

STUDENT HANDBOOK VILAS SCHOOL DISTRICT RE-5 2025-2026



It is the principal mission of the Vilas School District to support social, emotional, physical, and cognitive growth to develop students for success.

**Whole Child Education in a Family
Atmosphere**

WELCOME

Welcome back to another exciting school year at Vilas School District! Our commitment to excellence is outlined in our student handbook, which serves as a valuable guide for the entire student body. This handbook contains important information about our school's rules, policies, and procedures. It is essential that both students and parents familiarize themselves with its contents to ensure a smooth and successful academic experience.

Within the pages of the handbook, you will find that our expectations for students can be summarized by a simple mantra: Strive for Excellence. We firmly believe that every student has the potential to achieve greatness, and it is our collective responsibility to help them realize their full potential.

As a member of our school community, we expect each student to approach their studies with dedication, determination, and a growth mindset. It is through your commitment to learning that you will acquire the knowledge and skills necessary for success in both academics and life beyond the classroom.

We also place great emphasis on personal responsibility. We expect our students to take ownership of their actions and choices, understanding that they have a direct impact on themselves, their peers, and the overall school environment. By demonstrating accountability, students contribute to a positive and respectful atmosphere that fosters growth and mutual support.

Lastly, we highly value respect in all aspects of school life. We encourage our students to treat one another, their teachers, staff members, and visitors with kindness, empathy, and dignity. Respect This initiative creates a welcoming and inclusive environment in which everyone feels valued and supported.

As we begin this school year, let us embrace these high expectations and work together to create a vibrant and nurturing learning community. Our dedicated team of educators will provide the You will receive the necessary guidance, resources, and support to help you thrive. to help you thrive.

I encourage you to refer to the student handbook regularly and reach out to our staff whenever you need assistance or clarification. By pursuing education, you will set the stage for a successful and fulfilling academic journey.

I am confident that the 2025-2026 school year will be filled with countless opportunities for growth, achievement and memorable experiences. Let us embark on this adventure together, ready to embrace challenges and celebrate successes along the way.

Wishing you a remarkable school year ahead!

Sincerely,

A handwritten signature in black ink, appearing to read 'Abby Pettinger', with a stylized, cursive script.

Abby Pettinger
Vilas Superintendent/Principal

A school is a community of lifelong learners dedicated to academic excellence. Its primary purpose is the pursuit of knowledge. Like any community, a school functions best when its members adhere to established goals and values. Central to the school's mission is a commitment to the principles of truth, integrity, and academic honesty.

PROCEDURES

DAILY SCHEDULE

Students will eat breakfast in the cafeteria from 7:30 to 7:50 am, followed by morning announcements before first period at 7:55 am. Students will be allowed in the other buildings if an appointment has been made with a teacher. The school day will end at 4:10pm. Students are required to leave the school premises at this time unless they are required to attend school activities or meetings or are working under the direct supervision of a teacher or staff member.

VISITORS, GUESTS, RELATIVES, OTHERS

Parents of students are always welcome to visit our campus and our classes. When visiting a classroom, prior arrangements need to be made through the office. Bringing friends and relatives to visit is not encouraged without prior approval from the administration. In fact, the visitor may be sent home if his/her presence presents problems. **ALL VISITORS TO OUR SCHOOL ARE REQUIRED TO REGISTER AT THE OFFICE AT THE TIME OF ARRIVAL.** If visitors fail to register with the office, they will be considered loitering.

BUS REGULATIONS

Riding the bus is a privilege, not a right. The primary focus is to keep students and staff safe during travel. Students who fail to obey the rules may forfeit the privilege of riding the bus. The following are **UNACCEPTABLE** on the bus:

- Deliberate defiance/refusal to cooperate with the driver
- Excessive talking and unnecessary noise, lack of respect and courtesy
- Throwing items of any kind in the bus or out of the windows
- Deliberate delay - loading or unloading
- Refusal to stay properly seated
- Extending any part of the body out of a window
- Tampering with equipment, deliberate vandalism
- Outward displays of ANY kind to drivers or passengers of other vehicles

ATTENDANCE

All students are expected to attend school and be on time for classes. There is a direct relationship between poor attendance and academic failure. The purpose of this plan is to place the primary responsibility for attendance upon the students. **Students must be at school for 5 periods before participating in extracurricular activities.**

Excused absences occur only for reasons of personal illness, family emergency, professional appointment (legal or behavioral counseling), district-approved holidays, or certain educational opportunities. Students are required to pick up a Pre-Absence Assignment Form at the office.

Notice of Upcoming Absence - Pre-Absence Assignment Forms can be picked up from the office for any prearranged absences, such as doctor or dental appointments or school activities, at least two (2) days prior to the date of absence. Announced schoolwork or tests are to be made up as quickly as is reasonable, but no longer than **one day** for each day of absence. **For pre-planned absences, students are expected to obtain a pre-excusal form from the office to collect their schoolwork and turn in assignments**

before being absent.

Unexcused absences occur when a student and parent/guardian fail to provide the appropriate communication to the office, cut classes/truancy, skip school, and fail to check out of the office prior to leaving campus.

Students are allowed a total of 8 absences per semester. This number includes both excused and unexcused absences. On the ninth absence, the student will not receive credit for the courses in which he/she has been absent. Exceptions to this policy will be at the discretion of the school administration and the board of education.

ATTENDANCE POLICY

All students attending Vilas School are required to attend classes, unless excused for good reason, in accordance with the Colorado Compulsory Attendance law (CRS 22-33-104) and Article IX, Section 2 of the Colorado Constitution.

Students are expected to make up work missed during any unplanned absence. Teachers will provide assistance and available make-up work to students following excused absences. For each day of excused absence, **the student will have one day to make up their work before receiving a zero** upon returning to school.

Parents or guardians will be responsible for notifying the school if the student's absence is to be excused. Parents or guardians may phone in the excuse to the school at (719) 523-6738 or send a note with the student in advance or on return. The student will have three days to turn in this excuse to the office. If the proper excuse is not turned in, the absence will be considered unexcused. We are concerned for your child's safety. The school will call to verify an absence if we have not received a call by 9:00 a.m. the morning of the absence.

Excessive Unexcused Absence

1. After 4, 6, and 8 excused and unexcused absences, a letter will be sent notifying the parents.
2. After 9 unexcused absences in any semester, the student will not receive credit for the class or classes in which they are absent. The parents will be notified and they may petition the School Board by filing a written request with the administration.
3. After 6 absences for any reason in a single semester, the administration may require a written note from a doctor before an absence will be counted as excused.
4. Students who are 6 years old on or before August 1 of the current school year and under the age of 17 are required by law to attend school. The authorities may be notified if a student who falls within this age group has 9 unexcused absences in any semester or 18 unexcused absences in any school year, and legal action may be initiated.

Tardiness

Any student who enters a class after the scheduled starting time is considered tardy. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of other students to uninterrupted learning, excessive tardiness will be considered a serious disciplinary problem and might be cause for disciplinary action. Unexcused tardiness accumulates from the first offense. Unexcused tardiness may result in the consequences of detention, suspension, or expulsion. Students who are 10 minutes late to class will result in an absence in the class. Students detained by another teacher or administrator will not be considered tardy provided that the teacher or administrator gives the student a pass to enter the next class.

Truancy

Truancy is generally defined as missing any class or school day without the prior approval of the administration or absences that do not meet the guidelines. Students leaving the building without gaining permission from the office and signing out will be truant from subsequent classes missed that day. Students who have lost credit in one or more classes due to truancies may request a hearing wherein redemption of credit may be sought. The appeal must be written and sent to the superintendent within ten school days of the student and parents being told of the credit loss.

DRESS CODE

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

The best dress code guideline is to remember that clothes worn to school should be clean, in good taste, cover private parts of the body, and be appropriate for the classroom during school hours, school activities, and athletic activities.

If a student arrives at school wearing inappropriate clothing, the school will remove them from the classroom until they can change into appropriate attire. The student will be given the opportunity to change into appropriate clothing. If the student has no suitable clothes, they will be given clean, appropriate clothing for the rest of the day. Should the student refuse, the student will be kept in the office and their classwork will be brought to them to complete. The dress code is in effect on all school days, including the last day of school and during extracurricular activities. The principal or designee has the right to declare any other forms of objectionable dress inappropriate for school, as it is not possible to anticipate every dress code issue that may arise.

Because students may not understand the types of clothing that are appropriate, there are guidelines listed below. The following clothing is not allowed at school or school events (like working in the concession stand or helping at the elementary track meet) unless it's part of the uniform:

- Shorts, dresses, skirts, or other similar clothing, unless the clothing is at least 1/2 the distance between the top of the knee and the groin
- Inappropriately sheer, tight, torn, 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 including, but not limited to, the stomach, buttocks, upper thigh, back and breasts
- No hats, sunglasses, caps, bandanas, scarves, hoods, hair nets, etc. (unless it is an outdoor activity and approved by the principal)
- Slippers or other shoes that are not considered appropriate footwear for health and safety reasons
- Undershirts that are not covered up with a shirt that is closed at least to the mid-chest area
- Exposed undergarments
- Pajamas of any type, unless approved for a school sponsored dress-up day
- Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisements, 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, that denote membership in gangs which advocate drug use, violence, or disruptive behavior
 - Are obscene, profane, vulgar, lewd, or legally libelous
 - Threaten the safety or welfare of any person
 - Promote any activity prohibited by the student code of conduct
 - Otherwise disrupt the teaching-learning process

The final decision on appropriateness of dress rests with the principal or sponsor if the student is at an extracurricular activity representing the school. When representing the school, students will be given

definite instructions as to appropriate and acceptable dress, grooming, and behaviors. Directors of activities may set higher standards for students while under their direct supervision or sponsorship.

ELECTRONIC COMMUNICATION DEVICES

Vilas School District RE-5 believes in the appropriate use of electronic communication devices (i.e., cell phones, iPods or iPads, two-way radios, personal data assistants, etc.). These items must be **turned off and kept out of sight during appropriate times** (i.e., class times, class discussions, etc.). When you enter a room, you should sit down and put away all devices. The instructor may occasionally permit cell phone use in class. ANY misuse of this policy will result in the confiscation of devices for a period of days or weeks at the discretion of teachers/administrators.

Penalties for these rule infractions will be at the discretion of the administration.

STUDENT VEHICLES

Licensed students are allowed to bring cars to school and park them in designated parking areas. Students are not allowed to park in the visitor, bus loading/drop-off, handicapped, or staff parking areas. Students may not congregate in the parking areas during the school day.

- The privilege of bringing a student-operated motor vehicle onto school premises is conditioned on consent by the student driver to allow a search of the vehicle when there is reasonable suspicion that the search will yield evidence of contraband.
- Students are reminded that there is a 15-MPH speed limit in the school zone. Students who exceed the speed limit in the school zone may have their parking and driving privileges revoked.
- Students will park in the front parking area of the school or as assigned by the administration. Repeated violation of parking rules may be considered an act of defiance of school authority and result in disciplinary action.
- Violations of the student vehicle regulations may result in assignment to detention. Also, the privilege of parking/driving on school property may be revoked.
- No driving in vehicles during the school day.

LOITERING

Loitering is defined as being on campus without a valid reason, including visitors, guests, relatives, and students who are suspended or expelled. Offenders could face police action: charged with a misdemeanor or trespassing. To avoid this, see VISITORS. All students who do not have business in the office shall refrain from loitering therein.

LIBRARY

Students are encouraged to use the school library. Books may be checked out for a two-week period of time if the book is not needed by another student. **If you lose any library material, you will be expected to pay for the lost item.**

SCHOOL LOCKERS

School lockers are provided for each student. **Lockers are school property.** The school is not responsible for lost, stolen, or damaged items. Students should not store items of value in their lockers, other than textbooks. If you wish, you may use your lock. If you do, however, you must leave the combination or a key in the office.

SEXUAL HARASSMENT

It shall be a violation of policy for any staff member or student to harass students or staff through conduct or communications of a sexual nature (even if the harasser and the student being harassed are the same sex and whether or not the student resists or submits to the harasser). Sexual harassment may include (but is not limited to) unwelcome sexual advances, requests or threats for sexual favors, or other verbal or physical conduct of a sexual nature; sex-oriented verbal "kidding," abuse, or harassment; pressure for sexual activity; repeated and/or unwelcome remarks to a person with sexual or demeaning implications;

unwelcome touching (i.e., petting, pinching, or constant brushing against another's body); or any verbal or physical conduct of a sexual nature that has the effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile, or offensive educational environment. Students are encouraged to report all incidents of sexual harassment to a teacher, counselor, or principal and file a formal grievance. All matters involving sexual harassment reports shall remain confidential to the extent possible as long as doing so does not preclude the school from responding effectively to the harassment or preventing future harassment.

TOBACCO POLICY

Students may not possess or use tobacco of any kind (cigarettes, cigars, vapes, chewing tobacco products, etc.) in the **school building, anywhere on school property, on transportation, or at school activities**. Violators will be placed on the appropriate level of the Discipline Code.

TELEPHONE

Students can use a phone in the office before school, during morning break, lunch, and after school.

TEXTBOOKS

Textbooks will be issued to you. Each student is responsible for keeping track of his/her books and for maintaining them in good condition. If you lose or damage a book, you are responsible for paying the cost of repair or replacement, up to and including the total value of the book. Damage or loss should be reported and payment made to the office. To obtain another book, payment for repair or replacement **must** be made.

BREAKFAST and LUNCH COSTS

Vilas School District is participating in a Universal Breakfast and Lunch Program for the current school year, 2024-2025. Breakfast and lunch will be available to all students at no charge. All students enrolled at this school may participate in the breakfast/lunch program at no charge to them.

CLOSED CAMPUS

Vilas School is a closed campus. This means students and staff are to remain on campus unless given permission by the administration to leave campus or when participating in an approved field trip or sporting event/practice.

ACADEMIC/EXTRACURRICULAR ACTIVITIES

INSURANCE

The school does not carry a secondary policy on the students. If your family policy does not provide adequate insurance, we encourage you to enroll in a plan.

All students participating in interscholastic sports **MUST** be adequately covered by accident insurance. Report any school or sports injuries to the teacher or staff member in charge right away. The teacher/staff member will complete an accident report on all injuries.

ATHLETIC/EXTRACURRICULAR ACTIVITY ELIGIBILITY

A student must be eligible to participate in interscholastic competition or extracurricular activities, including dances and all school activities not directly tied to a required classroom activity:

1. If the activity is governed by CHSAA, students must meet all of the CHSAA eligibility requirements.
2. If required by the activity, students must have a physical examination completed and cards on file in the office.
3. Meet Vilas School eligibility requirements. **More than one failing grade** during any reporting period constitutes ineligibility for the next weekly eligibility period. (College classes are exempt from weekly eligibility, as these course grades are not weekly.)
4. Teachers will submit their weekly eligibility through Infinite Campus by Tuesday at 10:00 A.M. Eligibility for participation in athletic competitions or activities will be from Wednesday through Tuesday of the ensuing week.
5. Students who appear on the list as ineligible will not be allowed to participate in **any** type of interscholastic competition or activity until the next eligibility check indicates they are academically eligible.
6. Citizenship (e.g., classroom behavior) **can be** a determining factor of eligibility in a class as determined by the administration.
7. A special education student's eligibility is determined by the IEP (Individual Education Program) and effort in class.

Truancy, absenteeism without reason, shall make a student ineligible for that day's competition. Habitual truancy will result in suspension from the activity or activities in which the student participates. An excused absence does not prohibit a student from practice or participation; however, **a student must be in school for at least 5 class periods on the day of or before the date of an event, or he/she will not be allowed to participate unless there are mitigating circumstances that will be determined by the administration.** The coach has the authority to enforce a "no practice, no play" rule, which they will specify in their training rules.

ATHLETIC and EXTRACURRICULAR SUSPENSION

Athletic suspension will occur in the event of violations of student codes and rules as noted elsewhere in this handbook, and/or violations of a coach's specific regulations

A student who has been suspended from participation may appeal his/her suspension to the administration. The administration will convene a group of three teachers who do not coach or sponsor the student in the activities from which the student is suspended to hear the appeal and make a recommendation to the administration.

TRAINING RULES and REGULATIONS

Athletes must know that being a true competitor requires sacrifices and commitments. Of utmost importance is following rules that the Department of Athletics believes to be fair. Coaches will establish their own set of training rules specific to their sport, and they will also determine the consequences. These rules will be communicated in writing to athletes and parents at the beginning of each athletic season.

EXTRACURRICULAR BUS POLICY

Team members may not leave the team bus unless permission is granted by an administrator or if the parent asks the head coach in person **and** signs a release. Under no circumstances will a participant travel to or from an activity in a private vehicle unless prior arrangements are made by the parent and approved by the administration.

HIGH SCHOOL DANCES:

1. Students or guests showing evidence of alcohol use prior to the dance or found using alcohol at a dance will not be allowed to attend or remain at the dance.
2. Students or guests showing evidence of or using alcohol at a dance shall not be allowed to attend school dances for a calendar year. In addition, they will face disciplinary actions.
3. A complaint against students or guests found drinking liquor or beer at a school dance will be filed by school authorities with the local sheriff's department.
4. Sponsors may elect to close a dance immediately if it can be determined that drinking alcoholic beverages is taking place inside the school.
5. If any given dance is canceled by the school officials, no class or club funds shall be used to hold the dance elsewhere.
6. All guests must be escorted by a South Baca student date. (The names of non-Vilas students who are invited to dances by Vilas Students, are to be submitted to the office for approval no later than one week prior to the date of the dance.)
7. A rule-breaking guest will be removed from the dance and barred from all other school dances for the year.
8. No student will be readmitted to the dance once he/she leaves the building (including his/her guest) without permission from the sponsor.
9. All students attending school dances shall be dressed in appropriate attire and be in good standing at Vilas School.
10. Students who are candidates for Homecoming King & Queen and Prom King & Queen shall be of good moral character and in good standing, including academic eligibility.

CLUBS AND ORGANIZATIONS

With the belief that there is much more to your education than attending classes, clubs and organizations are available. Clubs and organizations are formed to meet the interests of the student body. Vilas High School has several established clubs and organizations. You are encouraged to get involved in those of your choice. Each club or organization has a staff member as an advisor. Listed are the organizations already in existence at Vilas High School.

- National Honor Society
- Student Council
- Knowledge Bowl
- Youth Advisory Team

SENIOR TRIP (See *Class Sponsor handbook from your class sponsor.*)

The proposed senior trip will be presented to the Board of Education in March of the current year and it will be reviewed twice before seniors may go on their trip. The Board of Education will have the final decision on all events connected with the senior trip. Senior students will provide health insurance coverage. For a student to be eligible to participate in the senior trip, he/she must have attended Vilas High School for the entire senior year. Late enrollees may petition the entire senior class and seek approval from the Board of Education before they will be allowed to go. (All diplomas for graduating seniors will be held until the end of the trip.) Any funds from the senior class that remain after the trip will be retained by the district and used in a manner determined by the Vilas Board of Education.

GRADES/REPORT CARDS

You will receive a report card four times during the year to inform you and your parents of your progress and accomplishments in your classes. For high school, each semester is divided into two nine-week quarters. Your quarterly report card will indicate the grade status and absence, if any, for each class.

PROGRESS REPORTS

Parents/Guardians are able to check a student's progress at any time through Infinite Campus. Parent-teacher conferences are also held twice a year to go over students' progress.

GRADING POLICY

Exceeded Expectations

A 90-100%

Met Expectations

B 80-89%

Approached Expectations

C 70-79%

Partially Met Expectations

D 60-69%

Did Not Meet Expectations

F 0-59%

GRADUATION REQUIREMENTS

In pursuit of its mission to ensure that all students reach their learning potential, the Board of Education has established the following graduation requirements.

District Academic Standards

To receive a high school diploma from the district, students must meet or exceed the district's academic standards and measures required by this policy. Students with disabilities must have access to all graduation pathways provided by this policy and have the opportunity to earn a high school diploma from the district.

Graduation from high school is a culminating event that results from the foundations built at the elementary and middle levels. Graduation is a collaborative effort among levels in a student's public school career. Each level of school and each staff member or parent/guardian who instructs or counsels a student shares responsibility for the ultimate ability of that student to demonstrate proficiency in the district's academic standards and to meet the expectations for graduation.

JH/HS Bell Schedule:

7:30-7:50 Breakfast and morning announcements in the cafeteria

7:55-8:45 1st Period

8:48-9:38 2nd Period

9:41-10:31 3rd Period

10:34-11:24 4th Period

11:27-12:17 5th Period

12:20-12:45 Lunch

12:48-1:38 6th Period

1:56-3:01 7th Period

3:04-4:10 8th Period

Schedule Changes

Students may put in a request to change their schedule with the school counselor/administrator for the first 6 school days of the semester and/or course with a qualifying reason. Students will choose from available course options to replace the dropped course. Students will be responsible for all course content prior to their enrollment in the new class. Course changes after the first 6 days will only be made by the

School Counselor and/or Administrator on a case-by-case basis due to unforeseen extenuating circumstances.

Qualifying Reasons

- Seniors who need a course to fulfill graduation requirements.
- Students who need to drop a course that has already been taken for credit.
- Students who wish to drop a course. (Reminder: All students must have a full schedule.)
- Students who are placed in the incorrect academic level can request a change.

Graduation Requirements

To receive a high school diploma from the district, students must meet or exceed the district's academic standards and measures required by this policy. Students with disabilities must be provided access to all graduation pathways provided by this policy and must have the opportunity to earn a high school diploma from the district. Graduation from high school is a culminating event that results from the foundations built at the elementary and middle levels. Graduation is a collaborative effort among levels in a student's public school career. Each level of school and each staff member or parent/guardian who instructs or counsels a student shares responsibility for the ultimate ability of that student to demonstrate proficiency in the district's academic standards and to meet the expectations for graduation.

College and Career Readiness

The Colorado State Board of Education has adopted state graduation guidelines that identify college and career readiness measures in English and math. The board has selected its measures from these state graduation guidelines.

Students must complete at least one English measure and one math measure and meet or exceed the measure's corresponding cut score or criteria to demonstrate college and career readiness in English and math. The board's approved measures and cut scores are outlined in this policy's accompanying exhibit and on the Colorado Department of Education's website.

Exceptions to the Board's Required Measures and Cut Scores/Criteria

If a student has demonstrated college and career readiness by completing an assessment or other measure that is not included in this policy's accompanying exhibit but is included in the state graduation guidelines, the principal or principal's designee may determine that such assessment or other measure is acceptable and meets the district's graduation requirements.

Menu of Options	English	Math
Classic Accuplacer	62	61
Next Generation Accuplacer	Writing 236	QAS 230
ACT	18	19
ACT WorkKeys - National Career Readiness Certificate	Bronze +	Bronze +
Advanced Placement	2	2
ASVAB	31 AFQT	31 AFQT
Concurrent Enrollement	Passing Grade	Passing Grade
District Capstone	Individualized	Individualized
Industry Certificate	Individualized	Individualized
International Baccalaureate (IB)	4	4
SAT (2016 update)	500	470
Collaboratively-developed, standards-based performance assessment	State-wide scoring criteria	State-wide scoring criteria

Units of credit needed

A total of 26 credits earned during grades nine through 12 are required for graduation. A credit is defined as the amount of credit given for the successful completion of a course that meets for at least 36 weeks or the equivalent. Successful completion means that the student obtained a passing grade for the course.

The following criteria entitle a student to a high school diploma:

Achievement in the district's academic standards as demonstrated by mastery of the curriculum, which may include, but is not limited to, daily classroom assignments, state and district assessments, classroom assessments, and student participation in, and completion of, assigned projects.

- Students must complete 26 credits in grades nine through 12 across the prescribed categories listed below.

Required credits/courses

Credits	Area Specific Courses
4	<u>English</u> - English I, II, III, IV, Speech, college English courses 100 level or above
3	<u>Mathematics</u> - Algebra I, Geometry, and Algebra II, college Math courses 100 level or above
3	<u>Science</u> - Biology, Chemistry, Life Science, Physics, college Science courses 100 level or above
3	<u>Social Studies</u> - Civics (required), American History, World History, World Geography, college History courses 100 level or above
1	<u>Physical Education</u> - PE course or high school sports
2	<u>Practical Arts</u> - Construction Trades, Coding (includes business, technology, <u>industrial arts courses</u>)
11	<u>Electives</u>

27 Total

Credit from other institutions and home-based programs

All students entering from outside the district must meet the district graduation requirements. The principal must determine whether credit toward graduation requirements will be granted for courses taken outside the district. Students who are currently enrolled in the district and wish to obtain credit from outside institutions, or through "online" programs, must have prior approval from the principal.

The district must accept the transcripts from a home-based educational program. In order to determine whether the courses and grades earned are consistent with district requirements and district academic standards, the district must require submission of the student's work or other proof of academic performance for each course for which credit toward graduation is sought. In addition, the district may administer testing to the student to verify the accuracy of the student's transcripts. The district may reject any transcripts that cannot be verified through such testing.

Credit from a dropout recovery program

In accordance with applicable state law, college courses completed pursuant to the student's participation in a "dropout recovery program" must count as credit toward completion of the district's graduation requirements. A student seeking to enroll in a dropout recovery program must work with their high school principal or designee in selecting college courses. High School Course Completion Prior to

High School Students who complete a high school class with a “C” or better prior to their Freshman year will be able to apply that course (if applicable) to the high school general ed requirements. This will show on the high school transcript; however, it will not be calculated in the student’s high school GPA.

HONOR ROLL AND CLASS RANK

Scholarship is recognized and encouraged through an academic honor roll. The Honor Roll is compiled at the close of each grading period.

There will be two honor rolls:

A Honor Roll/Superintendent Honor Roll - grades consisting of all A's

AB Honor Roll/Principal Honor Roll - grades consisting only of A's and B's.

Class rank is determined at the end of the year based on the total work a student has completed in high school to date.

Class Rankings and Grade Point Averages

Graduating seniors will be ranked within the graduating class for each high school upon the basis of grade-point averages for the four-year program, including the last semester of the senior year.

Grades for regular classes will be given the following values: A=4, B=3, C=2, D=1.

Grades for college classes will be given the following values: A=5, B=4, C=3.

High School classes have a credit of .5 per semester course.

Concurrent classes have a credit of 1 per concurrent course.

Study Hall and Teacher Assistant courses will not count toward GPA or pathway completion. These will be pass/fail courses.

After a course has been passed, no future grade earned in the same course may be used to determine class rank or grade point average.

Valedictorian/Salutatorian

Purpose: To recognize and honor graduating seniors who demonstrate the highest levels of academic achievement, leadership, and character. This policy ensures that recipients of the valedictorian and salutatorian honors exemplify both scholastic excellence and personal integrity.

Eligibility Criteria

1. Grade Point Average (GPA):

- Valedictorian: Highest cumulative weighted GPA in the graduating class with minimum 3.0.
- Salutatorian: Second-highest cumulative weighted GPA in the graduating class with minimum 3.0.
- When more than one student holds the numerical one or two rank, all students holding the rank will be declared co-valedictorians or co-salutatorian, pending they meet all the requirements

2. Minimum Coursework Requirements:

- Must have completed a full academic schedule of at least 7 courses/or 7 credits including honors, AP, dual credit, or advanced coursework as defined by the school curriculum guide.

3. Good Standing Requirement:

- Student must be in good disciplinary standing with the school at the time of graduation.
- No record of suspensions (in-school or out-of-school), academic dishonesty, or major disciplinary infractions during high school.

4. Character and Conduct:

- Demonstrated respect for school staff, peers, and community.
- Consistent adherence to the school’s Code of Conduct and National Honor Society.
- Participation in school and/or community activities demonstrating leadership and service.

5. Attendance:

- No excessive unexcused absences or patterns of tardiness.

6. Enrollment

- Must have been enrolled for at least one full year at VSD.

Review Process

- The Valedictorian/Salutatorian Review Committee, composed of school administrators, counselor, and teachers, shall verify eligibility and conduct a holistic review of top candidates.
- The committee may disqualify a candidate if their conduct, character, or disciplinary history does not reflect the honor associated with the designation.

Disqualification Clause

Students with high GPAs but a record of poor behavior, chronic misconduct, academic dishonesty, or disciplinary issues may be deemed ineligible for valedictorian or salutatorian honors, regardless of GPA rank.

When transcripts of transfer students show grades such as pass or satisfactory, such grades may not be counted in determining class rank or grade point average. Students entering from home-based education programs must submit student work or other proof of academic performance for each course for which credit toward class ranking or grade point average is sought.

Independent Study

Independent study, work experience and experienced-based programs approved in advance by the principal may be taken for high school credit. These courses will be pass/fail (no GPA value) unless programs hold Colorado Academic Standards and postsecondary readiness skills demonstrated through academic projects and capstone. Students must submit a request for approval that includes a summary of the educational objectives to be achieved and monitored by a faculty member.

Student Course Load

The course load for freshmen, sophomores, juniors and seniors must be a minimum of seven credits per school year. Students who wish to take less credits in any given school year must obtain advance permission from the principal.

Years of Attendance

The Board of Education believes that most students benefit from four years of high school experience and are encouraged not to graduate early. However, in some cases, students need the challenge provided by postsecondary education or other opportunities at an earlier age. Therefore, the principal may grant permission to students wishing to graduate early, provided the student has met all district graduation requirements. Students would not be eligible for valedictorian/salutatorian honor.

Post Secondary Enrollment Options Act.

22-35-104- Enrollment in institution of higher education—cooperative agreement. Vilas School District RE-5 works cooperatively with Lamar Community College and other designated institutions of higher learning to provide enrollment opportunities in higher education. The district will provide concurrent/dual credit tuition and textbooks for students. Students will be expected to fulfill all educational requirements within the allocated college time frame of the class. To receive credit for classes taken beyond the regular school day, students will be required to submit an official transcript to a student advisor. High school credit for college courses will be granted at the rate of 1 credit per course per semester.

ACADEMIC DISHONESTY-

Cheating:

The act of giving, utilizing, or receiving unpermitted aid during examinations or in the preparation of reports or any other classwork that the instructor will use as a basis for evaluation. This includes the use of another student's electronic files and misrepresentation of another's work as your own (also included is the use of electronic report banks that exist on the internet and AI-artificial intelligence).

Plagiarism:

The act of using another person's work without giving due credit to their efforts or the verbatim copying of another's work without footnote/bibliographical notation according to MLA or APA style is known as plagiarism.

Use of Artificial Intelligence (AI) Tools

Artificial Intelligence (AI) tools—such as ChatGPT, Grammarly, translation services, and other content generators—are becoming increasingly common in education. While these tools can support learning, their use in the Vilas School District must be **ethical, transparent, and aligned with academic expectations**.

Acceptable Use of AI:

- Assisting with **brainstorming, outlining, or clarifying concepts**
- Practicing skills such as grammar, math, or coding in approved platforms
- Supporting research with summaries or explanations (when permitted by the teacher)
- Helping develop questions for deeper thinking or discussion

Unacceptable Use of AI:

- Submitting AI-generated content **as your own work**
- Using AI to complete assignments, essays, or projects **without teacher permission**
- Relying on AI to **bypass learning**, plagiarize, or cheat
- Using AI tools to generate **inappropriate, offensive, or misleading content**

Note: Use of AI tools may be monitored and checked for academic integrity violations. Teachers may require students to submit drafts, citations, or explain their process to verify original work.

Academic Integrity Reminder:

Using AI to complete assignments without teacher approval is considered **academic dishonesty** and may result in:

- A zero on the assignment
- Disciplinary consequences
- A parent/guardian conference

If you're unsure whether using an AI tool is allowed on an assignment, **ask your teacher first**.

*Violation of either the cheating or plagiarism policy could result in no credit for an assignment and consequences deemed appropriate by the instructor, which include detention and/or office referral or the possibility of suspension.

STUDENT EXPECTATIONS/CODE OF CONDUCT

A. Abiding by the Law:

Every student in the district, as well as every employee, is expected to abide by the laws of the State of Colorado and of the United States. A violation of any of these laws shall constitute a violation of the policies and rules of this school district. Appropriate disciplinary action will follow.

The school board recognizes that it cannot and should not attempt to list every action that could result in disciplinary procedures and the enumeration of certain specific rules is not intended to exclude other rules that are also laws, as well as those that are generally accepted conduct for citizens of this community.

B. Jurisdiction of the School District:

All rules and regulations set forth in this policy shall apply at all times on school property, wherever located, and upon school buses or other vehicles of transportation owned or controlled by the school district. Such rules and regulations shall likewise apply to all students attending any school- or school-related function or activity, whether or not during regular school hours, and whether or not the student is a participant in the function or activity.

C. Exclusive right to Discipline

Parents or guardians of students shall not have the right to control student discipline in the school and, particularly, shall not have the right to prevent the school from taking appropriate disciplinary measures with any student. School officials responsible for disciplinary procedures may consult, or listen to, a student's parent with respect to their ideas as to the most effective type of discipline, but they shall not be obligated to abide thereby. It is the belief at Vilas that students are educated by a team made up of parents, educators, and the administration.

D. End-of-Year Offenses

If a student commits a violation of the rules during the past six weeks of the school year under circumstances that would justify a punishment of removal or expulsion for a period of time longer than that left in the year, such removal or expulsion may be carried forward to the following year. Or, if a student is a graduating eighth grader or senior, the student can be denied the privilege of participating in graduation ceremonies and the right to receive honors or awards.

E. Student Discipline

This section identifies permissible punishment for established violations of the policies, rules, and regulations of the district. When imposing discipline, school personnel shall adhere to the following guidelines:

The district's objective is to educate students. Consequences shall be administered only when necessary to protect students, school employees, or property or to maintain essential order and discipline. Disciplinary action should not be 'punitive' per se but should be designed to correct the misconduct of the individual student and to promote compliance of all students with district rules and regulations. Students shall be treated fairly and equitably. Consequences shall be based upon a careful assessment of the circumstances of each case, i.e., the seriousness of the offense, the student's age, the frequency of misconduct, the student's attitude, circumstances of the particular offense, and the potential effect of the misconduct upon the school environment. Consequences shall never be administered so as to ridicule a student nor be imposed maliciously. In addition to the statutory penalty prescribed in state or federal statute or in other applicable law, students who commit offenses are subject to the following categories of discipline.

SCHOOL RULES

All Vilas High School teachers are required to maintain and post a set of clear, concise rules easily explained to both students and parents, which are consistently enforced. Infractions will lead to the following steps:

OFFENSE	
<p>Disruptive/Disrespectful Behavior/Minor Misconduct</p> <p>May include but is not limited to the following: Littering, throwing objects which could cause bodily harm or damage property, loud, boisterous, uncontrolled behavior, unauthorized play or loitering, refusing to follow teacher, substitute teacher or other authorized person's direct instruction, etc.</p>	<p>1st offense: Warning.</p> <p>2nd offense: Parent notification. Options for disciplinary action can include detention and other classroom consequences.</p> <p>3rd offense: Office referral; Parent notification. Options for disciplinary action can include a 1 to 3 day suspension.</p> <p>Continued offenses: Office referral; 3-5-day suspension with a possible addition of 5 more days and possible recommendation for expulsion. (Mandatory parent/guardian conference with administration prior to student reinstatement).</p> <p>*Repeated or serious infractions will result in immediate office referral*</p>
<p>FRATERNIZING/PUBLIC DISPLAYS OF AFFECTION (PDA)</p> <p>Excessive touching, holding of hands, and hugging (other than friendly or sympathetic hugs) on school property are NOT ALLOWED. Kissing is STRICTLY forbidden.</p>	<p>1st offense: Warning.</p> <p>2nd offense: Parent notification. Options for disciplinary action can include detention and other classroom consequences.</p> <p>3rd offense: Office referral; parent notification. Options for disciplinary action can include a 1 to 3 day suspension.</p> <p>Continued offenses: office referral; 3-5-day suspension with a possible addition of 5 more days and a possible recommendation for expulsion. (Mandatory parent/guardian conference with administration prior to student reinstatement).</p>
<p>Accidental/Minor Profanity</p>	<p>1st offense: Warning.</p> <p>2nd offense: Parent notification. Options for disciplinary action can include detention and other classroom consequences.</p> <p>3rd offense: Office referral; Parent notification. Options for disciplinary action can include a 1- to 3-day suspension.</p> <p>Continued offenses: Office referral; 3-5-day suspension with a possible addition of 5 more days and a possible recommendation for expulsion. (Mandatory parent/guardian conference with administration prior to student reinstatement).</p>
<p>Tardies</p>	<p>After 9 tardies per quarter, student will receive lunch detention</p> <p>After 3 lunch detentions, a student will receive 1 day of in-school suspension.</p>
<p>Purposeful/Blatant Profanity; Obscene Materials or Gestures</p>	<p>1st offense: Office referral; parent notification. Options for disciplinary action can include a 1- to 3-day suspension.</p> <p>2nd offense: Office referral; Parent notification. Options for disciplinary action can include a 3 to 5 day suspension.</p> <p>Continued offenses: Office referral; 3 to 5 day suspension with a possible addition of 5 more days and a possible recommendation for expulsion. (mandatory parent/guardian conference with administration prior to student reinstatement).</p>
<p>Dress Code Violations</p>	<p>1st offense: Warning and required change of clothes.</p> <p>2nd offense: Warning and required change of clothes; Parent notification.</p> <p>3rd offense: Office referral, detention, required change of clothes and parent notification.</p> <p>Continued offenses: office referral; 1 to 3 day suspension; parent notification.</p> <p>*Repeated or serious infractions will result in immediate office referral*</p>
<p>Improper Use of Cellular Phones and Other Electronic Devices, Including Headphones</p>	<p>1st offense: Warning</p> <p>2nd offense: Confiscation of device and turned in to the office. Students may pick up the device at the end of the school day.</p> <p>3rd offense: Confiscation of device and turned in to the office. Parent must pick up device.</p> <p>4th offense: Confiscation of device and turned in to the office. Parent must pick up device. Devices will no longer be allowed in school. If brought to school, the device must be turned in to the office first thing in the morning and kept there until the end of the day.</p> <p>If confiscated again, the device will not be returned until the end of the school year.</p> <p>*Repeated or serious infractions will result in immediate office referral*</p>
<p>Inappropriate use of technology as defined by the "Acceptable Use Agreement" but not limited solely to the agreement depending upon the severity</p>	<p>1st offense: Warning.</p> <p>2nd offense: Parents contacted. Options for disciplinary action can include detention and other classroom consequences.</p>

	<p>3rd offense: Office referral; 1 to 3 day suspension; parent notification.</p> <p>Continued offenses: office referral; 3-5 day suspension with a possible addition of 5 more days and a possible recommendation for expulsion. (Mandatory parent/guardian conference with administration prior to student reinstatement).</p> <p>*Repeated or serious infractions will result in immediate office referral*</p>
Cheating	<p>1st offense: Parents contacted. Options for disciplinary action can include detention or office referral.</p> <p>2nd offense: Office referral; 1 to 3 day suspension; parent notification.</p> <p>Continued offenses: Office referral; 3 - 5-day suspension with a possible addition of 5 more days and a possible recommendation for expulsion. (Mandatory parent/guardian conference with administration prior to student reinstatement).</p> <p>*Repeated or serious infractions will result in immediate office referral*</p>
Bullying, Threatening, Harassment, or Intimidation	<p>1st offense: Office referral; parent notification. Options for disciplinary action can include 1 to 3 day suspension.</p> <p>2nd offense: Office referral; Parent notification. Options for disciplinary action can include 3 to 5 day suspension.</p> <p>Continued offenses: Office referral; 3- 5-day suspension with a possible addition of 5 more days and possible recommendation for expulsion. (Mandatory parent/guardian conference with administration prior to student reinstatement).</p>
Fighting/Fight Instigation	<p>1st offense: Office referral; parent notification. Options for disciplinary action can include 1 to 3 day suspension.</p> <p>2nd offense: Office referral; Parent notification. Options for disciplinary action can include 3 to 5 day suspension.</p> <p>Continued offenses: office referral; 3- 5-day suspension with a possible addition of 5 more days and a possible recommendation for expulsion. (Mandatory parent/guardian conference with administration prior to student reinstatement).</p>
Leaving School Without Permission; Skipping; Ditching	<p>1st offense: Office referral; 1 to 3 day suspension; parent notification.</p> <p>2nd offense: Office referral; 3- 5 day suspension (mandatory parent/guardian conference with administration prior to student reinstatement).</p> <p>3rd offense: Office referral; 5-day suspension with a possible addition of 5 more days and possible recommendation for expulsion.</p>
Defacing School Property/ Vandalism	<p>1st offense: Office referral; parent notification. Options for disciplinary action can include 1 to 3 day suspension.</p> <p>2nd offense: Office referral; Parent notification. Options for disciplinary action can include 3 to 5 day suspension.</p> <p>Continued offenses: Office referral; 3- 5-day suspension with a possible addition of 5 more days and possible recommendation for expulsion. (Mandatory parent/guardian conference with administration prior to student reinstatement).</p>
Stealing	<p>1st offense: Office referral; parent notification. Options for disciplinary action can include 1 to 3 day suspension.</p> <p>2nd offense: Office referral; Parent notification. Options for disciplinary action can include 3 to 5 day suspension.</p> <p>Continued offenses: Office referral; 3- 5-day suspension with a possible addition of 5 more days and possible recommendation for expulsion. (Mandatory parent/guardian conference with administration prior to student reinstatement).</p>
Extortion and/or Threatening Another Student for Property	<p>1st offense: Office referral; parent notification. Options for disciplinary action can include 1 to 3 day suspension.</p> <p>2nd offense: Office referral; Parent notification. Options for disciplinary action can include 3 to 5 day suspension.</p> <p>Continued offenses: Office referral; 3- 5-day suspension with a possible addition of 5 more days and possible recommendation for expulsion. (Mandatory parent/guardian conference with administration prior to student reinstatement).</p>
Discrimination Based on Race, Color, Sex, Religion, or Gender	<p>1st offense: Office referral; parent notification. Options for disciplinary action can include 1 to 3 day suspension.</p> <p>2nd offense: Office referral; Parent notification. Options for disciplinary action can include 3 to 5 day suspension.</p> <p>Continued offenses: Office referral; 3- 5-day suspension with a possible addition of 5 more days and a possible recommendation for expulsion. (Mandatory parent/guardian conference with administration prior to student reinstatement).</p>
Sexual Harassment/ Sexual Offenses	<p>1st offense: Office referral; parent notification. Options for disciplinary action can include 1 to 3 day suspension.</p> <p>2nd offense: Office referral; Parent notification. Options for disciplinary action can include 3 to 5 day suspension.</p> <p>Continued offenses: Office referral; 3- 5-day suspension with a possible addition of 5 more days and possible recommendation for expulsion. (Mandatory parent/guardian conference with administration prior to student reinstatement).</p>

Possession and/or Use of Tobacco Products or Paraphernalia (Including E-Cigarettes/vapes)	1st offense: Office referral; parent notification. Options for disciplinary action can include 1 to 3 day suspension. 2nd offense: Office referral; Parent notification. Options for disciplinary action can include 3 to 5 day suspension. Continued offenses: Office referral; 3- 5-day suspension with a possible addition of 5 more days and possible recommendation for expulsion. (Mandatory parent/guardian conference with administration prior to student reinstatement).
Drugs and/or Alcohol Possession or Use and/or Being Under the Influence	1st offense: Office referral; 3-day suspension/Law enforcement contact (mandatory parent/guardian conference with administration prior to student reinstatement). 2nd offense: Office referral; 5-day suspension/Law enforcement contact (mandatory parent/guardian conference with administration prior to student reinstatement). 3rd offense: Office referral; 10-day suspension and possible recommendation for expulsion. Law enforcement contact.
Bus Misconduct	Refer to "School Bus Regulations for students" in the handbook.
Sale or Distribution of Alcohol or Controlled Substances (Drugs)	10-day suspension - recommendation for expulsion. Law enforcement contact.
Arson, Assault and/or Battery Against Employee, Bomb Threats, etc. (Any felony act prohibited by State, County, or City ordinances)	10-day suspension - recommendation for expulsion. Law enforcement contact.
Using, possessing or threatening to use a dangerous weapon on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event.	10-day suspension - recommendation for expulsion. Law enforcement contact.

Expulsion

Recommendations for expulsion and mandatory expulsion will be made in accordance with state law and district codes of conduct. Violations of various rules may result in a recommendation for expulsion based on continued and willful disobedience and/or continual defiance of school rules or school authorities.

The following offenses will result in suspension and/or expulsion recommendation by the school administration:

- Commission of any act that, if committed by an adult, would be robbery or assault, as defined by law.
- Violation of the school district's alcohol use/drug/tobacco abuse policy.
- Violation of the school district's policy on dangerous weapons in the school, or on school property, or at any school district-sponsored or sanctioned event.

Corporal Punishment

In dealing with disruptive students, any person employed by the district may, within the scope of his employment, use reasonable and appropriate physical intervention or force as necessary for the following purposes:

- To restrain a student from an act of wrong-doing
- To quell a disturbance threatening physical injury to others
- To obtain possession of weapons or other dangerous objects upon a student or within the control of a student
- For the purpose of self-defense
- For the protection of persons or property
- For the preservation of order

Any such acts are **not** in conflict with the legal definition of child abuse and shall **not** be construed to constitute corporal punishment within the meaning and intention of this policy.

Emergency Expulsion

The superintendent/principal has the right to order the immediate expulsion of a student if the superintendent/principal reasonably believes that action is necessary to protect persons or property from imminent harm.

Procedure:

- The student will be given oral notice of the reason for the emergency expulsion.
- A due process hearing will be provided within ten days, unless the parent agrees in writing to an extension of time
- The superintendent/principal is not liable for civil damages for an emergency expulsion

Disclaimers/Policies

Equal Educational Opportunities

Every student of this school district shall have equal educational opportunities regardless of race, color, creed, sex, national origin, or handicap. Further, no student shall, on the basis of sex, be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the district. More specifically, as prescribed by legal requirements, the school districts will treat their students without discrimination on the basis of sex as this pertains to participation in course offerings, athletics, counseling, employment assistance, and extracurricular activities.

This handbook is designed to foster a spirit of cooperation between the student body, the school, and the community. It reflects many of the standards expected of them. This handbook is not a contract, nor is it meant to be all-inclusive. It should, however, be looked upon as a general guide for students, teachers, and parents with regard to good citizenship and efficiency in daily school life.

Vilas School District Re-5 in compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado law, Vilas Re-5 School District 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.

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

Superintendent
202 Collingwood
P.O. Box 727
Vilas, CO 81087
(719) 523-6738

Outside agencies

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

This notice shall be disseminated to persons with limited English language skills in the person's own language. It shall also be made available to persons who are visually or hearing impaired.

Parents/guardians must acknowledge receipt of the Code of Student Conduct and School Rules and the consequences to students who violate District disciplinary policy.

Student Use of Internet, Electronic Communications, and Technology Devices

Vilas School District RE-5 | Policy JS – Student Use of the Internet and Electronic Communications

Purpose and Overview

The Internet and electronic communications (email, chat, online collaboration tools, etc.) offer powerful opportunities to enhance curriculum and learning. The Vilas School District encourages the use of these tools as valuable educational resources, supporting student communication, research, collaboration, and critical thinking.

Use of school-provided technology is a **privilege**, not a right. All students and parents/guardians must annually review and sign the **Acceptable Use Agreement** before access to devices, Internet, or accounts is granted.

District-Issued Devices

All students are issued district-owned devices (e.g., Chromebooks or laptops) to support academic work. Students must:

- Bring devices to school **fully charged each day**
- Use them **only for educational purposes**
- Use personal headphones **only with teacher permission**
- Be responsible for **loss or damage**; fees may apply
- Understand that **all use is monitored** by the district for safety and compliance

Internet and Network Use

Internet access is **for classroom and academic purposes only**.

Acceptable Uses include:

- Completing and submitting assignments
- Accessing educational resources
- Academic communication via district platforms

Unacceptable Uses include (but are not limited to):

- Viewing or sharing obscene, violent, or profane content
- Cyberbullying, harassment, or illegal activity
- Personal gaming, shopping, email, or social media
- Streaming non-educational media

Important: Personal devices may not connect to the school's network for security reasons.

District Accounts and Email

- All students are provided a **Vilas Google Workspace** account
- Students in grades receive a district email for **academic use only**
- Use of accounts for non-academic or inappropriate content is prohibited.

Student Responsibilities

Students must use technology **responsibly, ethically, and legally**. This includes:

Prohibited Uses:

- Accessing content not aligned with educational goals
- Viewing or distributing obscene, profane, or sexually explicit material
- Harassing, threatening, or defaming others
- Engaging in commercial, political, or profit-making activities
- Using another person's account or impersonating others
- Bypassing filters or accessing paid services without permission
- Downloading unauthorized or unlicensed content
- Revealing personal information or arranging online meetings
- Damaging or tampering with technology (vandalism)

Security & Privacy

- Students must not share passwords or gain unauthorized access
- Students have **no expectation of privacy** on district devices
- The district may monitor, inspect, or revoke access at any time

Filtering, Monitoring & Safety

- The district uses technology to block content deemed obscene, harmful to minors, or inappropriate
- Students are expected to report any access to such content or misuse by others
- Staff receive training in monitoring and ensuring safe digital environments

Digital Citizenship and Online Safety Education

Students will receive education on:

- Cyberbullying prevention and response
- Safe social media and online interactions
- Protecting personal information

Vandalism and Consequences

Vandalism—including tampering, damaging, or disrupting the network or devices—will result in:

- Loss of access privileges
- Disciplinary action (suspension or expulsion)
- Possible legal action

Loss of Privileges

Failure to follow this policy may result in:

- Suspension or revocation of access
- Disciplinary measures as outlined in Board policies
- Restitution for damage or loss
- Legal action, if applicable

No Warranties

The district makes **no warranties** regarding the accuracy, quality, or safety of Internet content or service. Students use technology at their own risk. The district is not liable for loss of data, interruptions, or fees incurred.

Annual Acceptable Use Agreement

All students and parents/guardians must sign the district's **Acceptable Use Agreement** annually. No access will be granted without signed consent.

Acknowledgment and Agreement

Student:

I understand and agree to follow the Vilas School District policy on Internet and electronic communications use. I understand misuse may result in revoked privileges and disciplinary/legal consequences.

Student Signature: _____

Parent/Guardian (if student is under 18):

I have reviewed the policy and accept responsibility for my child's use of district technology. I give permission for my child to be issued accounts and use district devices.

Parent Signature: _____

(Adopted October 22, 2014 – Vilas School District RE-5 Policy JS*)



**THIS PORTION OF THE HANDBOOK
MUST BE REMOVED FROM THE BOOK.
READ AND SIGNED BY BOTH THE STUDENT AND PARENT
AND RETURNED TO THE SCHOOL WITHIN FIVE DAYS**

I have received and reviewed the Vilas School District RE-5 Student Handbook. I understand and consent to the responsibilities outlined in the District's Student Code of Conduct and School Rules. I also understand and agree that my child/(that I, the student) shall be held accountable for the behavior and consequences outlined in the Student Code of Conduct and School Rules at school and at school-sponsored and school-related activities, including school-sponsored travel, and for any school-related misconduct, regardless of time or location.

I understand that any student who violates the Student Code of Conduct and/or School Rules shall be subject to disciplinary action, up to and including referral for criminal prosecution for violations of law.

Student Name & Signature

Parent Name & Signature

Date

POLICY JS