

VHS Student Handbook

Graduation Requirements (BOE-IKF)

- **Class of 2017, 2018 : 26 credits, ICAP**

Class of 2019-2020: 24 credits, ICAP

Specific Requirements (For class of 2019 and 2020)

English - 4 credits

- 9th - English I or Basic English I(1 credit)
- 10th – English II or Basic English II (1 credit)
- 11th - Writing: Process and Form or Basic Writing: Process and Form (.5 credit)
- 11th and 12th - English Electives (1.5 credit)

Math - 3 credits

- 9th - Algebra I or Geometry (1 credit)
- 10th – Algebra I, Algebra II, or Geometry (1 credit)
- 11-12th - Math Electives

Must complete Geometry

Physical Education – 2 credits

- 9th - Physical Education 1 (1 credit)
- 10th - Health, First Aid/CPR (.5 credit)
- 10th-12th - PE Electives (.5 credit)

Science - 3 credits

- 9th - Earth Science (1 credit)
- 10th - Biology (1 credit)
- 11th-12th - Science Electives (1 credit, must be a physical science)

Two Advanced Agriculture Education courses, one of which must be Ag Science fulfills the third Science credit.

Social Studies – 3.5 credits

9th – Geography (1 credit)

- 10th – U.S. History (1 credit)
- 11th – World History (1 credit)
- 12th – Government (.5 credit)

Foreign Language

- 9th – 12th – Foreign Language (req. 1 credit)

Students may choose the one and a half credits from any of the vocational areas, fine arts or foreign language.(1 credit for 2013)

Electives

Students must accumulate 7.5 elective credits.

Students must meet requirements to participate in any of the graduation ceremonies/activities. (BOE-IKFA)

Class Standing

Senior Standing 18 credits

Junior Standing 12 credits

Sophomore Standing 6 credits

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Student Services

Registration Information

New students enrolling in school are required to present an immunization record, evidence of district residence, and other forms as required by the school. (BOE-JLCB)

Guidance Services

Guidance and counseling services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, academic tutoring, career information, help with home, school, and social concerns and any questions the student feels he/she needs to discuss. Referrals to outside agencies are also available. Students wishing to visit a counselor should contact the counseling office for an appointment.

Student Intervention Team (SIT Team)

The SIT Team is comprised of the school's assistant principal, counselors and teacher representatives. Its focus is to help students find the resources to promote academic, physical, emotional and social growth. Any student who has a need not being met can be referred to the SIT Team. Teachers, parents, community members, and administrators can refer students. Students may also refer themselves. For those making referrals, please contact the Guidance Office.

Psychological & Social Work Services

The district makes available a school psychologist & a social worker. The job of both professionals is to assess student problems and needs through a testing process, make recommendations for student placement in special programs and to provide help for students. They act as referral agents to channel students to the appropriate community agency. Parents, administrators, counselors and teachers may refer a student to the psychologist or social worker to discuss problems. (BOE-JLDAC)

Schedule Changes and Course Withdrawals

All schedule changes must be initiated and completed by guidance counselors and advisors. Keeping the students' welfare in mind, staff will resolve any conflict and/or misplacement. Students who drop a semester course after **6 class days** shall receive either a "WP" (withdrawal pass) or a "WF" (withdrawal fail) for a final course grade. A "WF" is counted the same as an "F" for the purpose of Grade-Point Average and Athletic Eligibility. A "WP" does not affect the GPA but may affect Athletic Eligibility. No schedule changes will occur after **6 days** into the semester. If a need arises, classes will be relocated to ensure access to all students.

Withdrawal from School

Any student withdrawing from the high school must report to the counselor's office to pick up the necessary checkout form. Students must have parent permission to withdraw. At that time the student should turn in all school property, such as textbooks, student I.D., library books, and athletic equipment assigned to them. If this procedure is initiated and completed, all grades will be given No Credit (NC). Early checkout from school may also result in NC. (BOE-JFC)

Announcements

Bulletin announcements of common concern will be made daily. Announcements have to be submitted to the office the day before they will be announced. Announcements concerning

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school- related activities shall be submitted to the main office in writing on the proper form. Students' announcements need to be approved by the club/organization sponsor or a teacher, and the assistant principal.

Posters, displays, etc.

Any material that is posted and/or distributed in or about Valley High School must be approved by an administrator and display the "OK to Post" stamp. (BOE-JICEC)

Library Services

It is our intent to assist with research, provide current periodicals and attend to your literary needs. Our paramount goal is to provide the resources you need. The privilege of having such a media center comes with a certain responsibility. Guidelines for the use of the library are listed below:

- Books and other print materials may be checked out using a student I.D. and may be renewed twice.
- A 10-cent fine will be charged for each school day that an item is overdue. Checkout of additional items will not be permitted until fines are paid and overdue materials are returned
- Students may use the copy machine for their personal use at a cost of \$.10/page
- No food or drink is allowed in the library at any time
- The library will be open for student use from 8:00 AM – 3:50 PM, T-F.

Closing School

Should bad weather create an emergency which would call for the closing of schools in the district, please tune to one of the following AM radio stations for information: KFKA (1310), KOA (85), KUNC (FM 91.5), TV Channel 4 & 9(Denver), or log onto www.weld-re1.k12.co.us. Please do not call the district office or the schools unless absolutely necessary. Your TV/radio is your best source of information.

Emergency Drills

Fire drills at regular intervals are required by law and are an important safety precaution. VHS has an emergency plan in case of a tornado, lockout and also a lock down procedure. It is essential that when the signal is given, you promptly follow the instruction of your classroom teacher.

Food Service

Lunch programs, under the supervision of the Coordinator of Food Services, are maintained at each of the schools in the district, providing well-balanced meals for all students who wish to participate. For the students who wish to carry a "sack" lunch, drinks are available for purchase. Students who cannot afford to pay full price for lunches can apply for "free" or "reduced" lunches by contacting the office and completing an application.

Following is the expected behavior in the cafeteria:

1. Lunches should be picked up in an orderly manner.
2. All lunch litter must be deposited in the wastebasket so that the table and floor around each person's eating area is clean when he/she leaves.
3. Food or drink should not be thrown in the cafeteria area.
4. Disruptive behavior may result in losing cafeteria eating privileges
5. **Students need their ID to enter the line.**

Lunch Ticket Information

All students enrolled in RE-1 will have an account for lunches and a la carte items. Students are **required** to use their student ID number for lunches and all other purchases. Students will be able to eat a qualifying lunch from either line. **No charges and no cash withdrawals from student accounts are allowed.**

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Borrowing or lending numbers is **not permitted**. Students must sign the lunch list daily if they intend to eat.

Health Services

The VHS Student Health Room is located adjacent to the Guidance Office, across from the main office. A Health Assistant is assigned to the health room for day to day care of the students. The Health Assistant is trained in First Aide, CPR, and medication administration. Time is shared with the elementary school; however, the Health Assistant can come from the other school to assist your child as needed. Emergency 911 will be called when deemed necessary for your child's safety.

Students are encouraged to seek health services as needed.

1. All students must obtain a pass from their teacher to go to the health room.
2. Students may remain in the health room 20 minutes and then return to class or go home.
3. Health room staff will make arrangements with parents/guardians if a student needs to go home.
4. **No student will be allowed to go home until parent/guardian permission is granted.**
5. All injuries and illnesses must be reported to the classroom teacher immediately. If there is no supervisor present, the student must report the illness/injury/accident to the health room personnel immediately.

Students with a contagious illness (strep throat, pink eye, fever over 99.6 before fever reducing medications, vomiting in the morning before school, severe cold symptoms, frequent watery diarrhea, unexplained rash, and generally not feeling well) should stay home from school. Please be considerate of other students by limiting exposure.

The health room is overseen by the District Registered Nurse. If your child has a health condition that could require specific care from school staff, please contact the District Nurse as soon as possible. Conditions such as asthma, diabetes, severe allergies, and/or a seizure disorder can be addressed in a School Health Care Plan which outlines your child's concerns and specifies how we are to respond at school.

Medication at School

Students are not allowed to carry any medication with them unless appropriate permissions are in place. Board Policies (BOE-JLCD) and Colorado Department of Education guidelines require parent/guardian and physician written permission for all medications given or taken at school. This applies to both prescription and non-prescription (over the counter) medications. Medication shall be:

- Given only with the parent's written permission.
- Given only with written authorization of a physician. The pharmacy labeled bottle may not be used as the physician's written authorization.
- Provided in an individual pharmacy labeled bottle for the student who is to receive it (prescription).
- Provided in an unopened bottle/container with the student's name written on it (non-prescription/over the counter medications).

Students may carry a rescue inhaler for asthma symptoms or an EpiPen for an allergic reaction with them if written parental/guardian & physician permission is provided and on file in the health room (BOE-JLCD). Permission forms are available from the health room or can be downloaded from the school web site.

Immunizations: All students enrolled at VHS must maintain a current immunization record (BOE-JLCB). Students not in compliance will enter into the suspension process in accordance with the Board Policy.

Overnight Field Trips

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Students who participate in overnight school field trips/activities must complete appropriate emergency and health information (Field Trip Student Information Form) and have parent and physician permission for all medications the student will be taking with them on the trip (Field Trip Medication Form). The field trip coordinator must have a copy of both before the student will be allowed to participate.

Textbooks

Students will be allowed to use textbooks at no charge. Texts will be checked out by number and condition to each student. **Students are required to return the textbook that was checked out to them.** Students not returning that specific textbook will be assessed a fine not to exceed the replacement cost of the textbook. Students are expected to care for the textbooks and can be assessed a fine if, in the opinion of the teacher, excessive wear or damage has been caused.

Internet and Technology Usage

All computers and Internet access must be used in a responsible, efficient, ethical, and legal manner. Each student may have an account on the network that will include access to the Internet if the student & parent complete the Internet Agreement Form located in BOE Policy. (BOE-JS)

Homebound Instruction

This service is to enable students to continue their education while temporarily confined to home due to illness, injury, or special education concerns. Parents need to contact the principal to initiate action for homebound instruction.

Identification - Student I.D

Students will receive an identification card shortly after the beginning of the school year. Since proper identification is necessary for school security and student participation in activities, athletics, and library checkout, **students must wear their I.D. card at all times.** Three options are available for ID's. Option A includes admission to all local activities and receipt of a yearbook, Option B includes a yearbook, and Option C is for ID purposes only. Options A & B include an additional fee. Lost I.D.'s will be replaced through the office for a charge of \$5.00.

School Lockers

Hall lockers are available upon request. Lockers are for your convenience and private use. All lockers are property of the school. For the protection of all students, they are subject to search by an authorized school representative. **The school is not responsible for articles lost or stolen from the lockers.** Locker combinations that are left on the third combination numbers (e.g. 42-12-38) risk chances of theft from the locker. Take your time and rotate the combination to insure a locked locker. Any damage or clean-up required will be charged to the student. Defacement or damage to locker doors or locks will carry a replacement fee of \$160 for doors and \$25 for locks.

Athletic-Physical Education Lockers

The PE and athletic locker rooms are used by students and athletes on a daily basis. Students and athletes are welcome to use the lockers, however, it is the responsibility of each individual to provide his/her own lock. Students and athletes are strongly urged not to leave valuables and personal property unattended in the locker rooms. **Valley High School and its staff are not responsible for stolen, lost, or damaged property.**

School Buses

Regular school buses are provided as a convenience and privilege. It is necessary to have rules governing use of the bus to keep our buses running on schedule and to prevent accidents or injury to riders or others. Parents and students should understand the rules. (BOE-JICC)

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Off-Campus Credit (All Students)

Students enrolled at VHS may earn credit at off-campus institutions per the following guidelines: All course work must have prior approval from the student's counselor. Determination of credit shall be based on the following Carnegie scale for college classes: Quarter System
1.0 credit = 5 quarter hours; .75 credit = 4 Quarter hours; .50 credit = 3 quarter hours.
Semester System: 1.0 credit = 4/5 semester hours; .5 credit = 2/3 semester hours.

Transfer Students

In order to receive credit for previous high school coursework, the student needs to present documentation of coursework, grades received, credits earned and contact hours. Students will receive credit based on the following scale:

1.0 credit = 110 + contact hours

.5 credit = 60-65 contact hours

.25 credit = 30-35 contact hours

Post-Secondary Options (11th & 12th Grade)

Valley High School students who have attained 11th or 12th grade status may attend classes at certain public institutions of higher education with their tuition costs for the academic term paid by Weld RE-1 **only if the classes are not offered at VHS**. A maximum of two classes or 10 credits per year may be paid. Classes taken to make up for failed credits do not qualify. To qualify, students must give written notice of their intent to enroll in such course(s) prior to enrollment and present a completed post-secondary enrollment form. **Summer term tuition costs are specifically excluded.**

Students interested in the post-secondary option should see their counselor for more details.

Honor Roll

Students will be placed on the Honor Roll List if they meet the following requirements at the end of each semester.

Superintendent's Honor Roll - Have a 4.0 average or higher in five or more subjects.

Principal's Honor Roll - Have a 3.50 average or higher in five or more subjects.

Students with an F or WF are not eligible for honor roll consideration. Teacher aide classes, COOP, Leadership, School Store, Independent Studies and On-line Courses are not considered.

Report Cards

Every Valley staff member will use the following:

A 90-100 = 4 points

B 80-89 = 3 points

C 70-79 = 2 points

D 65-69 = 1 point

F 0-64 = 0 points

A.P. and certain Dual-Credit classes will be graded on a 5-point system. (BOE-IKA)

Academic Letters

Letters will be given to students who earn a place on the Superintendent's / Principal's Honor Roll for an entire academic year (2 consecutive semesters).

Student Contact

In the event of an emergency and students in class need to be contacted, parents are asked to call the main office and students will be notified.

Insurance

School District RE-1 does not endorse any insurance carrier but makes available to all students accident and athletic insurance for a nominal fee. The plans available are: a) 24-Hour Coverage; b) At-School Coverage; and c) Football Coverage. Each type of coverage is explained in the brochures available from the school. Please note that football coverage is specifically designed for accident coverage in that sport. All coverages are intended to supplement the regular family

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insurance. To obtain information or to file claims, please see the office. **VHS does not carry accident insurance on its students.** (BOE-JLA)

Student Conduct & Procedures Leaving Campus (BOE-JIC, JICDE)

Valley High School is a closed campus except during lunch. **Freshmen may not leave campus at anytime during the school day.** Students must obtain written permission from the office BEFORE leaving campus at any time during the school day except during the lunch hour. (Please see early dismissal portion of the handbook) **Students may NOT have access to their cars at any time during the school day unless granted specific permission by the principal or assistant principal(s).** Students may walk off campus during the lunch period; they may not drive vehicles or ride in any other vehicle. **Tenth through twelfth grade students living in Gilcrest may go home for lunch but no "guests" are allowed to accompany them.** (BOE-JIHB/JLIE)

Attendance Policy

An absence is defined as any school day or portion of a school day where a student does not attend a class or classes with knowledge of a parent or guardian. If a student is absent from a class or classes without knowledge of a parent or guardian, the student shall not only be considered absent, but also shall be considered truant (see Truancy). Tardiness is defined as the appearance of a student without an excuse from a school official, parent or guardian after the scheduled time that a class begins. If a student is not ill, it is expected that he/she will attend school on each scheduled attendance day.

If a student accrues 5 or more unexcused absences or 10 or more total absences in any one class in a semester, he or she may continue taking the class on an "audit" basis. The student will receive credit for the course only if the following conditions are met:

1. **Pass the class with a 65% or better.**
2. **Attend "Monday School" on one or more of the pre-arranged days.**
3. **Attend a parent meeting with one of the building administrators for the purpose of developing an attendance contract.**
4. **Documentation from a legal or medical professional for all future absences. This requirement may be waived by administration.**
5. **Tardy no more than 3 times.**

Pre-Arranged Absences

Students and parents are encouraged to pre-arrange foreseen absences. Students may pick up the pre-arranged absence forms from their assistant principal.

Reporting Absences – 737-2494

Parents or guardians must call the attendance office between 7:30 a.m. and 9:00 a.m. on the day of the student's illness or each day the student is absent. If this procedure is followed or a prearranged absence has been made, an admittance pass from the office is not required for the student upon return to school. Such absences are shown as excused on the teacher's computer at the beginning of the next day. If the parent/guardian has not called the school the day of the student's absence that absence will remain unexcused until contact is made with school officials. If a student is going to be absent for more than one day, parents/guardians are encouraged to request assignments from the guidance office and pick them up in the office.

Student Dress Code (BOE-JICA)

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

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dress code may be required to change into appropriate clothing (school provided). Students may make arrangements to have appropriate clothing brought to school. On the first offense, the student shall be given a written warning and an administrator shall notify the student's parent/guardians. On the second offense, the student will be suspended for defiance.

Unacceptable Items

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

1. Shorts, dresses, skirts, slits of skirts or other similar clothing shorter than mid-thigh/finger tip length when arms are extended at the sides.
2. Sunglasses and/or hats or hoods worn inside building.
3. Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose under garments and traditionally private parts of body including, but not limited to, the stomach, buttocks, back and breasts.

Pants/Shorts must be worn at the waist.

All shirts must have sleeves!

4. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
 - Refer to drugs, tobacco, alcohol, or weapons
 - Are of a sexual nature
 - By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior.

e. g. (Shirts partially buttoned from the collar down. Clothing ensembles that are of a single color)

- Are obscene, profane, vulgar, lewd, or legally libelous
- Threaten the safety/welfare of any person
- Promote any activity prohibited by the student code of conduct
- Otherwise disrupt the teaching-learning process

Field Trip Eligibility

The district makes use of extensive community and regional resources as part of the curriculum. Field trips, using district-owned vehicles, are carefully planned and supervised. Parent permission for the student to participate in these trips is required. Some trips may require a minimal fee to defray admission charges or unusually long transportation requirements; however, no student will be denied the opportunity to participate in such planned school activity because of financial hardship. Students must comply with all school rules for proper behavior while on field trips. Deviation from appropriate behavior will be grounds for disciplinary action. Teachers who are contemplating field trips should ensure their planning includes appropriate alternative activities for ineligible students. Such plans should include provision for student supervision and specific learning activity alternatives. Students must be eligible to participate. Weekly eligibility lists are effective from Monday through the following Saturday for the week specified. (BOE-JICC-R-2)

Athletic Eligibility

Scholastic eligibility, as set by the Colorado High School Activities Association and by Valley High School, requires that during the period of participation, the student must be enrolled in and passing 5 classes or 2.5 Carnegie units. As long as the student passes 2.5 Carnegie units, the number of failures is not relevant. A drop while failing a class will count as an "F" during that semester. If ineligible because of semester grades, an athlete may regain eligibility at the end of the first nine weeks of the following semester. Besides semester eligibility, weekly eligibility is maintained at Valley to ensure that students remain eligible through the semester. Classroom grades will be pulled from Infinite Campus on Friday afternoon. Students not passing five courses

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of academic credit will be ineligible for athletic activities the following week. The week of ineligibility will be from Monday through Saturday. Complete athletic activities eligibility rules may be found in the student athletic/activities section of this handbook. (BOE-JJ, JJIB)

Activity Eligibility

Students who have been suspended may not attend school activities during the time of their suspension. In addition, students may be suspended from attending activities for violations of the student handbook.

Students must be passing 2.5 Carnegie units to participate in any extra curricular activity not deemed to be an extension of the classroom.

Dance Regulations

The purpose of holding dances is to provide social recreation for students in grades 9-12. They are not intended to be public dances; school rules will be followed. Failure to do so shall result in the loss of attendance privileges. The following rules are listed as the regulations that must be followed:

- 1) All school rules shall apply;
- 2) Middle school students are not allowed at any high school dances; 3) All dances have to be scheduled through the office;
- 4) Leaving and re-entering the dance is not permitted;
- 5) All decorations, waste materials, etc. must be cleaned up and out of the building by the day following the dance;
 6. Dances shall end at 11:00 p.m. (except Prom).
 7. All students must have ID at the dance.

Prom is for Junior and Senior members of the VHS student body and their guests only. Formal attire must be worn. The Prom shall be held from 8 P.M. until 12 Midnight. All school rules shall apply regardless of location.

Suggested Dress for Dances:

Formal: Prom

1. Tux, Suit, Coat, Tie
2. Evening gown, Party or Cocktail Dress

Semi-Formal:

Homecoming/Winter Ball

1. Slacks, Shirt, or Sweater
2. Skirt & Sweater or Blouse, Dress

Non-Formal:

- 1) School clothes

Students must meet athletic eligibility guidelines (passing 2.5 Carnegie units classes or more) in order to attend any VHS dance or prom.

Early Dismissal

In the interest of the child's safety, parents are urged not to ask for early dismissal for their student except in unusual circumstances. Doctor and other appointments should be scheduled outside school hours and on school holidays whenever possible. Requests should be made to the school office if a student needs to be dismissed. **A pass from the office MUST BE obtained prior to leaving campus. Any student leaving campus without a leave pass will be considered TRUANT.** In no case will a student be released to a person without proper identification and listed as a student emergency contact. (BOE-JLIB)

Senior Release Period

A senior may be released for classes taken at a post-secondary institution or for a legitimate work experience if all requirements for graduation are met. Released periods are arranged

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through school counselors and administration and require a parent permission signature. **During the release period, students must leave the campus.**

Work and Post-Secondary Institution Release A junior or senior may be released for classes taken at a post-secondary institution, or seniors may be released for legitimate work experience if all requirements are met (including completion of book reports) Releases are arranged through the counseling department and require administrator and parent permission.

During the release period, students must be off campus. Periodically, counselors will check the status of a student's release. Employment must be verified for work release and post-secondary enrollment must be verified for post-secondary leave. Work release will only be allowed at the beginning and end of the school day. If students are not following the release requirement, the release agreement will be voided. (See Post-secondary options and Off-Campus credit sections of this handbook.)

Fees or Fines

Any student who loses, does not return, or damages school property, such as textbooks; class materials, library materials, school lockers, athletic equipment, and uniforms will be expected to pay for replacement cost of the item(s). Although students are expected to pay fines by the end of each school year, a total of each unpaid fine accumulates through the years that a student is in school. Report cards may be withheld pending payment of financial obligations. Fines not paid may be turned over for collection. (BOE-JQ)

Fire Extinguishers/Fire Alarms

Fire extinguishers and fire alarms are placed throughout the school for the sole purpose of combating fires. Tampering with, removal from designated locations and misuse of extinguishers will result in suspension and parent/guardian conference. A review of the student's record will be made to determine if he/she should be allowed to continue attendance. Law enforcement officials will be involved. Penalty: Any person who violates any provision of this act is guilty of a misdemeanor and upon conviction thereof shall be punished for each offense, by a fine, or by imprisonment in the county jail.

Student Assignment Due Dates (BOE-JH)

Homework assignments are due on the date indicated by the assigning teacher. Students who are absent on the due date are expected to turn in assignments on the day they return to school to receive credit. Papers / projects assigned over a period of time are due on the date indicated by the assigning teacher. Students who were absent during the period of the paper or project assignment will be given a reasonable amount of time set by the teacher to complete the work. Unfinished papers or projects will be given credit for work completed if turned in by the due date.

Finals

Students will not be permitted to take their finals prior to the scheduled date for each final without the written consent of an administrator. Finals missed due to an excused absence can be made up at the beginning of the next semester. When needing to make up a final, it is the responsibility of the student to make arrangements with his or her teacher(s).

Student Aides (Selection, Credit, Supervision)

Teacher aiding is an experience open only to students who have attained junior or senior standing. Students who are accepted for aiding will work under the supervision of a faculty member. Faculty members who accept a teacher aide must agree to provide supervision for and evaluation of the student. The teacher aide forms may be obtained from the guidance office. Students who complete one semester of aiding are eligible for 1/2 credit. Up to one credit may be used to meet graduation requirements. The grade issued in the teacher aiding experience will either be pass or fail. Attendance of the student aide will be reported to the office daily. Aides may not be asked to:

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- 1) Enter student grades
 - 2) Record or receive any personal information concerning other students
 - 3) Be responsible for the taking and recording of student attendance.
- Teacher aiding credit will not be considered when deciding on Honor Roll status.

Theft and Loss Reports

Thefts and losses occurring in the classroom should be handled by the teacher in charge, and then reported to the office. Thefts and losses outside of the classroom should be reported immediately to the office. **The school is not responsible for articles lost or stolen but will assist students by making a report.** Items found should be turned into the office.

Cell Phones and other Electronic Communication Devices

These devices are disruptions to the educational process. Many times such items are stolen. Students are advised NOT to bring them to school. These items SHALL NOT be used during class time. Devices used during class time will first be confiscated and placed in the main office until the completion of the school day. Upon the second violation the parent will be notified and have to come to the school to receive it and an after-school detention will be assigned. A third violation will warrant the device to be checked in to the assistant principal prior to the start of the school day and checked-out at the completion of the school day for the rest of the year. A 1-3 day suspension may also be assigned.

Public Displays of Affection

Public displays of affection are inappropriate in the school setting. Students engaging in such inappropriate behavior will be given one warning. If school personnel need to speak with students a second time, they will be assigned at least one hour of After-school detention and parents/guardians will be notified. Further infractions may result in suspension.

Student Records/Confidentiality

Student records are confidential. Records will be released to the military unless written notice is given to the school not to release this information. (BOE-JRA/JRC)

Student Discipline (BOE-JK)

All students, classroom teachers, counselors, and all other school support personnel have the responsibility of working on student discipline and reporting student misbehavior to the main office. The principal may suspend students for a period up to ten (10) days for failing to conduct themselves in an acceptable manner. When the behavior of a student violates the rights of others or breaks the rules and policies of the high school, school authorities (principals, teachers, secretaries, custodians, bus drivers, and cafeteria personnel) have the obligation and authority to act.

Cheating/Plagiarism

First offense-teacher will collect the student's paper, mark a zero, and notify the parents/guardians and administration of action taken.

Second offense-suspension for 1-3 days and no credit will be issued for the assignment.

Alcohol and Drugs

Students who possess, use, sell, give, exchange and/or are under the influence of alcohol, drugs, other controlled substances or drug-related paraphernalia will be suspended, the police contacted and may be recommended for expulsion (BOE-JICH)

Truancy

If a student is absent from a class or classes without knowledge of a parent or guardian, or if the student leaves school or a class without permission of the teacher or administrator in charge, the student not only shall be considered absent, but also shall be considered truant. If a student is truant, school personnel may impose non-academic disciplinary consequences including, but not

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limited to detention and suspension from extracurricular activities, etc. Students must check out in the office prior to leaving campus. Truancy of one class block or less will result in up to three hours of After-school detention. Truancies of more than one block may result in a suspension. (BOE-JHB)

Tardiness

Promptness in reporting to school and class is important to the learning environment of the school. Tardiness to class is unacceptable unless it is the result of an emergency. Teachers will treat all tardiness as unexcused unless the student submits proof of the reason for the tardiness. A tardy is defined as the appearance of a student without an excuse from a school official, parent, or guardian after the scheduled time that a class begins. An unexcused tardy will warrant a detention notice given to the student by the teacher for detention time to be made up after school with the teacher, at lunchtime or during after school tutoring. Failure to make up a detention will warrant suspension.

Detention

Detentions will be of two types, class detention and After-school detention. Class detentions equal 15- 60 minutes; After-school detentions equal 1-2 hours. Teachers may issue class detentions to students to be served at their discretion, usually after school. After-school detentions are Tuesday-Friday from 3:30 p.m. Until 4:30 p.m. Students must have work or reading to do while in After-school detention and must use the time productively. Failure to comply will result in suspension.

Suspension

Students may be suspended for violations of school rules as determined by the school administration. Students will be assigned this suspension either as an in-school suspension or an out-of-school suspension. Students who are suspended from school are prohibited from participating in sports or activities during the length of the suspension. (BOE-JKD/JKE)

Defiance

Defiance, disrespect or flagrant disobedience to any staff member (includes secretaries, aides, cooks, custodians, and bus drivers): a) First Offense-Parents/guardians will be notified and the student shall be suspended for 1-3 days; b) Second Offense-Parents/guardians will be notified and the student shall be suspended for 3-5 days. A conference with the assistant principal, the student, and the parents/guardians shall take place before the student is readmitted to class.

Weapons

Carrying, bringing, using or possessing any dangerous or deadly weapon or any facsimile that could reasonably be mistaken for an actual firearm, in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited. Such weapons include, but are not limited to, any pistol, revolver, rifle, shotgun, air gun, pellet gun, spring gun, slingshot, bludgeon, brass knuckles, artificial knuckles of any kind, **any knife**; knife having a blade of greater than three inches, any knife with blades that can be opened by a flick of a button or pressure on the handle, or any pocketknife where the blade is carried in a partially-opened position is automatically expellable. Mace-type chemicals also are prohibited. Violation of this policy shall require that the principal initiate proceedings for the expulsion of the student involved immediately. (BOE-JICI)

Destruction/Defacement of School Property

a) First offense - Parents/guardians will be notified and the student will be suspended 1-3 days. The student will also be required to pay for or work off damages; b) Second offense - Parent/guardian notification, a 5-day suspension, payment of damages, and a recommendation for further suspension or expulsion. Law enforcement officials will be notified in cases of excessive destruction or defacement.

Fighting

VHS Student Handbook

1. First Offense-Parents/guardians and Police will be notified. Students will immediately be suspended for 1-5 days.
2. Second Offense-Parents/guardians and Police will be notified and a conference will be held. A second offense may result in a recommendation for expulsion. (BOE-JICDD)

Sexual Harassment

Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws that prohibit sex discrimination. A learning environment that is free from sexual harassment shall be maintained. The school shall investigate all indications, informal reports and formal grievances of sexual harassment and appropriate corrective action shall be taken. Corrective action includes taking all reasonable steps to end the harassment, to make the harassed student whole by restoring lost educational opportunities, to prevent harassment from reoccurring and to prevent retaliation against anyone who reports sexual harassment or participates in the harassment investigation. (BOE-JBB)

Hazing

Hazing is sometimes defined as "practical jokes." Hazing has caused injury and, in some cases, death of students. All incidents will be addressed by the district discipline policy.

Student Driving

Driving a car to school is considered a privilege. When students arrive at school, they should immediately exit their vehicle and proceed into the school building. Students are prohibited from driving their cars until they leave for the day. Any student driving recklessly or improperly in the student parking lot or on streets adjacent to the school may lose parking privileges and be subject to action by the School District and Gilcrest Police Department. Students may not sit in cars after arriving and will not be allowed to drive or ride around in cars during the school day. Penalties:

- a) First violation-Parent/guardian contacted by school official with a 1-3 day suspension;
- b) Second violation-Suspension 3-5 days.

Parking for students is provided in the parking lot east of the main building and around the east gym. **The privilege of bringing a student-operated vehicle onto school premises 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.** The school staff parking lots south and north of the school are off limits to student cars.

The school will not be responsible for theft or damages to cars.

Students should keep their cars locked and should not keep valuables in their cars. (BOE-JIHB)

Theft

A student should not have possession of another student's property without prior knowledge.

- a) First offense-Parent/guardian notified, law enforcement officials will be notified and the student shall be suspended 1-3 days;
- b) Second offense-Parent/guardian and law enforcement officials notified and student suspended for 3-5 days. Students are cautioned not to bring large amounts of money, I-pods, cell phones, or cameras to school; and if they wear rings, glasses, or watches, to keep track of them at all times. Do not leave valuables in your locker.

Students are responsible for their personal property and should not expect the school to bear that burden.

Tobacco

The use of any tobacco products and the possession of tobacco products and or vapor pens by students while in or on school properties, or under the jurisdiction of the school, or while participating in a school-sponsored event are prohibited. Police may also be contacted. (BOE-ADC)

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Disciplinary actions: a) Students in possession of tobacco. Parents will be notified and the student will be assigned three hours of After-school detention; b) Students using tobacco. Parent notified and student will be suspended for 1-3 days; c) Second offense of either a or b will be given a 3-5 day suspension. Law enforcement will be notified. (BOE-JICG)

Verbal Abuse/Profanity

Definition: Threatening, profane, or obscene language, either oral or written, toward another student, teacher, or school employee:

a) First offense-Parents/guardians will be notified and the student will be assigned three hours of After-school detention **or** a 1-3 day suspension; b) Second Offense-Parents/guardians notified and the student will be suspended 3-5 days.

Gang Activity

The Board prohibits the presence on school premises, in school vehicles and at school-related activities of any apparel, jewelry, accessory, notebook or manner of grooming which by virtue of its color, arrangement, trademark or any other attribute denotes membership in gangs which advocate drug use, violence or disruptive behavior. (BOE-JICF)

Interrogation and Student Searches

Any search of school property assigned to a specific student may be made only if school authorities have reasonable suspicion to believe that the property contains an item, the possession of which constitutes a crime or code violation or threatens a disruption of the educational process. Random and/or routine searches of school property, which do not require reasonable grounds, may occur at any time. Non-law enforcement canines may be used in a search. The school has custody of students during the school day and at extra-curricular activities, therefore interrogation by law enforcement will be allowed. Every effort will be made to have school officials present and parents contacted during this time. (BOE-JIH)

Due Process

Students who are suspended or expelled because of a violation of any school rule or regulation have the right of due process. The following steps may be taken:

- 1) Providing the student oral or written notice of the charges against him/her if he/she denies the charges;
- 2) An explanation of the evidence against him/her;
- 3) An opportunity for the student to present his/her version;
- 4) Right to appeal in the following order: a) Assistant Principal b) Principal c) Superintendent d) School Board e) Court. (BOE-JII)

Student Athletics (BOE-JJIB)

Participation Fees

Each sport in which a student participates will carry a \$40.00 participation fee with a family maximum of \$200.00 per year. Students who qualify for free or reduced lunch need to contact the athletic director and should apply for a reduction or waiver of fees. The participation fee is due by the first day of practice. An athlete will not be able to practice until the fee has been paid. During the first two weeks of practice if a student is cut from the team or if he/she decides not to continue participating in the sport, the fee will be refunded in full.

Citizenship

Student athletes are a representative of Valley High School and must abide by Valley High School's standards for conduct and sportsmanship.

Undergraduate

A student must not be a graduate of high school.

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Age

The student may not participate during the upcoming school year if he/she reaches the 19th birthday prior to August 1.

Semesters

A student's eligibility status begins upon entering high school and continues until his/her original class graduates. On entering ninth grade, a student has eight consecutive semesters of eligibility.

Physical Exam

No student shall participate in formal practice or represent his/her school in interscholastic athletics until there is a statement on file with the principal or athletic director signed by his/her parents or legal guardian and a practicing physician, nurse practitioner, physician's assistant, or certified chiropractor licensed in the state of Colorado certifying that: (a) he/she has passed an adequate physical examination within the past 365 calendar days; (b) that in the opinion of the examining physician, physician's assistant or certified chiropractor, he/she is physically fit to participate in high school athletics; and (c) that he/she has the consent of his/her parents or legal guardian to participate.

Parent Permission

A parent or legal guardian must sign a form acknowledging the risk involved with participation in interscholastic athletics and granting permission for a student to participate.

Athletic Insurance

Valley High School requires each interscholastic sport participant to have proof of insurance coverage on file in the athletic office. ***School District RE-1 does not cover students for injury expenses.***

Insurance coverage is available from an independent carrier. You must obtain forms for such insurance from the school secretary in the office. The cost for such coverage is the responsibility of the parent.

Equipment

The athlete is responsible for the equipment, uniform, and other items issued to him/her. The athlete will be given a secure place to store this equipment. All issued items must be returned clean and in good condition at the end of the season. **If not, the athlete is responsible and must pay for their replacement.** Normal wear due to activity is excluded.

Withdrawing from a sport or activity

Voluntary (Athlete's choice). When withdrawing from a sport or activity, the athlete must meet with and make reasons known to the head coach or sponsor. All athletic equipment must be returned and financial obligations cleared at that time. Eligibility for another sport during the same season requires approval by both head coaches and the athletic director. *Involuntary (Coach's decision).* Valley High School has a cut policy as outlined by BOE Policy JJIB. Head coaches, however, may drop athletes from their squad for any or all of the following: poor attitude, tardy or missing practices, and poor work habits during practice, or violation of team training rules. If an athlete is dropped from a team the following procedures should be followed. The head coach will meet with and discuss the reasons for his/her decision with each athlete. If the athlete is dropped for violation of a team-training rule, a letter of explanation will be sent to the parent/guardian and placed in the athlete's participation file in the athletic office.

All head coaches shall establish and communicate any additional rules that they require of their athletes.

VHS Student Handbook

Participation Rules

If a student is not in school a minimum of four periods, he/she is not to play or practice that day unless he/she has a doctor's excuse or is excused by the building administration. Any student who cuts a class or classes or is truant from school may not play or practice that day. If the violation is not caught on the day it occurred it will be applied to the following day or the day that it is found to be true. No athlete may quit one team and try out for another after the season has begun without the mutual consent of both coaches and the athletic director. Athletes must travel to and from contests in transportation provided by the district. The exceptions are injury to a participant, which would require alternate transportation or prior arrangement between the participant's parent/guardian and the coach. The coach may require the team to remain together both to and from games or contests. Each head coach is responsible for each athlete adhering to all school and CHSAA rules.

Student Activities (BOE-JJA)

General Regulations for Clubs/Organizations

All clubs and activity-related organizations must be related to the subject matter covered by the curriculum, recognized, and chartered. Each club or organization obtaining a charter membership must have its constitution reviewed and approved by the Administration and filed with the VHS Student Council. Constitutions should indicate participation requirements in order to maintain membership in the club. Sponsors must be in attendance any and all times the club or organization is conducting a formal or required activity. Non-school personnel will not be considered valid supervisors. Sponsors must make all transportation requests. Scheduling of all activities must be cleared with administration and placed on the school calendar at least two weeks in advance of the scheduled activity. The majority of activities are recorded on the calendar before the new school year starts. This helps eliminate potential conflicts, alerts custodians to the rooms being utilized and helps with needs of sponsors. (BOE-JJA)

Clubs and Organizations

They are offered in the hope that the students will be involved outside of the classroom. We hope that we offer something to interest every student. If you desire a new club or organization, you must gain approval of the principal by explaining your purpose, submitting a constitution and the name(s) of a teacher(s) who wishes to sponsor your program, and by indicating the value of your program to the student body and school.

Art Club

Membership is open to those students at Valley High School who have an interest in art.

Spirit Squad – Cheerleaders

Open to any student who meets all the requirements for athletic eligibility, expresses an interest and complies with all the conditions for selection as set forth in the Spirit Squad handbook. All general eligibility rules from Colorado High School Activities Association apply. Selection of Cheerleaders:

- 1) Parental permission is required for try-outs.
- 2) Selection will be in the spring or summer.
- 3) Judging is to be done by a selected group.

Future Business Leaders of America (FBLA)

Membership in this organization is open to all students enrolled in a business class. It is for students wanting a career related to the business professions or business education. Activities throughout the year are planned around leadership development, social events, and skill demonstrations through competition, expansion of the business concept and any other activities that may be related to the goals.

FFA

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Membership is open to anyone who is presently taking agriculture education. FFA members develop competent and aggressive agricultural leadership, citizenship and cooperation. The FFA provides students the opportunity to travel and participate in many activities and is just part of the total agricultural program.

Family Career & Community Leaders of America

FCCLA is a student leadership organization associated with the Family & Consumer Science program, which focuses on personal growth, family life, career preparation and community involvement. Members learn responsibility, develop leadership and give service as they participate in conferences at the local, district, state and national level. Additionally they plan community service projects, participate in competitive events and have fun together.

Key Club

Key Club is a student organization sponsored by the Greeley Kiwanis. This club is a service organization to support community needs, as well as individual and student needs. Membership is open to all students, grades 9-12.

Knowledge Bowl

This organization promotes academics and encourages the pursuit of knowledge. It provides an outlet for competitive school spirit. Invitational and league meets are held throughout the school year and teams meet for practice once/week.

League of Latin American Citizens (LULAC)

Valley's youth council, which was the second council established in Colorado, meets periodically and supports those ideals set forth by the adult chapter: a) healthy recreation b) educational advancement c) community and school involvement. This club is open to persons of **any ethnic** background grades 9-12.

MESA (Math Engineering Science Achievement)

MESA is designed to prepare, motivate, and provide students the necessary support systems to participate in a college/university curriculum. The areas of math, science, and engineering are emphasized. Participation includes design competitions, career exploration, field trips, college visits, scholarship opportunities, enrichment programs, and academic support. MESA encourages women and minority student membership but ALL students are welcome.

National Honor Society (NHS)

The Viking Chapter is a charter of and governed by the NHS Constitution and only 10-12 grade students with a 3.6 cumulative GPA are eligible. Selection of members is based on four criteria: scholarship, leadership, service, and character. An advisory council decides admittance. The council makes their decision based on information gathered from the student and VHS staff. Attendance, participation, and adherence to school rules must be maintained to remain an active member.

World Language Club

The purpose of the organization is to promote interest in the Spanish & German cultures and languages. Membership is open to anyone who is interested and who is currently enrolled or has been in a Spanish or German class.

Student Council

Every student at Valley needs an opportunity to be heard, to exert his/her political pressures, and to see a response to that effort. Each student needs to know how to make a difference. Membership consists of those students elected by the student body and respective classes or clubs to represent them. If at any time you have a question, contact one of your representatives, one of the student body officers, or the sponsor.

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LA VOZ

Band

Membership is open to students in grades 9-12 who have had experience in band. The concert band performs formal concerts during the school year. The band also provides entertainment as a pep band for all home football games and another volunteer pep band is formed in December to play at home athletic events. Members are also eligible to participate in state solo-ensemble festival, state honor bands, and the Patriot League Honor Band. The band also attends at least one band festival during the year.

Concert Choir

To become a member of choir, a student should have an interest in singing with others and learning how to perform numerous concerts during the course of the year. Choir is open to all students grades 9-12.

Giants of Fire & Ice (Jazz Ensemble)

Members are selected through audition or appointment from the concert band. This jazz ensemble is staffed with standard big band instrumentation. This is the top performing instrumental group at VHS and performs extensively throughout the year. Performances include jazz festivals, several school concerts, the "Jazz Cabaret" in February, and special events that may come up.

Valley Singers

This is the top vocal music group at VHS. Members are selected through auditions in the spring and must meet several qualifications to join. This group contains 15-20 members and performs a variety of music styles but focuses on vocal jazz.

Valley Ambassadors

Act as peer mediators, assist new students and freshman with the transition to VHS, and help fellow students with homework, conflict management and study skills.

Views of Youth

VOY is a team of students that write, compile, and present the results of a student body survey to administrators, parents, school board members, faculty and the student body. The survey addresses issues of achievement, curriculum, climate and safety at VHS. Students are selected to represent the views of youth by application, teacher and student recommendations.

Weld County School District RE-1 Non Discrimination Statement In compliance with Title VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendment 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-1 does not unlawfully discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, genetic information, disability or need for special education services in admissions, access to, treatment, or employment in educational programs or activities which it operates. English speaking ability will not be a barrier to participation and admission to District programs. Complaint procedures have been established for students, parents, employees or need for special education services. The following person(s) have been identified as the compliance officer for the District. Johan vanNieuwenhuizen, Assistant Superintendent Weld County School District RE-1, 14827 W.C.R. 42, P.O. Box 157 Gilcrest, Colorado 80623, 970-737-2403, vanj@wcsdre1.org

En cumplimiento del Título VI y VII del Acto de Derechos Civiles de 1964, Título IX de la Enmienda de Educación de 1972; Sección 504 del Acto de la Rehabilitación de 1973, la Discriminación de Edad en Acto del Empleo de 1967, el Acto de los Americanos con Discapacidades, el Acto de no Discriminación de Información Genética de 2008 y la ley de Colorado, Condado de Weld Distrito Escolar RE-1 no discrimina

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ilegalmente en base a raza, color, sexo, religión, origen nacional, ascendencia, credo, edad, estado civil, orientación sexual, información genética, discapacidad o necesidad de servicios de educación especial en la admisión, acceso, tratamiento o empleo en programas educativos o actividades que opera. Capacidad de hablar inglés no será un obstáculo para la participación y admisión a programas del Distrito. Se han establecido procedimientos de queja para los estudiantes, padres, empleados o necesidad de servicios de educación especial. La(s) siguiente(s) persona(s) han sido identificadas como el oficial de cumplimiento para el Distrito. Johan vanNieuwenhuizen, Asistente de Superintendente Weld Condado Distrito Escolar RE-1, 14827 W.C.R. 42, P.O. Box 157 Gilcrest, Colorado 80623, 970-737-2403, vanj@wcsdrel.org