

CHERAW SCHOOLS

*Laying The Foundation For
Life Long Success...*



...One Student at a Time.

"Keep in mind that the wonderful things you learn in schools are the work of many generations. All this is put in your hands as your inheritance in order that you may receive it. Honor it, add to it, and one day hand it on to your children." Albert A. Einstein

2017-2018
Parent/Student Handbook

DISCLAIMER:

This is not a policy manual. It is intended to be a guide for students and parents in gaining a general understanding of the framework within which the school operates. School policy manuals are available in the offices of the Superintendent or Principal for public viewing.

**MISSION STATEMENT
OF
CHERAW SCHOOLS**

The Mission of Cheraw Schools is to provide and engage students in a challenging comprehensive curriculum in an ethical, safe, and nurturing environment that lays the foundation for life long success.

CORE VALUE AND GOAL STATEMENTS

We believe that:

- Excellence counts. Therefore, each student can learn and will be expected to achieve excellence in their academic endeavors.
- Character counts. Therefore, honesty, integrity, personal responsibility and accountability will be integral parts of our educational system.
- Education should be a partnership. Therefore, the education of each student is a responsibility shared by students, families, schools and the community.
- Respect matters. Therefore, a person should respect self, community, and the world in which he or she lives.

- Civic ideals are important. Therefore, students will be taught and model leadership and citizenship while achieving life-long learning skills

CHERAW PUBLIC SCHOOL
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Principal
Counselor
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TO THE PARENT/GUARDIAN:

Colorado school law and district policy requires every school district to summarize the general rules and regulations regarding student performance and conduct in effect in the school district, and that said summary be made available to all students and/or their parents/guardians. This handbook has been prepared to help in a general understanding of the policies, regulations and expectations at Cheraw School.

Remember that the teachers, counselor and administrators are all more than willing to help you at any time!

Your son or daughter will spend a large part of his or her time in school. These are crucial years when he or she is rapidly changing from a child to an adolescent and then becoming an adult. We are dealing with a person who must achieve independence, but in the process must be intelligently and sympathetically helped and guided. This is not always an easy task and it takes full understanding and cooperation among each of three parties concerned---the student, the parents and the school.

WHAT THE SCHOOL SHOULD BE ABLE TO EXPECT OF THE PARENT

- That attendance is regular and punctual. If a student is to succeed in school, regular attendance should be as much of an obligation as it would be for employment.
- If the parents expect their son or daughter to earn passing grades, they should demand a regular routine of home study. The importance of the time-place study habits cannot be over emphasized; it is essential to quality achievement.
- That extra help in a subject beyond what can be given during the class without robbing the group of the teacher's time should be on the initiative of the student. (Some extra help will be required by the teacher or the school.)
- Questions about grades, assignments or other classroom requirements should be directed to the teacher first, then to administration.
- That parental complaints be first registered with the teacher involved so as to provide an opportunity to make such adjustments as resources will permit. The right to appeal to the principal or superintendent is always open.
- That a student forced to be absent from school should not expect a valid excuse to absolve him or her from the responsibility for making up the work missed. Group instruction cannot operate on such a basis except to the detriment of the individual who missed the assignments. Work should be made up, or arrangements made with the teacher regarding the make-up work, prior to the absence when possible.

FACTORS ON WHICH THE HOME AND SCHOOL SHOULD COOPERATE

- A class schedule which is too heavy or participation in too many activities, if detrimental to class work, are factors which demand constant attention.
- Both the home and school should watch the progress of the student. Regular grading reports are submitted by each teacher following each grading period (semester). Interim progress reports are submitted between grading periods. Parents have the option of a Parents Online account as to check student's grades anytime online www.goedustar.harriscomputer.com
- In regard to conduct, both the parent and school want the student to learn to get along with others, carry their own responsibilities and develop the necessary self-discipline which will shortly after high school replace parent and school control. Individuals differ in the rate at which they develop; it should be the common cause of the parent and school to adjust any attending strain to the development of the youth by encouraging them to take responsibility for their actions.
- If your son or daughter becomes significantly unhappy in school, this matter should be reported to the counselor or the principal. Rarely are circumstances such that nothing can be done to improve this type of situation.

TO THE STUDENT:

On behalf of the faculty, we would like to welcome you to Cheraw School for the 2017-18 school year. We look forward to assisting you in fulfilling your educational goals. Cheraw School has a history of fine academic and extra-curricular accomplishments. We expect you to meet and exceed the goals and requirements that have been set for you, and to continue the traditions that make Cheraw School a great educational institution. You can benefit from everything Cheraw School has to offer by being actively involved in your own education and in the various programs and activities. We will require nothing less than your best efforts and behavior, and we make no apologies for this requirement. If you encounter difficulties, seek out any of our highly educated and trained professionals and we will do our best to help you. We are here to make your years in school as successful, yet educationally challenging, as possible.

ACTIVITIES [IGDA/IGDB/JJJ]

Cheraw High School is a member of the Colorado High School Activities Association (CHSAA). A student who participates in any interscholastic contest at the middle or high school level must conform to the eligibility requirements of this association and the district.

For a student to participate in extra-curricular activities, *he/she must attendance the day on the day of the activity, practice, or game.* Weekend and Monday activities will be determined by attendance the previous school day.

Students having more than failing grade on the ineligibility list will not be eligible to take part in any extra-curricular activities during that week. Guidelines for participating in activity programs are found in the Sports/Activity Packet; Policy IGDB/JJJ.

Cheraw High School is a member of the Southern Conference for 6-man football and of the High Plains League for volleyball, basketball, and track in the 1A classification.

ALCOHOL/DRUG POLICY [IGDB; JICDA; JICH, JICH-R]

Student use, possession, distribution, sale, or being under the influence of alcohol, illegal drugs, controlled substances, "look-alike" drugs, steroids or possessing drug paraphernalia on any school premise or at any school function/extracurricular activity (home or away) is strictly prohibited and will receive disciplinary action as stated in Policy IGDB.

- A. Use, *possession, sale, and/or exchange, regardless of the quantity, of alcoholic beverages, illegal Controlled substances, or illegal drug (e.g. Hallucinogens, marijuana, anabolic steroids, etc.) and tobacco (in any form is prohibited). *Possession shall mean to have acquired, or to have in possession any alcoholic beverage, illegal/controlled substance, illegal drug, or "look alike" drug.
- B. Minimum penalty for violation of this policy will be suspension from school; however, violation of this policy may result in permanent exclusion from school. Extra-curricular activities and/or events may be affected as defined in school policy. Law enforcement officials may be contacted upon initial investigation and verification of the violation.

ATTENDANCE RULES AND PROCEDURES [JH; JHB; JHBA; JEA]

Colorado Compulsory Attendance Ages pertain to all children that have attained the age of 6 (six) and have not attained the age of 17 (seventeen). Students of this age as well as all Cheraw students that are absent are subject to the following criteria.

The following shall be considered **excused absences**:

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

- **The district has the right to require suitable proof regarding the above excused absences, including written statements from medical sources. For pre-arranged absences, students should procure homework and assignments from classroom teachers as soon as possible prior to the absence(s).**

- A. Students will be allowed a maximum of 4 unexcused absences in a month or 10 during the school year before judicial proceedings will be initiated.
- B. **To be classified as an excused absence parents must notify the school in writing no later than the day the student returns to school.** Additionally, verification of absences such as doctor appointment receipts, court dockets, etc. may be required to be submitted at this time.
- C. **Make-up work shall be provided for any class in which a student has an excused absence. It is the responsibility of the student to pick up all make-up assignments on the day he returns to class. There shall be one (1) day allowed for make-up work for each day of absence.**

LEAVING SCHOOL (CAMPUS)

Students who become ill, or need to leave school for any reason, including lunch, must check out through the office. In all cases, students leaving school must be cleared in advance by a telephone call from, or note from, parents and then properly checking out through the office.

AUTOMOBILES

Students driving automobiles or motorcycles to school are required to follow certain rules and regulations. Students and parents should realize that the liability rests with them for damages resulting from recklessness or carelessness. Additionally, bringing personal vehicles on campus is a privilege, not a right, and may be rescinded at anytime by school administration.

1. Wreckless or Careless driving will not be permitted.
2. Cars are to be parked in designated areas. Parking is not allowed in the FIRE LANE on the west side of gymnasium, spaces marked HANDICAPPED, or in the BUS LOADING area south of the high school.
3. Students are not to go to the parking area or to cars during school hours without permission.
4. Students are not to loiter in parked cars before or after school, or during lunch.
5. Students may park in area south of Gazebo if other areas are full.

BUS REGULATIONS [EEA; EEAE; EEAF; EEAF-1]

Regular Routes

Students shall be on time at the approved bus stop. Tight bus schedules do not allow for the driver waiting. If a student is not at the stop, the driver will honk and wait no longer than one minute beyond the specified time before leaving. Students shall wait for the bus in their own driveway. Do not cross the road until the bus has completely stopped and driver motions for you to cross. Students will board the bus one step at a time. Rigid standards of discipline must be maintained at all times in order to satisfy safety requirements and all school rules apply while students are on board a school bus.

In case of early release due to inclement weather, bus drivers will not release students from the bus with seeing an adult. A simple wave from the door will be sufficient. The driver will wait 2 minutes for this to happen and then will continue on their route. Students will be transported back to school to wait for a parent to pick them up.

Riding school buses is a privilege, not a right, and may be revoked for violations of bus rules or school policies. Drivers have full responsibility for the bus and passengers while transporting students. Students shall comply promptly and cheerfully with all requests of the driver. Students who ride the bus are subject to the following procedures.

1 st Write-Up	Verbal warning to Student and written warning to parents.
2 nd Write-Up	Student suspended of riding privileges for 16 school days (4weeks)
3 rd Write-Up	Student suspended of riding privileges for remainder of school year.

Each suspension may be appealed in writing to the Superintendent within 10 school days.

Activity Bus [EEAF-1]

The same general rules and regulations apply to activity trips as with regular routes. All students riding to an event on a school bus will also return home on the same bus, unless the sponsor has written permission from a parent. If any student is to be picked up or unloaded at any point other than the regular location, the activity sponsor and school

administration should be notified before the activity bus leaves the school. State lines may not be crossed on any activity without prior Board approval.

CARE OF SCHOOL PROPERTY [JICDA; JK; JKD/JKE-E]

The citizens of Cheraw School District have provided some of the best equipment and facilities found anywhere. Students should show their appreciation by taking care of the buildings, equipment, and grounds so they can be passed on to future students in good condition. Any student who defaces, damages, or destroys school property will be required to repair or replace the damaged item and will also face further disciplinary action. Except in cases of unavoidable accidents, students are liable for all damage they may do to school property.

CHILD ABUSE REPORTING/CHILD PROTECTION [JLF]

It is the policy of the Board of Education that this school district complies with the Child Protection Act.

CLASSIFICATION [IKF; JGA]

All Cheraw High School students must earn 28 credits in order to graduate. Students will not be promoted to the next grade regardless of credits earned. Students not meeting the 24 credit requirement after four years will be classified as a senior until the required credits are earned.

CLOSING OF SCHOOL

A mass text will be sent through GoEdustar to those who have signed up. (See Text). The radio stations--KBLJ, 92.1-FM and KTHN, 1400 - AM in La Junta will carry all school closing announcements due to inclement weather or other emergencies, by 6:30 AM when possible. Local news channels (5, 11 and 13) will also be made aware of the cancellation/postponement. When it becomes necessary to dismiss during the regular school day, announcements will be made ASAP and parents contacted.

COLLEGE/CONCURRENT CLASSES [IHCDA, IHCDA-R]

Qualifying students may have the opportunity to take a College or Concurrent Classes for College Credit. **Students who do not pass the class will be required to reimburse the school the expense of the class.**

CODE OF CONDUCT [GBAA-R; JICDA; JII; JII-R; JK; JK-R; JK-2; JKD/JKE; JKD/JKE-E; JKE/JKE-R]

The principal may suspend or recommend expulsion of a student who is engaged in one or more of the following specific activities while in school buildings, on school grounds, in school vehicles or during a school-sponsored activity. Suspension or expulsion shall be mandatory for serious violations of school policy.

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Commission of any act which if committed by an adult would be robbery or assault as defined by state law. Expulsion shall be mandatory in accordance with state law except for commission of third degree assault.
4. Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of students or staff.
5. Violation of district policy or building regulations.
6. Violation of the district policy [JICI] regarding dangerous weapons. School administrators shall consider violations of this policy provision on a case-by-case basis to determine whether suspension, expulsion or any other disciplinary action is appropriate based upon the individual facts and circumstances involved.

7. Violation of the district alcohol/drug use/abuse policy [IGDB]. Expulsion shall be mandatory for sale of drugs or controlled substances, in accordance with state law.
8. Violation of the district's violent and aggressive behavior policy.
9. Violation of the district smoking and use of tobacco policy. [IGDB]
10. Violation of the district policy on sexual harassment.
11. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage to property.
12. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors of the school.
13. Engaging in verbal abuse, i.e. name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitates a disruption in a school program or incites violence.
14. Committing extortion, coercion or blackmail, i.e. obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
15. Lying or giving false information, either verbally or in writing, to a school employee.
16. Scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
17. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.
18. Behavior on or off school property which is detrimental to the welfare, safety or morals of other students or school personnel.
19. Repeated interference with the school ability to provide educational opportunities to other students.
20. Engaging in "hazing" activities, i.e. forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of any individual for purposes of initiation into any student group.
21. Violation of the district's dress code policy.
22. Violation of the district's policy on student expression.
23. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.

The school principal shall, at his/her discretion and in his/her professional judgment, administer the various penalties available for violations of school discipline policy. Copies of these policies shall be available to any patron of the district upon request.

Student Discipline

School administration and the Board believe that effective student discipline is a prerequisite for sound educational practice and productive teaching and learning. The objective of disciplining any student must be to help the student develop a positive attitude toward self-discipline and socially acceptable behaviors.

All policies and procedures for handling student discipline problems shall be designed to achieve these broad objectives. The Board in accordance with state law has adopted a written student conduct and discipline code based upon the principle that every student is expected to follow specified rules of conduct and to show respect for and to obey persons in authority. The code also emphasizes that certain behavior, especially behavior that disrupts the educational environment, is unacceptable and may result in disciplinary action.

All Board-adopted policies and Board-approved regulations containing the letters "JK" in the file name constitute the discipline section of the legally required code.

CURRICULUM EXEMPTIONS [IHAM-R; IHAMB-R; IHAMC-R]

Parents of students may request that their student be exempt from parts of the health/family life/sex education/AIDS curriculum by following procedure outlined in Board policy noted above.

CUSTODIAL and NONCUSTODIAL PARENT RIGHTS AND RESPONSIBILITIES [KBBA]

The Board presumes that the person who enrolls a student in school is the student's custodial parent. Unless a Colorado court specifies otherwise, the custodial parent shall be the one whom the school district holds responsible for the education and welfare of the child. Noncustodial parents have the right to be kept informed of the student's progress and activities. Unless there are specific court-imposed restrictions, the noncustodial parent, upon request, shall be given access to all of the student's educational records.

DANCES OR PARTIES [KFA; IGDB]

All school dances or parties are for Cheraw School students, their guests and sponsors. Any dance sponsored by any group will be governed by the school board policies concerning dances and parties. Students are allowed to invite a guest with prior approval of the administration.

DRESS CODE, ATTIRE AND GROOMING [JICA]

School administration and teachers will require that all students dress in a fashion that reflects good taste and appropriateness. The following will not be permitted:

1. Clothing or articles of clothing which are excessively soiled, torn or ragged.
2. Clothing or jewelry displaying vulgar writing or symbols, sexual-reference clothing, or disruptive signs or slogans.
3. Clothing that is excessively revealing such as: shorts and skirts (must be below finger tips when hands are extended downward) and slits in side of skirts. This also includes pants(jeans) with designed holes in them. 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 traditionally private parts of the body.
4. Tank tops or other similar clothing with straps narrower than 1.5 inches in width.
5. Clothing with alcohol, tobacco, and/or controlled substance advertisements or references.
6. Hats, caps, and/or sunglasses will not be worn in the building during school hours.
7. Any other apparel which the principal determines to be unacceptable by community standards.
8. Shirts, T-shirts that have been torn or cut to enlarge the sleeve area are not permitted.
9. Tattoos that are gang related or vulgar must be covered by clothing or material. (i.e. tape, etc.)
10. Articles such as leggings, jeggings, and tights need to be accompanied by a shirt, skirt or shorts that are finger-tip length or a top that covers the derriere.

EIGHTH GRADE PROMOTION [IKFB; IHA]

Students in line for eighth grade promotion are expected to meet the following course requirements; three (3) years or six (6) semesters of passing grades in English, Social Studies, Math, Science, four (4) semesters of technology, and two (2) semesters of health.

Students completing the eighth grade year who have not met the above requirements will be required to attend summer school or be retained, attending summer school does not necessarily mean the student will be promoted to ninth grade. If the student successfully completes the requirements in summer school, then they will be promoted to the ninth grade.

ELECTRONIC / COMMUNICATION DEVICES [JICJ, JICJ-R]

Electronic/telecommunication devices can be useful tools when used for educational purposes. However, the inappropriate use of electronic equipment and communication devices (cell phones, smart phones, laser pointers, CD players, I-pods, Chromebooks etc.) is disruptive and prohibited on school district property during regular school hours. Violations of this policy may result in the confiscation of the item(s) or more severe penalties for repeated violations.

ELIGIBILITY [IGDB, JJJ]

Eligibility begins at 12:00 AM each Monday and remains in effect until the following Sunday at 11:59 PM. Any middle or high school student with more than one failing grade in any subject will be placed on the down list and will be ineligible for participation in extra-curricular activities until the next week when grades are checked and at such time. If a student is on the down list during a school break, he/she will remain ineligible until such time as the grade is satisfactorily improved. **Additional Requirements for Extracurricular Participation:** A student who has 2 or more D's in the same classes for 2 consecutive weeks or who has 1 F in the same class for 2 consecutive weeks will be placed on academic probation and required to attend Friday School or will be placed on the ineligibility list. Students who do not improve their grades will be placed on the ineligibility list the following week.

EQUAL EDUCATIONAL OPPORTUNITIES/INTRA-DISTRICT CHOICE/OPEN ENROLLMENT [JB; JEA; JEB; JF; JGA; IHBA; JFBA]

Every student of the Cheraw School District shall have equal educational opportunities regardless of race, color, creed, sex, marital status, national origin, or handicap. Cheraw School District does not exclude students, on the basis of sex, from participating in or access to athletics, counseling, employment aid, scholarship and loan programs, and extracurricular activities. Non-resident students must follow school policy for acceptance. (Policy JFBA)

FBLA

Future Business Leaders of America is a state and national organization of high school students who have taken or are taking business and office education courses. It gives members the opportunity to develop vocational and career supportive abilities and provides civic and personal responsibilities. FBLA will give students the opportunity to be rewarded for their skills and will benefit the students by making wise and better career selections. Please see by-laws provided by the FBLA sponsor for additional eligibility requirements.

FCCLA

Future Career and Community Leaders of America is a state and national organization of students who have taken or are taking a Family Consumer Studies course in high schools of the U.S. and its territories. The overall goal of FCCLA is to help improve personal, family and community living now and in the future. Please see by-laws provided by the FCCLA sponsor for additional eligibility requirements

FIRST AID & EMERGENCY MEDICAL CARE

In case of an emergency, no treatment, except for first aid, shall be administered by the best qualified person at hand. This person acting in good faith and without compensation will not be held liable for acts or omissions performed in good faith. The school's responsibility continues until the injured person is placed in the care of family or medical emergency care provider. Parents are asked to sign an emergency medical authorization form that will contain any specific procedure they wish the school to follow.

FREE AND REDUCED PRICE FOOD SERVICES [EFC; EFC-R]

Cheraw School District has a hot lunch program. Students may purchase breakfast or hot lunches for minimal fees or, may choose to bring a cold lunch. Applications for the free and/or reduced breakfast/lunch program are made available to parents in August each year. These must be completed in full to be eligible for the program.

GRADING [IKA; IHA]

1. Kindergarten will use developmental skills list.
2. Grades 1-2 will use: S= Satisfactory; N=Needs to improve; L=Work is below acceptable quality but the child is making an effort and some progress is shown; U=Unsatisfactory; and, Cr=Credit for participation.

3. Grades 3-12 will use the following percentage scale:

- 100-90% = A
 - 89-80% = B
 - 79-70% = C
 - 69-60% = D
 - <60% = F
- * no grades are curved

- 4. No fewer than TWO GRADES per week will be taken for each middle school or secondary student.
- 5. Report cards are distributed at the end of each grading period(quarter).
- 6. Incomplete grades on grade cards must be made up within a two-week period.

GRADUATION REQUIREMENTS FOR GRADES 9-12 [IKFA]

Language -----	4 Units
Social Studies-----	3 Units
Mathematics-----	4 Units
Science -----	3 Units
Fine Arts-----	1 Unit
Physical Education-----	1 Unit
Foreign Language-----	1 Unit
Practical Arts (FCS/Bus Ed/Technology)-----	1 Unit
Health Education-----	1 Unit
Computer Science-----	1 Unit
Electives-----	8 Units
Total = 28 credits	

- A full listing of required courses is available from the Counselor.

ICAPs (Individual Career and Academic Plan)

Each student grades 9-12 is required by law to have an ICAP. School personnel and parents along with the student will design an ICAP that fits each student. A student’s schedule along with goals and strategies to achieve those goals will be reviewed yearly and signed off by everyone involved.

IMMUNIZATION: [JLCB; JLCB-R; JFABB-R]

No application for admission to Cheraw School shall be complete without a certificate of immunization or a completed exemption form. All students entering seventh grade must have an updated immunization record showing a second measles, mumps and rubella immunization and hepatitis.

INTERNET [EHC; EHC-E]

In order to provide for the appropriate use of the Internet in keeping with Board of Education policy, an "Acceptable Use Agreement" has been developed. This form will be included in the student packet. The AUA must be signed by the student and parent before a student is issued an Internet account. Also on this form is a release to use a student’s likeness in the electronic medium.

INTERROGATIONS AND SEARCHES [JIH; JII; JII-R]

Searches may be conducted by a school official who has reasonable grounds for suspecting that a search will turn up evidence that the student has violated either the law or Board policy. When reasonable grounds for a search exist,

school personnel may search a student and/or his/her property while on school premises or during a school activity and may seize any illegal, unauthorized or contraband materials. Any search conducted by a school official shall respect the privacy of the student and not be any more intrusive than necessary considering the age and sex of the student and the nature of the suspected infraction.

LOCKERS

Locker assignments are made administratively and students are not to change lockers without permission. If a locker becomes inoperative, refer the locker number to the office for maintenance. The school assumes no responsibility for any student's personal property. Locks may be placed on lockers at the student's discretion but the combination or an extra key must be on file in the school office.

MEDICATIONS [JLCD; JLCD-R; JLCD-E]

Medication may be given legally only by school personnel whom a registered nurse has trained and delegated the task of giving such medication. No prescription or nonprescription medication shall be administered at school by the school nurse or other school designee without the following requirements being met:

1. Medication shall be in the original properly-labeled container. If it is a prescription medicine, the student's name, name of the drug, dosage, time for administering, name of physician and current date shall be printed on the container.
2. The school shall have received written permission from the doctor or dentist to administer the medication.
3. The school shall have received written permission from the parent/guardian to administer the medication. When such a request is made by a parent/guardian, a full release from the responsibilities pertaining to the administration and consequences of such medications also must be presented.

PUBLIC CONCERN/COMPLAINTS [KEF]

Parents/guardians or patrons shall be allowed to challenge the use of any teaching methods, activities or presentations but must express such objection through procedures outlined in Board policy.

SAFE AND DRUG FREE SCHOOL ZONE [ADC; JICDD; JICDE; JJICH; JICHA; JICH-R; JICI; JBB]

By federal, state and local law and school board policy, Cheraw School is a safe and drug-free, weapons-free, tobacco-free environment. No drugs, alcohol, tobacco or weapons are permitted on school property at any time for any reason. The district is also committed to maintaining a learning environment that is free of harassment of any kind, including but not limited to violent and aggressive behavior, sexual harassment, bullying and hazing. Violators will be dealt with as severely as laws and/or policy will permit.

SCHEDULE CHANGES [IKF; IHA]

No schedule changes will be permitted after the first week of the semester. All changes must be approved by administration, the dean of students, the teachers involved, and the student/ parents. A request form to change a class schedule may be obtained from the Dean of Students or principal.

SECRET SOCIETIES/GANG ACTIVITY [JICF]

Cheraw Schools will not tolerate any activities that are or appear to be associated with any form of a gang or secret society. Any said activity will be dealt with to the fullest under the law and/or school board policy.

SEX OFFENDER INFORMATION

Colorado law dictates school districts shall provide information identifying where parents and members of the community may access information collected by law enforcement agencies related to registered sex offenders. The following website can be used for this information: <http://sor.state.co.us>

STUDENT CONCERNS [JII]

Decisions made by school personnel that students believe are unfair or in violation of pertinent Board policies or individual school rules may be appealed to the Principal or by following specific appeal processes created for particular complaints.

Grievance procedures shall be available for students to receive prompt and equitable resolution of allegations of discriminatory actions on the basis of race, color, national origin, sex and handicap which students are encouraged to report.

STUDENT COUNCIL, CHS (STUCO)

The student council has been designed to facilitate two-way communication between the students, teachers, administrators, and the Board of Education. Through representatives of classes, organizations, and clubs, each student will have a voice in decisions in curriculum, school policy, activities, social events, student welfare, student conduct and many other factors of school life. The council will serve as a tool through which students, teachers, and administrators can have input in the things which affect the school. The council will operate on the basic premise that all persons within the school community have rights and responsibilities.

STUCO members will be responsible for several activities and events over the course of the school year including **Homecoming/Courtwarding Activities, Royalty Events and Senior Recognition**. The STUCO sponsor will provide specific details concerning each event.

STUDENT DROP-OFF

Parents are asked to use Lakeview Avenue on the south side of the main building to drop-off children. Parents wishing to walk their child(ren) into the building are asked to park in the east parking lot. Please do not drop children off using this parking lot.

STUDENT EXPRESSION [JICEA; JICEC]

Cheraw School encourages students to express themselves under rights afforded by the First Amendment. However, certain parameters must be followed in particular areas. Students expressing themselves in school sponsored publications must observe the rules of responsible journalism. Students distributing non-curricular materials must follow rules that are not detrimental to others or the school environment. A full set of guidelines for each situation may be found in the policies listed above.

STUDENT FEES

Students shall not be charged an instructional fee as a condition of enrollment in school or as a condition of attendance in any class that is considered part of the academic portion of the district's educational program except tuition when allowed by law. However, the district may require students to pay textbook fees, fees for expendable materials and other miscellaneous fees as more set forth in policy. Students do have class dues of \$50 per year once they have entered high school. These dues go into the class account to be used for expenses dealing with school activities such as Homecoming, Courtwarding, Prom, etc.

Middle School and High School Students will be asked to purchase Chromebook insurance if they wish to use one.

STUDENT RECORDS/RELEASE OF INFORMATION [JRA; JRC; JRC-E]

The Family Educational Rights and Privacy Act ("FERPA") and Colorado law afford parents/guardians ("parents") and students over 18 years of age ("eligible students") certain rights with respect to the student's education records:

1. The right to inspect and review the student's education records within 3 days of the district receiving a request for access. A parent or eligible student making such a request must submit to the school principal, or appropriate school official, a written request that identifies the records(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise violates the privacy rights of the student. A parent or eligible student may ask the district to amend a record they believe is inaccurate, misleading or otherwise violates the privacy rights of the student by writing to the school principal (or appropriate school official) clearly identifying the part of the record they want changed and specifying why they believe it is inaccurate, misleading or otherwise violates the privacy rights of the student. If the principal decides not to amend the record as requested, the principal will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA and state law authorize disclosure without consent.

STUDENT SURVEYS [JLDAC]

Students shall not be required to submit to a survey, analysis, or evaluation related to curriculum or other school activities that is intended to reveal information, whether the information is personally identifiable or not concerning the student or the student's parents/guardians, without written parental consent in topics traditionally deemed personal.

TARDIES [IGDB]

Students are expected to arrive to school and to each class on time. When they are not, they will be counted as tardy. For each quarter, a student will receive a warning after their second tardy and then will serve a consequence for additional tardies as referenced in policy.

TELEPHONES

Students are only permitted to use the telephone in the school office, and only with the permission of office personnel. Students may not use the phone for other than emergency situations except between classes, at lunch, before and after school. Cell phone use is specifically prohibited at school from 7:45 a.m. until 4:00 p.m. High School Students and Middle School Students are allowed to use cell phones during the lunch break.

TEXTS (Mass)

The School District now has the capability to send out mass texts to those constituents that have signed up for it. Please inquire through the office (853-6655) if you would like to sign up to receive informational texts from the School District.

VISITORS

By law, all visitors to Cheraw Public Schools **MUST** report immediately to the school office and check in before proceeding to any other part of the school for any reason. **This includes dropping students off at any time during the day. Please make sure to observe the parent drop off point located at doors leading into the elementary wing.** Parents are always encouraged to visit their student at any time. **All day visitors of students are discouraged but can be pre-approved through the administration.**

WITHDRAWAL

Notification of withdrawal should be made to office personnel as soon as possible. All obligations to the school (fees, textbooks, lunches, uniforms, etc.) must be cleared before transcript information will be released. A clearance sheet with pertinent signatures must be completed and presented to the principal for final approval.