reporting	17
School Nurse	17
Health Room Aide	17
Illness or Injury	18
Immunizations	18
Medications	18
Colorado Immunization Requirements	18

Policies and Procedures	18
Teacher Professional Qualifications	18
District Attendance Policy	19
Absences	20
Tardiness	20
Graduation Requirements	20
Concurrent Enrollment	21
College & Vocational Planning	23
Career Clusters & Pathways	23
Graduation Rankings	24
Grade Point Average (GPA) Distinctions	24
Academic Lettering	24
Student Progress Reports	25
Semester Exams	25
Schedule Changes	25
Student Withdrawals	25
Individual and Group Counseling	25
Advisory/Rebel Time	26
Testing Services	26
WCHS Online Program	27
Credit Recovery	27
English As A Second Language Program	28
Special Education	28
Information on Section 504 of the Rehabilitation Act of 1973	29
Legal Notifications	29
Student Conduct	29
Student Discipline Practices	30
Habitually Disruptive Behavior	30
Drug and Alcohol Policy	31
Tobacco Use	32
Violent and Aggressive Behavior	32
Weapons in School	32
Harassment, Intimidation, Hazing, Bullying, & Initiations	32
Racial and Sexual Harassment of Students	33
Sexual Harassment	33
Racial Harassment	34
Academic Dishonesty	35
Dress Code	36
Public Display of Affection	38
Restricted Items	38
Prohibited Articles	38
Conduct on District Vehicles	38
WCHS Discipline Matrix	40
Interscholastic Activities and Eligibility	41
Bell Schedules	42

ADMINISTRATION

Dr. Greg Rabenhorst, Superintendent
Mr. Dan Kennedy, Principal
Ms. Kelli Dwyer, Assistant Principal
Mr. Ryan Witzel, Assistant Principal/Athletic Director
Mr. Shawn Fitzgerald, Dean of Students and Safety

The Board of Education

Bryan Haffner, President
 Cindy Baumgartner, Vice President
 Deb Gustafson, Assistant Secretary/Treasurer
 Erin Grundy, Treasurer
 Fred Jensen, Secretary

DISTRICT MISSION STATEMENT

Creating opportunities for student success through a safe learning environment, rigorous instruction, diverse activities, and an engaged community.

Basic Academic Achievement: All students will demonstrate proficiency in academic basics by meeting or exceeding district and state standards, as developmentally appropriate. RE-3J has defined Literacy as reading, writing, speaking, listening, and spelling. Numeracy is defined as the understanding of mathematical concepts and practical applications.

Achievement in Core Disciplines: All students will meet or exceed district and state standards in other disciplines, as developmentally appropriate in: Science, Social Studies, Vocational Education, Technology, Physical Fitness/Health, and Fine Arts.

Life Skills: All students will have age appropriate skills to make effective life choices in order to lead successful lives and be contributing citizens. Students will be able to: collaborate and cooperate, solve problems, understand the consequences of choices, understand the economic system and be able to plan and manage finances, participate effectively in the democratic process and take responsibility for their actions.

Character and Values: All students will develop the ability to make appropriate value choices. Students will gain an understanding of the commonly held virtues of honesty, integrity, respect for self and others, sense of community, and courage of convictions.

All students at Weld Central Senior High School will have the opportunity to grow in these areas, accomplish the previously listed goals and be able to apply their learning to real life experiences.

WCHS MISSION STATEMENT

THE MISSION OF WELD CENTRAL HIGH SCHOOL IS...

- to provide a safe learning environment where **ALL** students are encouraged to excel
- to hold **ALL** students accountable for their choices
- to provide **ALL** students with a rigorous, standards-based, and engaging curriculum
- to provide opportunities for **ALL** our students to be successful after high school
- to provide a collaborative, and professional staff that supports **ALL** students

Weld Central High School Fight Song:

(To the Tune of: “Hey Look Me Over”)

“Hey we’re from Central, give us a cheer
 Show all the fans that the Rebel team is here
 We’ll take the football down to the score
 So watch the colors the red, blue, white
 We’re gonna win this game tonight
 So up to the top boys, score after score
 Hey all you Rebels give a mighty roar
 And we’ll all stand up in the stadium
 And cheer for the red, blue, white
 For the Rebel team fight, fight.”

GENERAL INFORMATION

BUILDING HOURS

The building is open to students in the morning at 7:30 a.m. and is closed at 4:30 p.m. WCHS staff must supervise any student or group of students in the building.

CONTACT INFORMATION

Weld Central High School	303-536-2100	http://wchs.re3j.com/
Bookkeeper	303-536-2101	traciesack@re3j.com
Office Manager	303-536-2104	kelilaconte@re3j.com
Attendance Secretary	303-536-2106	valeriejones@re3j.com
Counseling Secretary	303-536-2190	shannonhumphrey@re3j.com
HS Health Aide	303-536-2140	michellegreenwald@re3j.com

E-mail addresses for employees of the school district are as follows:

1. The person's full first and last name are used with no spaces
2. All names are followed by @re3j.com
3. Example: John Smith would be johnsmith@re3j.com

SCHOOL CLOSING

When it is necessary to close school for emergency reasons, the administration will attempt to make a decision prior to the beginning of the school day with 5:30 a.m. as a target time. **As soon as a decision is made, parents will be notified via the district's automated messaging system.** It is imperative that parents provide accurate and updated contact information to their child's school. Additionally, radio and TV stations (KOA, KCNC Channel 4TV, KMGH Channel 7TV and KUSA Channel 9TV) will be notified. The notice will be posted on the district website (www.re3j.com) and the snow message line at 303-536-2070.

During the school day, early dismissal may become a consideration due to weather related conditions, water outages, electrical power outages, etc. During inclement weather, additional daylight hours are important and buses may have trouble negotiating their routes. If possible, a decision to dismiss early will be made by early afternoon (e.g., 1:00 p.m.) on the particular day in question. The announcement will be made via the automated messaging system, and radio and TV stations will also be notified. There may be instances when an emergency dismissal will occur after 1:00 p.m.. Therefore, the administration suggests that parents make arrangements with your children in case an early dismissal should occur when parents are not at home. Unfortunately, there is no way to guarantee notification to all parents in advance. The district is not only concerned about safe transportation home by school bus but also that the children have an alternate place to go in case parents are not at home.

Nondiscrimination/Equal Opportunity

In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado law, Weld County School District Re-3J does not unlawfully discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation (which includes transgender), genetic information, conditions related to pregnancy or childbirth, disability or need for special education services in admissions, access to, treatment, or employment in educational programs or activities which it operates.

Complaint procedures have been established for students, parents, employees and members of the public. The following person(s) have been identified as the compliance officer for the district:

Jenny Wakeman, Director of Support Services
99 W. Broadway, Keenesburg, CO 80643
303-536-2000
jennywakeman@re3j.com

Outside agencies

Complaints regarding violations of Title VI, (race, national origin), Title IX (sex/gender), Section 504/ADA (handicap or disability), may be filed directly with the Office for Civil Rights, U.S. Department of Education, 1244 North Speer Blvd., Suite 310, Denver, CO 80204. Complaints regarding violations of Title VII (employment) and the ADEA (prohibiting age discrimination in employment) may be filed directly with the Federal Office of Equal Employment Opportunity Commission, 303 E. 17th Ave., Suite 510, Denver, CO 80202, or the Colorado Civil Rights Commission, 1560 Broadway, Suite 1050, Denver, CO 80202.


PARENT INVOLVEMENT

The administration and staff of WCHS welcome parent involvement and encourage parents to consider some of the following: Booster Club, District and School Accountability Committee, chaperoning activities, and volunteering to tutor or help students. We encourage parents to access and use the 'Parent Portal' to monitor the progress of your student in his or her classes.

FEES

Unpaid materials fees will not result in a child's inability to enroll in and attend school. **-Students will not be able to participate in extracurricular activities (e.g., athletics, clubs, dances, commencement, etc.) until materials fees and all other miscellaneous fees are paid.** For those families with a financial hardship, other options, such as a payment plan, are available by contacting the school office. If attempts to collect fees from the District are ignored, the fee balance may be forwarded to a collection agency for further collection processes. Students withdrawing from the District prior to October 1 of the school year may be eligible for a refund. No refunds will be offered after the October 1 date.

The following is a list of fees that **will** be charged:

Course Fees 		
Fees are subject to change each year.		
Department	Class	Fee Per Semester
Agriculture	Ag I, II, III, IV	\$20.00
	Ag Business/Leadership	\$20.00
	Ag Power/Energy	\$20.00
	Ag Structures	\$20.00
	Ag Welding	\$20.00
	Horticulture	\$20.00
Art	Art for the Non–Artist	\$20.00
	Art 1	\$20.00
	Art 2, Art 3	\$20.00
	Graphic Art	\$20.00
	Digital Photo 1, 2, 3	\$20.00
	Independent Studio Art	\$20.00
Consumer/Family Studies	Intro to Catering	\$20.00
	Catering	\$20.00
Class Fees (Per Year)	Freshmen	\$20.00
	Sophomores	\$20.00
	Juniors	\$20.00
	Seniors	\$20.00
Engineering Technology	Drafting/Tech Drawing	\$20.00
Industrial Arts	Woods I	\$45.00
	Woods II, III, IV	\$30.00 + Wood
Music and Theatre	AP Music Theory	\$20.00
Physical Education	First Responder	\$30.00 certification fee (optional)
	Physical Education (lock fee)	\$10.00
Science Classes	All Classes	\$10.00
Athletics Participation Fee	Per Sport	\$100 (2 sport cap)
Activities Fee (Clubs & Organizations)	Per Activity	\$25.00
Student Events Fee	Per Year	\$30.00
<ul style="list-style-type: none"> ● A cap is set in place to limit the number of sports that a student athlete must pay for in order to participate. This does not limit the number of sports that student may participate in, but rather puts a \$200 limit on athletic participation fees. ● All fees must be paid at the beginning of the school year or your student will not be able to participate in extracurricular activities, fail to receive report cards, transcripts, and diplomas until fees are paid. ● Fees are assessed twice a year; the beginning of each semester. The fees are assessed according to the classes that students take during the semester. Please call the main office to arrange payments if 		

necessary.

VISITORS

To ensure student safety and campus security, the following procedures are given for visitors to our campus:

Parents are welcome visitors at school! Visitors will enter through a secure entrance and are required to check in and check out with a receptionist. **All visitors should be prepared to provide valid identification and will be released into the building following check-in.** Criminal background checks, not to include immigration status, will be performed upon a visitor's first visit to the school, annually. **Background checks will be performed upon a visitor's first visit to the school, annually.** Visitors will be given a visitor's pass which must be worn at all times while in the building. Visitors are required to check out at the receptionist's window prior to leaving the school. To maintain security, all entrances into the building will be locked, and visitors are only allowed entry at the school's primary entrance.

Parental visits give children a feeling of security within the school environment. Formal classroom visits are discouraged the first three weeks of the school year to enable children to adjust to their new routine and program. Formal visits and/or observations anticipated to be longer than 15 minutes must be scheduled in advance with building administration. Siblings and friends are not permitted during formal visits to classrooms.

Parents who wish to speak with the teacher are encouraged to make an appointment. Sometimes students are not in their usual classroom or they may be involved in activities or tests which should not be interrupted. Children are easily distracted by conversations between adults. Often teachers have previous commitments and are not able to devote adequate time to spontaneous conversations. Please call ahead to arrange a conference which will ensure a profitable experience for everyone.

TRANSPORTATION

Weld Central High School students are provided with a photo ID at the beginning of the school year. This ID is used to check out library books, to purchase lunch, and to ride school district transportation. If the student loses his/her ID, a replacement is required and the cost will be \$1 for the first replacement and \$5 for additional replacements.

For school bus transportation rules and guidelines, please see the Transportation Parent and Student Handbook.

CLOSED CAMPUS

Weld Central Senior High School has a **closed-campus** policy. All students are required to remain on campus during school hours, unless excused for work release or other school activities. Students who violate this policy are subject to disciplinary action. Any student who leaves school before the time of dismissal without proper parent and/or office permission will be considered truant and subject to disciplinary action. **Any student transporting another student off the campus during class hours without authorization will lose driving privileges and is subject to further disciplinary action.**

When students arrive on campus before school they are to come inside the building, not to sit in cars or “hang out” in the parking area. **The parking lot area will be off limits to students during the school day unless office or administrative permission is given to the student to be there.**

VEHICLE GUIDELINES

Students may drive to school and park in the west parking lot only. The control and supervision of the parking lot at Weld Central Senior High School is difficult. There is a need to strictly regulate these areas. Unauthorized persons must be kept off campus to help secure student and staff property and limit truancy and other violations of school rules. It is easier for school authorities to meet those needs properly when we have the full cooperation of the students. It is important for each student to observe the following rules:

1. Students are not to be in the parking lot without permission from the office or an administrator, unless they are coming to or leaving school or involved in a school sponsored activity. Students must be able to furnish proof of permission to leave or enter the parking lot.
2. All drivers are expected to drive safely and orderly while entering and leaving the school premises. Fast or irresponsible driving will not be tolerated and may result in loss of driving privileges at school and/or may be reported to law enforcement.
3. **Drivers are to enter and leave through the south (main) entrance to avoid the bus lanes.**
4. Drivers are expected to yield to school buses when entering and leaving the parking lot.
5. Vehicles need to be properly parked within the parking spaces provided.
6. Students are not to sit in cars during lunch or school programs. Students who need to retrieve something from their cars need a pass from the attendance office.
7. **Parking permits must be displayed on the rear view mirrors of all vehicles parked in the parking lot.** These permits can be obtained from the front office.
8. **The privilege of bringing a vehicle to the school is conditioned on the student driver allowing searches of the vehicle when there is reasonable suspicion of**

some violation of school rules. If a student or parents refuse this to occur, the refusal is grounds for taking away the privilege of parking on school grounds.

EMERGENCY DRILLS

We have fire drills for the students' safety on a monthly basis. We have Lock Down, Lock Out and Weather related drills once each semester. These drills are intended to familiarize students, teachers, and staff with evacuation procedures and routes ensuring greater safety should a real emergency occur. **Student cooperation and participation in these drills is expected.**

SEARCHES ON CAMPUS

Occasionally we will have to search the students on campus. **These searches will only occur if the administration has a reasonable suspicion that a student has something on campus that is not permissible.** We will have detection canines come to the school on a regular basis for the purpose of preventing having prohibited items at the school. These searches are performed randomly.

FOOD SERVICE DEPARTMENT

The Weld County Re-3(J) food service program participates in the School Breakfast Program and the National School Lunch Program. Free and Reduced Price Meal Applications are available at the school office or at the administration office in Keenesburg, Colorado.

The point of sale program, Nutrikids, assists in crediting money to students accounts, tracks an accurate account of all meals and items served, and makes available to parents the status of their student's account. Menus can be viewed at re3j.nutrislice.com. If you have any questions, please contact the Director of Food Services at 303-536-2062.

1. Each student is required to use his or her student ID for meal purchases. Student pictures are imported into the computer to help with identifying the correct student.
2. When students bring in a check or cash, this amount is credited to their account and meals and a-la-carte items are automatically deducted from their account.
3. We encourage parents/guardians to pre-pay for your student's meals. We accept cash and personal or business checks made out to your child's school-**please put your student(s) name(s) on the check to insure the money is credited to the correct account. Parents may also pay by checking account or credit card online by visiting www.myschoolbucks.com.**

4. Please see Policy E-7 (EF) School Meal Payments EXHIBIT 1 regarding the District Food Service meal charges and collection procedures.
5. Students are encouraged to bring their checks or cash to the cafeteria before school for crediting to their accounts.
6. Meals and a-la-carte items are available for purchase. The price of the a-la-carte items range from \$0.50 - \$2.50.

WELD CENTRAL HIGH SCHOOL MEAL PRICES:

Breakfast: \$2.25 Reduced: \$ 0.00 Free: \$ 0.00

Lunch: \$3.00 Reduced: \$ 0.40 Free \$ 0.00

Extra Milk: \$ 0.50

ADULTS:

Breakfast: \$2.90 **Lunch:** \$3.80 **Milk:** \$ 0.50

Fundraisers

Smart Snacks allows state agencies to use discretion in determining a specified number of exempt fundraisers where the foods and beverages sold are exempt from the Smart Snacks food and nutrition standards. Colorado allows up to three exempt fundraisers per school building per school year. The duration of the fundraiser must be in line with the intent of the regulation, which indicates that they must be infrequent. These exempt fundraisers are only exempt from the Smart Snacks food and nutrition standards, but not exempt from the Colorado Competitive Food Service Policy.

Colorado Competitive Food Service Policy

According to the Colorado Competitive Food Service Policy (2202-R-201.00), competitive food service is any food or beverage sold to students that is separate from the district's nonprofit, federally reimbursed food service program, and is provided by a school-approved organization or by a school-approved outside vendor.

Competitive Food Service Time Restrictions

Competitive foods shall not be sold in competition with the district's food service program. Such competitive foods cannot be sold 30 minutes before to 30 minutes after each scheduled meal service on anywhere on the school campus that is accessible to the students. Sales for any food fundraisers, either exempt or non-exempt, may not be sold within these time restrictions.

HALL PASSES

When a student is out of the classroom, the student must have a hall pass. If a student is given permission to leave the classroom, the student's teacher will give him/her a written hall pass. The pass will indicate the student's destination and the time the student left the classroom. The pass will have the teacher's signature on it, and may be checked by other school personnel

LIBRARY

The library is a place for reference work, gathering materials to prepare assignments, using the computers for assignments, or satisfying appropriate reading interests beyond textbooks. The library is usually open from 7:30 a.m. until 4:30 p.m. Monday through Thursday for student use. No food or drinks are allowed in the library at any time. Violations of library rules and regulations may result in a student's loss of library and internet privileges.

TEXTBOOKS

Class textbooks are loaned to students for use during the school year. Textbooks should be covered and handled carefully. Be sure your name, grade, and school are written on the book cover should the book be misplaced. **Students will be required to pay for lost or damaged books.**

LOCKERS

Lockers are assigned by office staff when students enroll. Before their records are cleared, students will clean out and vacate lockers. The school does not accept responsibility for the theft of articles from lockers. Locker checks may be performed at the discretion of the administration. Please do not leave money or other valuables in lockers. Students should not "jam" their lockers, and must use only the lockers assigned to them. Students jamming lockers may lose their locker privileges.

LOST AND FOUND

Students who find lost articles are asked to take them to the office where they can be claimed by the owner. Please check with the school secretary when items are missing. Items turned into the office will be kept for a limited time before being discarded.

MESSAGES FOR STUDENTS

Messages for students will be taken through the main office and delivered to students as

quickly as possible. If the message concerns an emergency, the message will be delivered immediately.

ELECTRONIC DEVICE USE

Classroom phones are to be used by the WCHS staff only. There is a phone in the office for students to use for emergencies only. If, for any reason, a student needs to be reached by family, please refer to “Messages for Students” above.

Use of an electronic communication device in school that disrupts and interferes with teaching, learning, and the educational process is not acceptable. Cell phones and other electronic devices that take away from learning are to be off during class unless allowed by the teacher. If in use without permission, the consequences will be as follows:

First Offense: the device will be confiscated by the staff member and given back to the student at the end of the school day. It is the responsibility of the student to make arrangements to pick up the phone.

Second Offense: the device will be confiscated by the staff member and turned in to the office. A parent contact will be made and the device will be returned to the student at the end of the day.

Third Offense: the device will be confiscated by the staff member and turned in to the office. The device will be returned to the parent with the expectation that the device will not return to school with the student.

When use of an electronic device becomes a bullying/safety issue, administration may institute a safety plan requiring students to turn in their electronic device during the school day.

Please remember that bringing electronic devices is done at your own risk. While school administration will assist to recover lost or stolen items, these items may not be recovered.

ACCEPTABLE USE POLICY

Student Responsible Use Guidelines For Technology, Access and Digital Communication Weld County School District Re-3J

The Weld County School District Re-3J offers students access to computers and the Internet to support the District vision and mission. In order to provide open access to the resources, tools and equipment we believe are essential to teaching and learning, it is important that users understand

their responsibilities and conduct themselves as responsible learners at all times. Listed below are guidelines that outline responsible use.

I will:

- Keep private information private. (My password and identity are mine and not to be shared.)
- Treat others with respect, both online and offline.
- Report anyone who tries to use the computer to hurt or harass me or others to a teacher or another staff member.
- Strive to be a responsible digital citizen.
- Encourage others to be good digital citizens.
- Have appropriate conversations in all my interactions with others.
- Tell adults when someone makes me uncomfortable.
- Use computers, the District network, and District accounts for school-related purposes.
- Credit my sources when I am using other people's information, images or other material.
- Respect the work of other students and not try to copy, damage, or delete their work.
- Follow District policies, rules, and regulations.
- Ask for permission before connecting my own devices to the District network.
- Take care of District computer equipment.

I will not:

- Read another student's private communications without permission.
- Use improper language or pictures.
- Use communication tools to spread lies, rumors, or other harmful content about others.
- Access or attempt to access anyone else's account(s).
- Pretend to be someone else online.
- Give out my full name, password, address or any other personal information.
- Give out the full names and addresses of others.
- Electronically communicate with anyone who asks me not to.
- Look for, read, view, or copy inappropriate pictures or information.
- Load my own software or apps onto the District network to use at school, unless I have received permission.
- Try to get access to or make the computer or network do things not approved by my school and the District.

I understand:

- That sometimes my computer work may be lost, and I should be careful to backup important work.
- That some things I read on the Internet may not be true.
- That the computers and network belong to the District and that using them is a privilege, not a right.
- That the computers, network and printers may not work everyday.

- That it is my responsibility to make sure that the devices I use on the District network are approved.
- That the things that I do using a school computer or network are not private and that my teachers and District staff may review my work and activities at any time.
- That it is my responsibility to read and abide by the terms and conditions of District Policies [I-33 \(IIC\)](#) and [I-34 \(IS\)](#), guidelines, exhibits, and handbooks, including all subsequent revisions.

Consequences for misuse, including but not limited to:

I might not be allowed to use the computers or the District network if I break these rules.

I may be suspended or expelled from school if I act irresponsibly.

Acceptance

By signing this agreement, I agree to always act in a manner that is respectful to myself and others and in a way that will represent the school in a positive way. I accept that this policy applies in school and outside of school. I understand that failing to follow the above will lead to appropriate sanctions being carried out.

Definitions:

Sanctions: Misuse of the Internet and computers within the District will be dealt with in accordance with the Student Code of Conduct.

Computer: Any electronic device used for storing and processing data. E.g., Chromebook, iPad, cell phone, etc. (Please note, this is not an exhaustive list).

PUBLICATIONS / POSTERS

Students or groups desiring to distribute or post publications or fliers must have prior approval of the Principal. Posters and signs should be posted only in designated areas, and removed when no longer applicable. Any sign not stamped with the proper approval stamp will be removed.

EMANCIPATED STUDENTS OR STUDENTS NOT LIVING WITH A GUARDIAN

Students who have become legally emancipated or who have left the residence of their parent or guardian must report their situation to the principal or counselor immediately upon enrollment or change of status. These students will meet with both the principal and

counselor to determine legal district custodial status, and to receive authorization on the student's being considered in-district, out of district, or McKinney-Vento (homeless status). **All other students must have parental permission to leave school, and must sign in and out at the office regardless of age.**

MANDATED REPORTING

By law, schools are required to report any suspected child abuse. Social services and law enforcement have the authority to conduct investigations in the schools and with students. The methods in which such investigations are conducted are within the exclusive authority of law enforcement and social services. Notifications to parents in such cases will come from law enforcement agencies or social services. The law states that when a school reports a case to Social Services, a follow-up written report must be made as soon as practical. The reporting party has the responsibility of sending the report.

SCHOOL NURSE

The district nurse is a registered nurse and is shared among all the schools in the district. The roles and responsibilities of the school nurse include:

- Ensuring that health needs of students are addressed during the school day
- Managing communicable disease outbreaks
- Directing the immunization program
- Overseeing delegated nursing tasks
- Developing and implementing Health Care Plans
- Being a liaison between teachers, administrators, parents, & community health providers
- Providing for the care of acute health care needs, including emergencies
- Conducting health assessments
- Participating in the identification process of children with special needs
- Overseeing vision and hearing screening programs

HEALTH ROOM AIDE

The Health Room Aide is trained in CPR, First Aid, and Medication Administration. The Health Room Aide assists the District Nurse in the roles listed above.

ILLNESS OR INJURY

The Health Room is available to students who become ill or injured while at school. Only qualified personnel will give emergency care. Parents will be notified as soon as possible of illness or injury. Medical help will be summoned in case of an emergency.

IMMUNIZATIONS

Immunization records are required to enroll in Colorado public schools. According to Colorado State Law, all students must have a copy of a completed immunizations record on file. Students will be excluded from school if proof of needed immunizations is not provided in a timely fashion. If the student has a medical reason to not receive required immunizations, a physician's signature is required on the medical exemption form. If the parent has a personal or religious belief opposing immunizations, the parent's signature is required on the exemption form. Exemption forms are available on the District Web site or you may complete exemption forms online at: www.colorado.gov/vaccineexemption

MEDICATIONS

All medications are to be brought to the health office by a parent/guardian. Medications need to be in the original container. Nonprescription and prescription medications will be administered only with written parent permission and written physician authorization. Medications that need to be on the student's person, such as inhalers, require a written Health Care Plan. Unauthorized possession of medications will result in a referral to the office. Medication authorization letters are available in the Health Office, and on the District web page under Health Information.

POLICIES AND PROCEDURES

Board of Education Policy and Administrative Procedures are available for review at the District Administration Office and the main office of each RE-3J school. In the unlikely event that guidelines within this book are found to be incomplete, inaccurate, or otherwise inconsistent with state statute, Board policy or administrative procedure, the above-referenced materials shall supersede the relevant guideline in this handbook.

DISTRICT ATTENDANCE POLICY AND GUIDELINES

The Weld Re3J School District has revised and updated the attendance policy to come into compliance with the state revised statute for compulsory attendance. As of August 2008 students who are between the ages of six and seventeen are required to attend school. The Colorado revised statutes also requires a district to determine what is considered an excused absence and an unexcused absence. The district has determined that an excused absence is a student who is temporarily ill, who has a prearranged absence to attend an appointment which cannot be taken care of outside of school hours, who is in the custody of the court or law enforcement, who is pursuing a work-study program under the supervision of the school, who is being instructed at home, who is participating in any school sponsored activities or activities of an educational nature preapproved by the building principal, who is competing at a state or national event, who is participating in a recognized cultural or religious event or if a student must be gone because of a death of a family member. **WCHS students are considered absent from class if they are more than 10 minutes tardy.** All other absences are considered unexcused.

Vacations or non-emergency activities should be scheduled for days or times when students are not in school. Requests for absences to be excused for non-emergency reasons will be approved if the student has a 95% or higher attendance rate over the prior two (2) grading periods, and/or if the student is otherwise meeting academic performance expectations as determined by school administration.

Letters will be sent to the parents of students who are absent 5, 8, 10, and 12 days. Attendance contracts may be generated at the eighth day of absence in the first semester or 10 days in the school year. If attendance issues continue to occur, the family may be referred to Youth and Family Connections (YFC) for evaluation and support in correcting the issues relating to the attendance concerns.

If a student has four unexcused absences in any month or ten in any school year, the student may be considered as “habitually truant” by state guidelines. Students who are “habitually truant” will be referred to Youth and Family Connections (YFC) for evaluation and support. Students will also be referred to the Weld County Truancy Court to

help families comply with the compulsory attendance statute.

Students who have good attendance generally benefit from interaction with the other students, achieve higher grades and are more employable after leaving school. The district feels that consistent enforcement of these policies assists students and families in attending school on a regular basis and is in the best interest of the students.

ABSENCES

We have changed the attendance policy in order to form more partnerships with parents of students who are ill. Parents should notify the school of their student's absence by telephone or with a note when the student returns to school. These absences will be counted as excused as long as the school is notified. Students will receive letters regarding their attendance after five, ten and twelve absences; excused or unexcused.

Students and their parents will meet with an HS Administration after eight absences in a semester or ten absences in a year. The result of this meeting will be an attendance contract for the purpose of improving the student's attendance and, may involve an academic plan for acquiring graduation credits. After the meeting with HS administration any absences that are not documented as agreed upon in the meeting can be marked as AUP, absent-unexcused-parent notification.

Students will have the opportunity to make up all absence related work. **Students will be given two (2) days per absence to make up the work as long as the work is requested by the student or parent prior to or on the day of the student's return from an absence.** Tests or quizzes should be made up before or after school, during lunch, or at the discretion of the teacher, but not during regular class time. It is the responsibility of the student to pick up any make-up assignments on or before the day he/she returns to class. Parents or students who request work for absences longer than one day may be provided an alternate but equal educational opportunity to be completed outside of school. Teachers will provide school work by the end of the students first full school day of absence.

Truancy is defined as being absent from school without the permission or knowledge of the parent. If a parent has not verified a student's absence after three (3) school days, the absence will become unexcused and remain as such. Unexcused absences of 4 in a month or 10 in a year, requires an immediate intervention (i.e. meeting, contract, Youth and Family Connections referral, court referral, home visit by advocate, etc.)

TARDINESS

A student is tardy when he or she comes to school/class after the bell has started ringing. WCHS students are considered absent from class if they are more than 10 minutes tardy. Students must have a pass from the office to be admitted to class and not incur a tardy. Excessive tardiness, determined as being in multiples of five (5), may result in a

consequence as outlined in the discipline matrix.

GRADUATION REQUIREMENTS

Each student will take seven classes during each of the eight semesters in which they are enrolled, for a total of 28 possible credits (.5 credits per class per semester). All students must have a full schedule.

Failed classes will need to be made up either during Credit Recovery or Summer School, outside of the regular school day.

26 Credits are Required for Graduation:

Required Graduation Credit Requirements are subject to change.

Language Arts: 4.0 Credits	English I – 1.0 (9 th) English II – 1.0 (10 th) American Lit – 1.0 (11 th) Speech - .5 (11 th , or 12 th) See Language Arts category for 12 th grade course offerings – (1.0)
Social Studies: 3.5 Credits	Foundations of Social Studies – .5 (9 th), World History - 1.0 (10 th) U.S. History- 1.0 (11 th), Civics -.5(12 th), and *Economics-.5 (12 th)
Math 3.0 Credits	Algebra I - 1.0 (9 th) See Career Pathway Course Guide for course offerings
Science: 3.0 Credits	Physical Science/CP Physical Science – 1.0 (9 th) General Biology/CP General Biology – 1.0 (10 th) See Science category for 11 th and 12 th grade course offerings.
P.E. and Health: 2.0 Credits	Team Sports/Health – 1.0 (9 th) See P.E. category for 10 th , 11 th and 12 th grade course offerings. <i>Note: Two seasons of participation in an athletic activity may result in a waiver of one-half (½) credit of physical education up to a maximum waiver of 1.0 credit.</i>
Career Pathways: .5 Credit	Career Exploration - .5 (9 th)
Electives: 10.0 Credits	Any course in addition to the required courses or courses marked “Elective Credit” are elective courses.

Graduation credits are a subject that the Colorado Department of Education is currently reviewing and making recommendations to local school districts. The current graduation requirements may change over the next couple of years. Please stay abreast of these changes and discussions by contacting Weld Central High or Weld County RE-3(J) District Office for more information.

All graduating seniors must have a completed Individual Career and Academic Plan that has been approved by a school counselor prior to graduation.

CONCURRENT ENROLLMENT

Eligibility

- All Concurrent Enrollment classes must be taken through institutions of higher education.
- Students who participate in the Concurrent Enrollment program must pursue a more challenging curriculum and/or an alternative program to fit the needs of the student.
- All Students participating in the Concurrent Enrollment program must complete an Individualized Career and Academic Plan (ICAP) prior to enrolling / starting a Concurrent Enrollment class and have a qualifying score on either the SAT or Accuplacer assessment.
- Students who do not pass their Concurrent Enrollment classes with a 70% or better may be placed on academic restriction for one semester and may not enroll in additional Concurrent Enrollment courses during that time.

Dual Credit/Concurrent Enrollment Eligibility Scores

<i>Offered at WCHS</i>	<i>Accuplacer</i>	<i>SAT</i>
<i>English Composition 121</i>	<i>Reading 80/Sentence 95</i>	<i>470</i>
<i>English Composition 122</i>	<i>Reading 80/Sentence 95</i>	<i>470</i>
<i>College Algebra</i>	<i>87</i>	<i>500</i>
<i>College Trigonometry</i>	<i>85</i>	<i>720</i>
<i>Survey of Calculus</i>	<i>85</i>	<i>720</i>
<i>Introduction to Statistics</i>	<i>85</i>	<i>500</i>

For additional information, please visit:

<http://www.aims.edu/student/assessment/studyguides/qrg>

Process

- Students must indicate interest in the Concurrent Enrollment program by contacting their Academic Advisor.
- Students will work with their Academic Advisor and the Concurrent Enrollment Coordinator to enroll in the Concurrent Enrollment classes. Through this process students will complete the proper paperwork required by that institution.
- If the student is under the age of 18 they must have the student and parent signature on the 2nd page of the application
- Male students that are 17 yrs, 11 months to age 26 must be registered with Selective Service ("The Draft"). If there are any questions on how and where to register, the student should contact their academic advisor. (They CANNOT be registered into any courses until the student is registered for Selective Service)
- Students must have all paperwork completed prior to the first day of the

- semester of the attending institution of higher education.
- Students are responsible for providing an official transcript to Weld Central upon completion of a course or courses.
 - If requested, students are responsible for providing Weld Central with their attendance for any Concurrent Enrollment classes.
 - Grades received from the Concurrent Enrollment institution will be computed in the student's grade point average and will be weighted based on the Grade Point Average Distinction table on page 20.
 - Upon successful completion of Concurrent Enrollment classes, Weld Central will grant 0.5 high school credit for each three credits or higher Concurrent Enrollment course.
 - Courses without appropriate paperwork will not be added to official school transcripts until all paperwork is complete.
 - Due to budget considerations, some students may not be allowed into concurrent courses. Priorities for Purposes of Enrollment into Concurrent Course: 1) Junior or Senior students, with priority to students who are currently enrolled in Concurrent Enrollment Courses, 2) Students who are enrolling in academies and courses offered as classes at WCHS, 3) Talented and Gifted Students for Ninth and Tenth Grade Students (one class per semester), 4) Accuplacer/SAT scores.
 - We will fund up to six credits of college courses per student per semester in order to provide fairness in funding for students. Parents will be financially responsible for the credits taken above six in a semester.
 - If a student leaves WCHS prior to the end of a semester they will assume financial responsibility for the course.

Note: Exceptions can be made by administration and the counseling department deemed necessary due to environmental needs of the student. Exceptions will include: at risk students, advanced students, physical disabilities, and vocational needs of students.

COLLEGE AND VOCATIONAL PLANNING

The Counseling Department will offer college and career assessments, as well as assist students with their college and vocational plans and financial assistance. If you require assistance with college, vocational or financial planning, please contact the counseling secretary to set up an appointment. Weld Central utilizes a web-based program in order to help students form Individual Career and Academic Plans. The Web-site Naviance provides students, parents and schools resources and ideas to help with the exploring post-secondary training and vocational planning.

CAREER CLUSTERS & PATHWAYS

Career Clusters are groupings of occupations and industries. These groupings are used as an organizing tool for curriculum design, instructional and guidance model, and seamless transition. A Career Pathway represents a grouping of occupations within a cluster that share a base level of common knowledge and skill. A plan of study will incorporate and align secondary and postsecondary education elements. It will also include opportunities for obtaining postsecondary credit. The Course Description Book contains a plan of study for each of the 16 Career Pathways. This plan of study can help students and parents outline courses needed during high school.

GRADUATION RANKINGS: VALEDICTORIAN / SALUTATORIAN

The student with the **highest** grade-point-average (GPA) on the **last Friday in April**, the final semester in the graduating year, with a minimum of two consecutive semesters at Weld Central prior to graduation, will be selected as the **valedictorian** for their class. If more than one student has the highest grade-point-average, the students will be named co-valedictorians.

The student having the **second highest** grade-point-average on the last Friday of April, the final semester in the graduating year, with a minimum of two consecutive semesters at Weld Central prior to graduation, will be selected as the **salutatorian** for their class. If more than one student has the second highest grade-point-average, the students will be named co-salutatorians.

GRADE POINT AVERAGE (GPA) DISTINCTIONS

Letter grades and grade point averages for individual classes will be computed using the following numerical scale.			
Percentage	Regular Course	Honors	AP and/or Concurrent
90 - 100 = A	4.0 = A	4.5 = A	5.0 = A
80 - 89 = B	3.0 = B	3.5 = B	4.0 = B
70 - 79 = C	2.0 = C	2.5 = C	3.0 = C
69 - 60 = D	1.0 = D	1.5 = D	2.0 = D
59 - 00 = F	0.0 = F	0.0 = F	0.0 = F

REQUIREMENTS FOR ACADEMIC LETTERING

Academic letters will be awarded to students based on their cumulative high school grade point average. Students must have attained a cumulative GPA of 3.6 and above for an academic letter. Students attaining a cumulative GPA of 3.3 to 3.59 will receive an academic certificate. Seniors will receive their awards at the end of the spring semester. Freshmen,

Sophomores, and Juniors will receive their awards the following school year during the fall semester.

STUDENT PROGRESS REPORTS

In an effort to communicate through electronic means, we invite parents to view student progress through the Infinite Campus Parent Portal. Parents can request a hard copy of a student's progress report by contacting their student's Rebel Time teacher. Progress reports are distributed to students during Rebel Time on Tuesdays. We encourage our parents to contact the counseling office at the high school in order to be signed up for access to Parent Portal.

SEMESTER EXAMS

All students are required to participate in semester final exams or projects in each enrolled course. The exam or project is used as a proficiency indicator and will help determine the final grade. Finals must be taken on the final two days of each semester. Under extenuating circumstances students may be permitted to take finals early with administrative approval.

SCHEDULE CHANGES

With administrative approval, students will be able to make changes to his/her schedule on **days 1-5 of each semester without penalty** after completing the Schedule Change Request form. Students can obtain the Schedule Change Request form from the Counseling Office.

STUDENT WITHDRAWALS

Students withdrawing from WCHS **MUST** obtain a withdrawal form from the counseling office. The parent is to complete the form, return all school property, pay all outstanding fees, and return the form to the counseling office.

INDIVIDUAL AND GROUP COUNSELING

The mission of the Weld County School District RE-3 (J) professional school counseling program is to empower all students to acquire educational, occupational, and social competencies in order to reach their individual potential in partnership with students, parents, staff, and community. The role of the counselor includes:

- Assisting students in developing life skills through short-term individual counseling (generally not more than 3-4 meetings). Examples of skills that the counselor may work with a student to improve include decision-making, problem-solving, stress management, and anger management skills.
- Working with students to provide small group counseling on topics such as: grief/loss, study skills, anger management, and adjusting to a new school.
- Coordinating the affective education program which assists students in developing social and interpersonal skills.
- Assisting the school principal with identifying and resolving student issues, needs, and problems.
- Providing parents informational support about community resources available to assist their child/family.

Individual and group counseling sessions are available in the counseling office. Students wishing to see the counselor during class times need permission from the classroom teacher and/or counselor. Appointments may be necessary. The Weld Central High School Counseling staff welcomes students and looks forward to meeting the needs of students.

Rebel Time (Advisory Period)

We have an advisory period (Rebel Time) during the year in order to improve communication of important information with the students throughout the year. The students will work on issues that are relevant to each grade level. Each student will be assigned a teacher from the staff at the high school. The staff member will be responsible for helping the students in their group to be informed about topics and business that is important to the grade level. Topics addressed may include: transitional issues between grade levels, progress monitoring, review testing results, academic goal setting, class registration, credit reviews, study skills, review school expectations and student handbook, time management, fill out applications for schools and scholarships, etc.

TESTING SERVICES

Data from standardized testing impacts changes to curriculum and instruction and is valuable in making improvements in our school. Administration works with our Concurrent Enrollment and Assessment Coordinator in the counseling office office to

coordinate standardized testing throughout the school year. These tests include, but are not limited to, the PSAT 8.9, PSAT, SAT, CMAS, Accuplacer, ASVAB, and AP tests. The counseling office can also provide information and application forms for the SAT college entrance examination.

WELD CENTRAL ONLINE PROGRAM

Weld Central High School offers an Online Program as an alternative pathway to graduation. Students in the online program may attend zero, one, or two classes at Weld Central while completing the rest of their courses through an online platform called Edgenuity. This online or blended format of in class and online learning can help to support students in various circumstances and is available to all students at Weld Central High School. Students in the online program must attend school a minimum of five hours and log a total of twenty seven hours working online each week.

See the Weld Central Online Handbook for the application and more information

CREDIT RECOVERY & SUMMER SCHOOL

Credit Recovery and Summer School classes are available for high school students, grades 9-12. Because a student is making up credit lost at our high school, the credit needs to be made up through our district's credit recovery program. Students who enter Weld Central High School from other schools who require less credit may be required to take courses to achieve twenty-six credits for graduation. Transfer students will not be subject to the fees for making up courses.

Credit recovery classes will be held after school, Tuesday through Thursday, throughout the school year. Transportation to summer school is the responsibility of the student or parent. Efforts are made to ensure that summer school sessions are offered in various locations within the district to increase convenience and reduce transportation expenses for families.

We will continue to utilize a proficiency-based online curriculum for Credit Recovery and Summer School course offerings. Almost all regular core courses are offered for Credit Recovery and Summer School, in addition to select electives. We realize that many of these courses will not take the equivalent amount of time to pass during the summer or after school. We believe that since a student has taken the course during the regular school year that Credit Recovery should be faster than regular semester classes. Please understand that this program is not intended work toward early graduation but to recover credits.

Students taking credit recovery and summer school courses will pay a fee per class prior to being enrolled in the class. This will be charged to student accounts. Programming options

and fees for Credit Recovery and Summer School are subject to change.

ENGLISH LEARNER (EL) PROGRAM

Proper identification of English Learners (EL) helps ensure our English language acquisition programs are best designed to meet the needs of its students. Teachers of English Learners will assist with instruction according to those goals identified in the student's individualized English Language Development (ELD) Plan. Students will attend classes at Weld Central High School to improve their knowledge and understanding of the language. The District shall ensure that all students at the elementary and secondary level with Primary or Home Language Other Than English (PHLOTE) will be identified and assessed, and, if qualified, placed in the language program with appropriate staff, materials, and facilities. Furthermore, exit criteria, and follow-up will ensure that EL students will be able to read, write, speak, and comprehend English well enough to successfully participate in the District programs and grade level content. In a collaborative effort between administrators, staff, and parents the District will provide equal education:

1. To help EL students achieve competency in the English language;
2. To enable EL students to achieve grade level status to the extent they are individually able; and
3. To enable EL students to meet graduation standards/requirements in all courses of the curriculum.

This process will be implemented under the supervision and responsibilities of the Director of Support Programs and the Superintendent of Schools.

SPECIAL EDUCATION

The Weld County RE-3J District Special Education Consortium is committed to the basic premise that the purpose of a public school education is to help each student, including those with disabilities, develop to the limit of his/her own capacity in order that he/she may have a useful life lived in dignity and freedom. Our goal is to provide full educational opportunities to all children with disabilities. Each student with a disability shall be offered an individual education program to meet his/her needs.

Students with disabilities, birth to 21, residing within the Weld County Special Education Consortium jurisdiction shall have available to them a free appropriate public education provided in conformity with an individualized education plan. Programs may include regular and special instructional and related services to meet individual education needs. The school board reserves the right of final determination of placement in these programs.

**INFORMATION FOR PARENTS REGARDING
SECTION 504 OF THE REHABILITATION ACT OF 1973**

Section 504 is an Act which prohibits discrimination against persons with a disability in any program that receives federal financial assistance. The Act defines a person with a disability as anyone who:

Has a mental or physical impairment that substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning or working.

To fulfill its obligations under Section 504/ADA, the Weld County RE-3J School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and children. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices of the school district.

The school has specific responsibilities under the Act, which include the responsibility to identify, evaluate and, if the child is determined to be eligible under Section 504/ADA, to afford access to appropriate educational services.

If the parents or guardians disagree with the determination made by the professional staff of the school, they have the right to a hearing with an impartial hearing officer.

If there are questions about the Section 504 Act, please feel free to contact the District Section 504 Coordinator, Brigitte Gustafson at 303-536-2000.

LEGAL NOTIFICATIONS

The following legal notifications are available to the public at the RE-3J District website (<http://re3j.com/modules/cms/pages.phtml?pageid=81045>)

- [Section 504](#)
- [22-1-124, C.R.S.](#)
- [22-33-104. COMPULSORY ATTENDANCE LAW](#)
- [Asbestos Hazard Emergency Response Act \(A.H.E.R.A\)](#)
- [FERPA for Elementary and Secondary Schools](#)

If you do not have internet access and need a paper copy of these notifications please contact the school office of the school your child attends or the Central Administration office at 99 West Broadway in Keenesburg, Colorado.

STUDENT CONDUCT

DISCIPLINE PRACTICES

- The first time a student is suspended out of school for disruptive behavior, a remedial discipline plan may be developed by the parents/student/administration in an effort to lessen the likelihood of future suspensions. **If a student receives a second out of school suspension for disruptive behavior, a plan will be created or possibly modified by parent/student/administration. Future out-of-school suspensions may constitute habitually disruptive behavior which may lead to a recommendation for expulsion.**
- Unfulfilled disciplinary consequences imposed on a student at the end of a school year may be carried over to the start of the following school year (for example, a student assigned a five-day suspension with two days left of school would be suspended during the first three days of the following school year). In such instance, carryover discipline—other than expulsion—would “bypass” Summer School so the student could remain eligible for this academic assistance program.
- Every student shall have the opportunity to receive class work for the time of his or her out-of-school suspension, provided this work does not require actual presence in the classroom. Students shall receive credit for completed class work on the same basis as do those students who are present. **Teachers will expect any work that the student received while suspended to be completed upon return to school.** Students will be allowed to make-up all examinations, without penalty, given during a suspension.
- **No student will be permitted on school property during a suspension. This includes attending school activities and school dances during his or her out-of-school suspension.**
- Students may be referred to the school counselor, as necessary.

HABITUALLY DISRUPTIVE BEHAVIOR

A habitually disruptive student is defined as a student who has caused disruptions in the classroom, on school grounds, on school vehicles, or at school activities or events at least **three (3) times** during the school year which has required the attention of administration. No student shall be declared as habitually disruptive prior to the development of a remedial discipline plan in accordance with the discipline matrix of the school. A student who has been declared “habitually disruptive” may be expelled from the school and lose

credit in the current semester.

DRUG AND ALCOHOL POLICY

It will be a violation of school board policy and is considered to be behavior which is detrimental to the welfare or safety of other students, and school personnel for any student to possess, use, sell, distribute, procure, or to be under the influence of alcohol, drugs, or other controlled substances. The unlawful possession or use of a controlled substance is defined by law as any prescription drug (including but not limited to medical marijuana) or other chemical substance not taken in accordance with board policy and regulations. Students violating policy shall be subject to disciplinary sanctions that may include suspension and/or expulsion from school and a referral to law enforcement agencies. Expulsion will be mandatory from school for the sale, use, sharing or distribution of drugs.

TOBACCO USE

Colorado State law requires all Colorado public school grounds to be **Tobacco Free Zones**. School districts are required to ban all tobacco products or facsimiles (**including vapor based products**) from their buildings and grounds at school-related functions. Tobacco shall include cigarettes, cigars, pipe tobacco, and snuff, chewing tobacco and all other kinds and forms of tobacco. This ban applies to students, staff, visitors, and administration. Students who use or possess tobacco products on school grounds, school buses, or at any school function may face consequences as outlined in the school discipline matrix.

VIOLENT AND AGGRESSIVE BEHAVIOR

Students involved in violent and aggressive behavior, as defined by *Board of Education Policy* and *Administrative Procedures*, will be suspended from 1-3 days. A parent conference with the principal may be required before the student will be allowed to return to regular classes, and the student will be placed on a Remedial Discipline Plan. This may also result in a referral to law enforcement. Students involved in a second incident will be suspended for 3-5 days out of school suspension followed by a parent conference with the principal, and placement on Step 2 of a Remedial Discipline Plan. Please refer to the discipline matrix for further clarification.

WEAPONS IN SCHOOL

The Board of Education has determined that the possession and/or use of a dangerous weapon or dangerous item on school property by a student may be detrimental to the welfare or safety of students and school personnel.

Dangerous Items

As used in school policy a “dangerous item” includes but is not limited to:

- Any knife that is not classified as a “dangerous weapon”
- Lighters, matches or any highly flammable item that is designed or may be used to produce fire

In accordance with school policy any student found in possession of a dangerous item is subject to disciplinary action as articulated in the discipline matrix within this handbook. Students who voluntarily notify and surrender a dangerous item to a school administrator without prompting from any staff member will be considered to have “self-reported”.

Dangerous Weapons

As used in school policy, a “dangerous weapon” includes but is not limited to:

- a firearm
- any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air,
- a fixed blade knife with a blade that exceeds three inches in length,
- a spring-loaded knife or a pocket knife with a blade exceeding three and one-half inches in length,
- any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury including, but not limited to, a slingshot, bludgeon, nunchucks, brass knuckles or artificial knuckles of any kind.

In accordance with federal law, expulsion shall be mandatory for no less than one full calendar year for a student who is determined to have brought a firearm to or possessed a firearm at school in violation of this policy. The superintendent may modify the length of this federal requirement for expulsion on a case-by-case basis. Such modification shall be in writing, and is subject to approval by the Board of Education.

HARASSMENT, INTIMIDATION, HAZING, & BULLYING

Weld Central High School defines bullying as the unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance of power. Such behavior must also be documented with repeated instances or patterns of behavior.

Students and staff should expect to come to a school that is free from bullying or harassing behavior. This includes harassment, intimidation, hazing, threatening, or bullying of any students or staff. Intimidation, threats, or bullying **that occur through any means or medium (physical, verbal, or electronic)** will not be tolerated at WCHS. Students who feel that they are being treated inappropriately or being put in a situation where they feel uncomfortable, unsafe, or unwelcome at WCHS **should report the problem to a staff member as soon as possible.**

If threatening behavior occurs on or off school grounds, which negatively impacts a safe school environment or interferes with the educational process, the school may conduct a threat assessment and take disciplinary action.

RACIAL AND SEXUAL HARASSMENT OF STUDENTS

The board of education believes that all students are entitled to pursue their education in school-related environments that are free of racial and sexual harassment. It also believes that part of its obligation for educating its students is to transmit the shared values of our society, including the principles of tolerance for others and equality among people of differing genders and races.

With these principles in mind, the Board prohibits employees and students from harassing other persons through conduct or communications which (1) are of sexual nature or which, while not overtly sexual, would not have occurred except for the student's gender; or (2) are of a racial nature or which, while not overtly racial, would not have occurred except for the student's race, color, or national origin. (For the sake of simplicity, the term 'race' is used in this policy to refer to race, color or national origin.)

Any employee who is aware of racial or sexual harassment of a person in an educational or school-related setting is required, as a condition of employment, to report it promptly to an appropriate authority.

It is the policy of the Board to investigate and deal appropriately with offending employees and students when complaints of such offensive behaviors are made.

Note: This policy governs cases where the victim of sexual harassment is either a student or employee. Cases of sexual harassment of one employee by another are governed by Board Policy.

SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination and as such is strictly prohibited. Generally, conduct must be unwelcome in order to constitute harassing behavior. However,

when behavior is engaged in by a non-student and directed toward a student, the behavior is prohibited whether or not it is welcome. Any sexual contact, sexually related communication or other sexual attention, directed by an employee toward a student is prohibited whether or not the student considers the activity to be welcome or consents to such activity.

Unwelcome sexual advances, requests for sexual favors, and other verbal, written, graphic or physical conduct of a sexual nature constitutes sexual harassment when:

- A. submission to such conduct is made either explicitly or implicitly as a term or condition of a student's academic progress or completion of a school-related activity;
- B. submission to or rejection of such conduct by a student is used as the basis for educational decisions affecting the student; or
- C. such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creating an intimidating, hostile or offensive educational environment.

Examples of sexual harassment include, but are not limited to:

1. sexually oriented "kidding" or inappropriate references to sexual matters;
2. continued or repeated offensive sexual flirtations, advances or proposals;
3. continued or repeated verbal remarks about a person's body;
4. making sexual or lewd gestures;
5. displaying sexual material, such as cartoons, photos of nudes or pornography, or placing such material in someone's locker or desk;
6. spreading sexual rumors or stories;
7. pressure to engage in sexual activity;
8. unwelcome sexual touching, such as offensive brushing against a person, patting or pinching;
9. "rating" students on the basis of physical characteristics;
10. conduct or communication which, while not overtly sexual, would not have occurred except for the student's gender (e.g., vandalizing the property of a female student)
11. an employee engaging in sexual activity with a student, or directing sexually related communications toward a student, whether or not the activity is consensual or welcome; and
12. verbal abuse of a sexual nature or using sexually degrading words to describe a person.

Sexual harassment does not refer to occasionally inoffensive compliments. It refers to behavior which is not welcome (except, as noted above where the harassment of a student is engaged in by an adult), which is personally offensive, and which, therefore, interferes with the learning or work of the victims and sometimes their peers.

RACIAL HARASSMENT

Racial harassment is a form of racial discrimination and as such is strictly prohibited. It shall be defined for purposes of this policy as oral, written, graphic or physical behavior relating to the race or national origin of another, which is intentional and which has the effect of:

1. Creating an intimidating, hostile or offensive environment for the learning, working or performance of school-sanctioned activities of any person;
2. Unreasonably interfering with or disrupting the educational performance, work performance or participation in any other school-sanctioned activity of any person; or
3. Unreasonably interfering with the receipt by any person of any of the benefits or opportunities available through the School District.

It is important to note that not every act which relates to the race of others and that may be offensive to an individual or group will be considered to be a violation of this policy. However, a single incident, if sufficiently severe, may constitute racial harassment. Whether a specific incident constitutes harassment proscribed by this policy will be decided on a case-by-case basis. The circumstances surrounding the behavior, together with this policy's definition of racial harassment, the severity of the conduct (taking into account the victim's age and race), and the pervasiveness and persistence of the conduct should be determined. Determinations of whether racial harassment has occurred should be made from the perspective of a hypothetical, reasonable and similarly situated victim who was subjected to the same conduct.

In making determinations under this policy, due consideration will be given to the rights of freedom of expression of public school students and employees under federal and state law.

Examples of acts that may, if they satisfy the definition of racial harassment set forth in this policy, constitute racial harassment include:

- o Racially derogatory written or pictorial communications (e.g. letters, notes, newspaper articles, invitations, posters, photos, cartoons);
- o Racially derogatory verbal comments (epithets, jokes or slurs);
- o Threats of force or violence against a person's body, possessions or residence; or
- o Physical conduct (provocative gestures, restricting freedom of action or movement, violence, defacing or destruction of property).

ACADEMIC DISHONESTY

Weld Central High School expects all students to abide by ethical academic standards.

Academic dishonesty—including plagiarism, cheating or copying the work of another, using technology for illicit purposes, or any unauthorized communication between students for the purpose of gaining advantage during an examination—is strictly prohibited. Weld Central’s Academic Integrity guidelines cover all school-related tests, quizzes, reports, class assignments, and projects, both in and out of class. The purpose of this guideline is to prepare students for the reality created by the technology explosion, for the world of college and beyond, where cheating and plagiarism have dire consequences.

Plagiarism is not the same as cooperation or collaboration. Teachers often expect, even encourage, students to work on assignments collectively. This is okay, as long as whose work being presented is clearly evident.

- **Collaboration** is to work together (with permission) in a joint intellectual effort.
- **Plagiarism** is to commit literary theft; to steal and pass off as one’s own ideas or words, and to create the production of another. When you use someone else’s words, you must put quotation marks around them and give the writer or speaker credit by citing the source. Even if you revise or paraphrase the words of someone else, if you use someone else’s ideas you must give the author credit. Some Internet users believe that anything available online is public domain. Such is not the case. Ideas belong to those who create and articulate them. To use someone else’s words or ideas without giving credit to the originator is stealing.
- **Cheating** includes, but is not limited to, copying or giving an assignment to a student to be copied (unless explicitly permitted by the teacher). Cheating also includes using, supplying, or communicating in any way unauthorized materials, including textbooks, notes, calculators, computers or other unauthorized technology, during an exam or project.
- **Forgery or stealing** includes, but is not limited to, gaining unauthorized access to exams or answers to an exam, altering computer or grade-book records, or forging signatures for the purpose of academic advantage.

The determination that a student has engaged in academic dishonesty shall be based on specific evidence provided by the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from others.

Students found to have engaged in academic dishonesty shall be subject to disciplinary as well as academic penalties. The range of consequences is receiving a zero on the assignment and parent notification to suspension and dismissal from extracurricular activities/elected or appointed student offices.

DRESS CODE

Students should dress in a manner which is conducive to their safety, health, and general welfare. Careful thought should be given to the message that other students, parents, community members and staff members take for the choices in clothes being worn at school. Students shall attend school dressed in a manner that is clean, that is not hazardous to their safety or the safety of others, which does not detract from or interfere with the orderly process of education in the schools and which adheres to accepted standards of decency. 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. Students participating in athletics, concerts, competitions, or public performances sponsored by the school are expected to wear appropriate clothing. Coaches and sponsors are responsible for establishing and enforcing proper dress standards.

The following forms of dress are considered inappropriate wear for school:

1. Clothing which includes any image or reference to drugs, sex, alcohol, tobacco, violence, guns, gangs, profanity, derogatory slurs or symbols, the confederate flag, or any other content deemed disruptive to the educational environment.
2. Clothing which is revealing or exposes undergarments. Dresses, skirts, and shorts should extend to mid-thigh or longer.
3. Examples of inappropriate and revealing clothes include but are not limited to the following:
 - a. transparent clothing
 - b. fishnet tops
 - c. racer back tops
 - d. undershirts
 - e. tube tops
 - f. halter tops
 - g. spaghetti strapped shirts
 - h. t-shirts with the sleeves cut out
 - i. off-the-shoulder shirts, blouses, and sweaters
 - j. inappropriate low-cut tops
 - k. pajamas and house slippers
4. "Sagging" pants or shorts. Pants and shorts are to be worn at the waistline.
5. Bare waistlines, backs, or midribs are inappropriate for school attire. Shirts and tops should meet or come below the waistline of the pant or skirt.
6. Clothing or accessories that could be used or considered as weapons. Chains with links greater than 1/8 inch in diameter and length exceeding 12 inches are not permitted.
7. Head covering or sunglasses over the eyes inside the building or classrooms.
 - a. hats of any kind are not worn inside the building except in shop areas when necessary for safety permitted
 - b. students are to leave hats in lockers or vehicles and not carry them around the

school

- c. if not corrected by the individual student the hat will be confiscated and returned at the end of the day on the first offense

8. Costume contacts, eye or face paint.

Students who violate the dress code will be asked to:

- Correct violation or
- Wear clothing provided by the school, or
- Have their parent(s) bring appropriate clothing to the school, or
- Spend the remainder of the school day in ISS

Students who refuse to cooperate with these requests and or continue to violate the dress code will be considered defiant and may be suspended.

OFFENSIVE PUBLIC DISPLAY OF AFFECTION

The school recognizes that genuine feelings of affection may exist between students; however, students should refrain from inappropriate intimate behaviors on campus or at school related events. Public displays of affection deemed inappropriate by public standards include lewd or inappropriate affection – prolonged kissing, touching, fondling, etc. – are not allowed on school property. Repeated or especially inappropriate behavior in this regard may result in disciplinary consequences.

PROHIBITED ARTICLES

Problems may arise because students bring articles to school which are hazardous to the safety of others or interfere with the instructional process. Such items are undesirable, may be confiscated and parents called to pick up these items in the office. Prohibited articles include, but are not limited to, animals, skateboards, electronic games, laser lights, and pagers.

CONDUCT ON DISTRICT VEHICLES

Transportation Discipline Process

Any student that is referred to administration for a violation in any one of three categories will receive the disciplinary action stated in the appropriate category.

These will be consistent throughout the district and will aid in an improved discipline program and increased driver support.

Categories will include but not limited to the following violations. Parent phone call

may not always be made by the driver depending on the seriousness of the violation.

Category I

For not following driver's instructions, foul language, not staying seated, not keeping hands and feet to self, throwing objects out of the bus, eating, drinking or chewing gum, and loud talking a warning will be given to the student.

Category II

Receiving a second ticket for any category I infractions; cursing, mocking, or any display of willful disobedience toward the driver; rowdy loud behavior at any railroad crossing as well as spitting, throwing spit wads or trash; any act that would cause the safety of self and any other student to be compromised a student may receive a 3 to 5 day bus suspension.

Category III

Receiving a second ticket for any offenses in Category II, a third ticket from Category I; possession of lighters, matches, firecrackers, weapons of any kind; vandalism, endangerment of self or other students; indecent exposure of any type may result in a 5- 10 day to yearly bus suspension.

For Category II or III violations, students receive an automatic 3 to 5 day bus suspension and may not be allowed to ride the bus home. If violations continue to occur, the student may ultimately receive a year-long suspension.

Referral to Administration:

- a. Driver completes discipline slip with the transportation coordinator.
- b. Transportation coordinator initials the discipline slip and gives to secretary for distribution of bus ticket to principals.
- c. The principal addresses student behavior, emails resolution to the transportation coordinator, and mails a copy of the bus ticket to parents.
- d. Principals may reference the student discipline matrix and suspend a student and or recommend a student for expulsion from school for serious infraction of the rules.

WELD CENTRAL SENIOR HIGH SCHOOL DISCIPLINE MATRIX

***Specific definitions for the violations listed below can be found in this handbook on pages X- X**

Tier-III	
Violation*	1st, 2nd, or 3rd Offense Consequence
Felony Acts (Including but not limited to: Rape or Attempted Rape, Sexual Violence/Battery, 3rd Degree Assault, Robbery, Other) (SR-04, 06, 07, 13, 15, 16)	<p style="text-align: center;">➤ 1-10 Day(s) Out of School</p> <p style="text-align: center;">Suspension</p> <p><i>Other Possible Actions Include but not limited to:</i></p> <ul style="list-style-type: none"> ● Remedial Discipline and/or Safety Plan ● Referral to Youth and Family Connections ● Recommendation for Expulsion ● Referral to Law Enforcement
Drug Violation (SR-01)	
Alcohol Violation (SR-02)	
1st Degree, 2nd Degree Assault and Vehicular Assault (SR-04)	
Detrimental Behavior including Habitually Disruptive, Harassment and/or Bullying (SR 09, 18-22)	
Dangerous Weapons (SR-05)	
Threats of Physical Attack (SR 17)	

Tier II			
Violation	1st Offense	2nd Offense	3rd Offense
Tobacco Violation (including vaporizers) (SR-03)	<p><i>Possible:</i></p> <ul style="list-style-type: none"> ● 1-3 Day(s) Out of School or Bus Suspension ● Remedial Discipline and/or Safety Plan ● Referral to Youth and Family Connections ● Referral to Law Enforcement 	<p><i>Possible:</i></p> <ul style="list-style-type: none"> ● 1-5 Day(s) Out of School or Bus Suspension ● Remedial Discipline and/or Safety Plan ● Referral to Youth and Family Connections ● Referral to Law Enforcement 	<ul style="list-style-type: none"> ● 1-5 Day(s) Out of School or Bus Suspension ● Remedial Discipline and/or Safety Plan ● Referral to Youth and Family Connections ● Possible referral to Law Enforcement
Disobedience/Defiance or Repeated Interference (SR-08)			
Vandalism, Destruction of School or Employee Property (SR-10)			
Other Violations of Code of Conduct (SR-12)			
Category II or III Bus Ticket			

Tier I- (NSR)				
Violation	1st Offense	2nd Offense	3rd Offense	Additional Consequences
Academic Dishonesty				
Disrespectful/Disruptive Behavior				
Dress Code Violation	<ul style="list-style-type: none"> Warning or Referral to Office 	<ul style="list-style-type: none"> Referral to Office 	<ul style="list-style-type: none"> Referral to Office 	<ul style="list-style-type: none"> Tier I behaviors which occur more than 3 times could be considered Tier II and be subject to additional disciplinary action(s) Remedial Discipline/Safety Plan Referral to Youth and Family Connections
Excessive Tardiness (how many tardies?)/Truancy	<ul style="list-style-type: none"> Parent Contact 	<ul style="list-style-type: none"> Parent Contact 	<ul style="list-style-type: none"> Parent Contact 	
Failure to Attend Detention or ISS	<ul style="list-style-type: none"> Possible Loss of Privileges 	<ul style="list-style-type: none"> Loss of Privileges (if applicable) 	<ul style="list-style-type: none"> Loss of Privileges (if applicable) 	
Physical Confrontations	<ul style="list-style-type: none"> Possible 1-3 Day(s) In School Suspension or Detention 	<ul style="list-style-type: none"> Possible 1-3 Day(s) In School Suspension or Detention 	<ul style="list-style-type: none"> 1-3 Day(s) In School Suspension 	
Profanity/Inappropriate or Offensive Language			<ul style="list-style-type: none"> Possible 1-3 Day(s) Bus Suspension (if applicable) 	
Theft				
Self-reporting and/or surrendering of a dangerous item				
Internet/Computer Misuse				
Category I Bus Ticket				
Inappropriate Public Display of Affection				

INTERSCHOLASTIC ACTIVITIES AND ELIGIBILITY

Please refer to the Athletic/Activity Handbook

*Early Release Schedule: Monday

A Lunch Schedule

1 st Hour	8:05 – 8:44
2 nd Hour	8:49 – 9:28
3 rd Hour	9:32 – 10:10
4 th Hour	10:14 - 10:52
Lunch	10:52- 11:17
5 th Hour	11:21 – 12:25
6 th Hour	12:29-12:58
7 th Hour	1:02 - 1:40

B Lunch Schedule

1 st Hour	8:05 – 8:44
2 nd Hour	8:49 – 9:28
3 rd Hour	9:32 – 10:10
4 th Hour	10:14 - 10:52
5 th Hour	10:56 - 11:21
Lunch	11:21 - 11:46
5 th Hour	11:50-12:25
6 th Hour	12:29-12:58
7 th Hour	1:02 - 1:40

C Lunch Schedule

1 st Hour	8:05 – 8:44
2 nd Hour	8:49 – 9:28
3 rd Hour	9:32 – 10:10
4 th Hour	10:14 - 10:52
5 th Hour	10:56 – 11:50
Lunch	11:50 - 12:25
6 th Hour	12:29-12:58
7 th Hour	1:02 - 1:40

Regular Schedule: Tuesday - Friday

A Lunch Schedule

1 st Hour	8:05 – 8:55
2 nd Hour	8:59 – 9:49
Rebel Time	9:53-10:15
3 rd Hour	10:19 – 11:09
Lunch	11:09-11:37
4 th Hour	11:38 – 12:28
5 th Hour	12:32 – 1:22
6 th Hour	1:26 – 2:16
7 th Hour	2:20 – 3:10

B Lunch Schedule

1 st Hour	8:05 – 8:55
2 nd Hour	8:59 – 9:49
Rebel Time	9:53-10:15
3 rd Hour	10:19 – 11:09
4 th Hour	11:13-11:38
Lunch	11:38-12:03
4 th Hour	12:03-12:28
5 th Hour	12:32 – 1:22
6 th Hour	1:26 – 2:16
7 th Hour	2:20 – 3:10

C Lunch Schedule

1 st Hour	8:05 – 8:55
2 nd Hour	8:59 – 9:49
Rebel Time	9:53-10:15
3 rd Hour	10:19 – 11:09
4 th Hour	11:13-12:03
Lunch	12:03-12:28
5 th Hour	12:32 – 1:22
6 th Hour	1:26 – 2:16
7 th Hour	2:20 – 3:10

Rebel Hour Schedule: Pep-Rallies, Events and Assemblies

A Lunch Schedule

1 st Hour	8:05-8:49
2 nd Hour	8:53-9:37
Rebel Hour	9:41-10:41
3 rd Hour	10:45-11:30
Lunch	11:30-11:55
4 th Hour	11:59-12:44
5 th Hour	12:48 – 1:33
6 th Hour	1:37 – 2:21
7 th Hour	2:25 – 3:10

B Lunch Schedule

1 st Hour	8:05-8:49
2 nd Hour	8:53-9:37
Rebel Hour	9:41-10:41
3 rd Hour	10:45-11:30
4 th Hour	11:34-11:55
Lunch	11:55-12:20
4 th Hour	12:24-12:44
5 th Hour	12:48 – 1:33
6 th Hour	1:37 – 2:21
7 th Hour	2:25 – 3:10

C Lunch Schedule

1 st Hour	8:05-8:49
2 nd Hour	8:53-9:37
Rebel Hour	9:41-10:41
3 rd Hour	10:45-11:30
4 th Hour	11:34-12:20
Lunch	12:20-12:44
5 th Hour	12:48 – 1:33
6 th Hour	1:37 – 2:21
7 th Hour	2:25 – 3:10