

Wray School District Student Handbook

Last Update: 09/10/2025

**Growing every student,
every day, with an attitude
of gratitude and 100%
accountability.**



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The Wray School District Academic Calendar can be found at www.wrayschools.org

Wray School District RD-2

Levi Kramer, Superintendent



July 1, 2025

Dear Parents and Guardians of Wray School District Students,

Welcome to the 2025-2026 school year! We are pleased to have your child in our school. We want to work with you as partners to help realize our high academic expectations for your child and to help ensure a safe school environment. It is our desire that this is a year of high academic growth and achievement for your child and that their school memories of this year will be positive.

All students, regardless of grade-level will be using this handbook as a quick reference to frequently addressed policies affecting students and families; we hope you find it helpful. Please take a moment to review the handbook and discuss the contents with your child as well as use it as a reference throughout the school year.

We are very proud of Wray School District's students and staff. We encourage your communication and cooperation in helping us achieve our goals. Your questions and suggestions are always welcomed. Personal or phone conferences may be arranged at your request. Please feel free to attend a School Board meeting, a Building/District Accountability meeting, or any other school sponsored event. We will look forward to seeing you there.

Thank you for reviewing this information. We look forward to working with you and your child throughout this school year.

Respectfully yours,

Levi Kramer – Superintendent

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FORWARD

The Student Handbook is a parent and student guide to the Wray School District. Information about day-to-day procedures as well as required policies can be found here. The complete listing of all District policies and legal references can be found on our website under Board of Education or by clicking [here](#). Policies can change throughout the year, board action governs over this printed document. Please contact a building principal or the Superintendent if further clarification is needed.

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Wray Elementary Staff

Main Office 970-332-3729

A list of the staff members can be found at: <https://sites.google.com/a/wrayschools.org/wes/wes-staff>

Wray Junior/Senior High School Staff

Main Office 970-332-3767

A list of the staff members can be found at: <https://www.wrayschools.org/o/wray-sd/staff?filter=94804>

The Wray School District Academic Calendar can be found at www.wrayschools.org

Right to Know

As a parent of a student at Wray School District RD-2, you have the right to know the professional qualifications of the classroom teacher who instructs your child. It is a requirement for all districts that receive Title I funds. Federal Law allows you to request certain information about your student's classroom teacher. The law requires the district to give you this information in a timely manner upon your request. Listed below is the information you have the right to ask for regarding each of your student's classroom teachers:

- ✓ Whether the Colorado Department of Education has licensed or endorsed your student's teacher for the grades and subjects taught
- ✓ Whether CDE has decided that your student's teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- ✓ The teacher's college major; whether the teacher has any advanced degrees, and, if so, the subject(s) of the degree(s).
- ✓ Whether any teacher's aides or similar Para-educators provide services to your child and, if they do, their qualifications.

Please contact Levi Kramer if you would like more information.

Levi Kramer, Superintendent
Wray School District RD-2
Phone: 970-332-5764
Email: lkramer@wrayschools.org

Derecho a Saber

Como padre de un estudiante de Wray School District RD-2, usted tiene el derecho de conocer las calificaciones profesionales del maestro que instruye a su hijo. Es un requisito para todos los distritos que reciben fondos del Título I. La Ley Federal le permite solicitar cierta información sobre el maestro de su estudiante. La ley requiere que el distrito le de esta información de manera oportuna a su solicitud. A continuación esta la información que usted tiene el derecho de solicitar en relación con cada uno de los maestros de su hijo:

- ✓ Si el Departamento de Educación de Colorado (CDE) ha autorizado o aprobado el maestro de su hijo para los grados y materias que se imparten.
- ✓ Si CDE ha decidido que el maestro de su estudiante pueda enseñar en un salón de clases sin ser licenciado o calificado bajo regulaciones estatales debido a circunstancias especiales.
- ✓ Universitaria del maestro; si el maestro tiene algún título de posgrado, y en tal caso, el/los sujeto(s) del grado(s).
- ✓ Si los ayudantes de cualquier maestro o para-educadores similares ofrecen servicios a su hijo y, si lo hacen, sus calificaciones.

Por favor, póngase en contacto con Levi Kramer si desea más información.

Levi Kramer, Superintendente
Wray School District RD-2
Teléfono: 970-332-5764
Correo electrónico: lkramer@wrayschools.org

Equal Opportunity

NONDISCRIMINATION/EQUAL OPPORTUNITY

Policy AC
Policy AC-R-1
Policy AC-E-1

Wray School District follows a strict nondiscrimination and equal opportunity policy. Please see the above referenced policies for a complete description.

EQUAL EDUCATIONAL OPPORTUNITIES

Policy JB

Every student of this school district will have equal educational opportunities through programs offered in the school district regardless of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or need for special education services.

SEXUAL HARASSMENT

Policy JBB

Sexual harassment can interfere with a student's academic performance and emotional and physical well-being and that preventing and remedying sexual harassment in schools is essential to ensure a nondiscriminatory, safe environment in which students can learn. In addition, sexual harassment is recognized as a form of sex discrimination and thus is a violation of the laws that prohibit sex discrimination, as addressed in Board policy AC.

Section 504 Coordinator:

Levi Kramer, Superintendent

30160 County Road 35

Wray, Colorado 80758

(970)-332-3701

lkramer@wrayschools.org

Attendance

SCHOOL ATTENDANCE AREAS

Policy JC

Attendance areas for Wray School District shall be drawn up by the administration and approved by the Board, based on geography and student population projections. A student's designated attendance area shall be based on the legal residence of the parents/guardians.

STUDENT ABSENCES

Policy JH

Regular and punctual attendance is important to a student's academic success. Please call the school office before 8:30 a.m. if your child will be absent. Notifying the school in advance will allow teachers to provide makeup work ahead of time.

Excused Absences

The following will be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences will be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours.
2. A student who is absent for an extended period due to a physical disability or a mental or behavioral health disorder.
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 advance approval by the administration.
5. A student who is suspended or expelled.

As applicable, the district may require suitable proof regarding the above exceptions, including written statements from medical sources.

If a student is in out-of-home placement (as that term is defined by C.R.S. 22-32-138 (1)(h)), absences due to court appearances and participation in court-ordered activities will be excused. The student's assigned social worker must verify the student's absence was for a court appearance or court-ordered activity.

Unexcused Absences

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record. The parents/guardians of the student receiving an unexcused absence shall be notified orally or in writing by the district of the unexcused absence.

In accordance with law, the district can impose academic penalties that relate directly to classes missed while unexcused. The administration shall develop regulations to implement appropriate penalties. Students and parents/guardians may petition the Board of Education for exceptions to this policy provided that no exception will be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception. The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is 10 days during any calendar year or school year.

Make up Work

Make-up work will be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator or unless the absence is due to the student's expulsion from school. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class. There will be 2 day(s) allowed for make-up work.

Tardiness

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, appropriate penalties may be imposed for excessive tardiness. Parents/guardians will be notified of all penalties regarding tardiness.

In an unavoidable situation, a student 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. Teachers will honor passes presented in accordance with this policy. The provisions of this policy are applicable to all students in the district, including those above and below the age for compulsory attendance as required by law.

TRUANCY**Policy JHB**

If a student is absent without an excuse signed by the parent/guardian or if the student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant. A “habitual truant” shall be defined as a student of compulsory attendance age who has accumulated four unexcused absences from school per month, or 10 unexcused absences per school year. After 10 consecutive unexcused absences a student may be withdrawn by the building administrator. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences for purposes of defining a student as a “habitual truant.”

The school will track individual students’ truancies and notify parents when this occurs. A plan shall be developed for a student who is at risk of being declared habitually truant with the goal of assisting the child to remain in school.

COMPULSORY ATTENDANCE AGES**Policy JEA**

Every child who has attained the age of six years on or before August 1 of each year and is under the age of 17 is required to attend public school with such exceptions as provided by law. It is the parents’ responsibility to ensure attendance.

The courts may issue orders against the child, child’s parent, or both compelling the child to attend school or the parent to take reasonable steps to assure the child’s attendance. The order may require the parent, child, or both to follow an appropriate treatment plan that addresses problems affecting the child’s school attendance and that ensures an opportunity for the child to obtain a quality education.

STUDENT DISMISSAL PRECAUTIONS**Policy JLIB**

The school district shall take reasonable steps to ensure the health and safety of its students during the school day. Therefore, each school shall set up procedures to validate requests for early dismissal so that students are released only for proper reasons and into proper hands.

Under no circumstances shall staff dismiss a student from school prior to the end of the school day or into any person's custody without the direct prior approval and knowledge of the building principal or designee.

The principal or designee shall not excuse a student under the age of 18 before the end of a school day without a request from the student's parents/guardians. In keeping with this policy:

1. A student shall not be released from school early on the basis of an invalidated telephone call.
2. Students of divorced or legally separated parents may be released to a noncustodial parent only upon the approval of the custodial parent.

An elementary student shall be sent home only with a parent/guardian or, if the parent/guardian is not available, with another authorized adult.

Additional precautions shall be taken by the principals as needs arise.

OPEN / CLOSED CAMPUS

Policy JHCA

Open campus shall be permitted at Wray High School. The building principal, by administrative action, may declare a closed campus if he/she feels conditions at his/her building warrants such action. In addition, the building principal, by administrative action, may declare an open campus if he/she feels conditions at his/her building warrants such action. In these instances the issue shall be brought to the attention of the Board for possible action at the next Board of Education regular meeting. Freshmen and Sophomores have closed campus at lunch, Junior and Seniors are allowed open campus for lunch. WJHS and WES are closed campuses.

7TH -10TH LUNCH SIGN OUT PROCEDURES

All 7th-10th grade students are required to have a parent/guardian physically present to sign them out at the district office or WJSHS office prior to leaving for lunch or an appointment unless other arrangements have been made. Failure to have a parent/guardian sign out will result in a disciplinary action.

STUDENTS IN FOSTER CARE

Policies JFABE and JFABE-R

It is the Board's intent to promote educational stability of students in foster care in accordance with state and federal law.

The district shall coordinate with other districts and with local child welfare agencies and other agencies or programs providing services to students in foster care as needed.

At least one staff member shall be designated to serve as the child welfare education liaison and fulfill the duties set forth in state and federal law.

Designation of the district's child welfare liaison and procedures for enrollment and transportation for students in foster care shall be made in accordance with the accompanying regulation and applicable law.

Transportation

STUDENT CONDUCT IN VEHICLES

Policy JICC

It is a privilege to ride in a school vehicle and is based on a student's good behavior. The Board of Education of School District RD-2 has authorized student transportation at district expense with the following guidelines:

1. Pupils are transported if they live beyond the distance established as maximum walking distance for specific grade levels.
2. Pupils must conduct themselves in a manner, which permits and promotes safe transportation of all passengers.

The SAFE transportation of pupils, to and from school, is of the utmost importance. If a driver is to operate the school bus safely, it is necessary that passengers behave in a controlled, orderly manner. Pupil management has the objective of securing desirable passenger behavior. The school district will do its utmost to provide safe, clean and well-regulated buses. Passengers have a general responsibility to cooperate and abide by the established rules and regulations of the district. Bus drivers are NOT babysitters.

The key to the operation of a safe transportation system is two-fold:

1. Passengers provide the driver with an atmosphere, which will allow him/her to direct full attention to safe driving.
2. Driver provides passengers with a uniform and fair application of the rules established by the district for transportation services.

Bus drivers are trained and directed to provide a favorable atmosphere for all passengers. Passengers' behavior is expected to promote this atmosphere by:

1. Showing respect for others – fellow passengers, drivers, sponsors, motorists, residents, and property owners.
2. Obeying the established rules and regulations. These guidelines are set to control the collective behavior of students to prevent behavior, which may be potentially dangerous to the life, safety and comfort of all.

The acceptable behavior of pupil passengers is as follows:

*** AT THE BUS STOPS:**

1. Arrive on time, but not too early (5 minutes before scheduled time).
2. Stand in line.
3. Same rules apply at the bus stop as at school in the classroom.
4. Treat the adjacent residents' property with respect and consideration.
5. Have regard for the hazards and rights of motorists. Do not play or stand in the street.
6. Any bus stop not used for 3 days in a row will be discontinued, unless the transportation department has been notified of illness, vacation, etc.
When NOT riding the bus, please call the bus shop (332-5859).
7. Bus drivers are only required to wait at designated stops for 2 minutes, and will then go on. Please instruct your child(ren) to either be waiting at the stop or to get to it as quickly as possible. Oftentimes, a child will, for whatever reasons, take his or her time getting to the bus. This causes the driver to either be late, or feel the need to make up the lost time, which, of course, creates an unsafe situation. A driver should not have to wait for a student.

*** DURING LOADING AND UNLOADING PROCESS:**

1. When crossing the street to a stopped bus, cross AT LEAST 10 FEET IN FRONT OF THE BUS, never behind the bus.
2. Use the front door – rear exit is for emergency exits ONLY.
3. Wait for an approaching bus AT LEAST 6 FEET from where the school bus is to come to a complete stop. NEVER rush toward a moving vehicle or crowd and push to board the vehicle. If you aren't going to cross the street after leaving the bus, move back from the curb to allow the bus to continue on without danger to you.
4. Pupils and employees of the district are the only persons eligible to ride school buses, and other persons are eligible ONLY when specially authorized.
5. Pupils must ride their assigned bus. No switching buses without permission.

*** ON THE BUS:**

1. Obey the direction of the driver.
2. Take seats promptly and remain seated until time to unload, and the bus has come to a complete stop. Keep the aisles clear. Drivers have the authority to assign seats on the bus for reasons of discipline, eliminating confusion, etc.
3. The "noise level" permitted may consist of quiet talking only. When directed to be silent, respond immediately and completely. Passengers are required to be silent anytime the driver turns on the interior lights, primarily at railroad crossings. Children should be reminded that the bus is an extension of the classroom and the same conduct should be observed.
4. Windows may be opened when and as directed or approved by the driver, DO NOT extend arms or head out of the window nor throw anything out, since personal injury may occur.
5. Do not tamper with or damage the bus.

6. Eating, drinking and smoking on buses are specifically prohibited. Unnecessary litter and messes shall be cleaned up by the responsible person(s). Gum chewing is not allowed on the bus.
7. Flame and spark producing devices are not allowed on the bus.
8. Glass and other articles could result in danger to passengers and shall not be transported on buses.
9. The following items are authorized to be carried on school buses when properly secured:
 - a. School books, notebooks, lunch boxes, and purses – to be placed on student's lap.
 - b. Band instruments – to be placed on student's lap or on the floor between student's legs. Large items must be transported by other means. "Rule of thumb" – items cannot protrude into aisle, extend above seat back, or occupy the space of another student.

NOTE: Animals/pets, living or otherwise; and noise making devices are strictly prohibited on vehicles transporting students.

FAILURE TO COMPLY WITH THESE PROCEDURES WILL RESULT IN RECEIVING A MISCONDUCT.

One or two (depending on severity) misconducts will result in withdrawal of transportation privileges. The transportation department is authorized and shall have the responsibility of withdrawing transportation privileges and so advising the respective school and the parents. Parents are asked to caution their children to cooperate and obey the student management rules.

Safety reasons require pupils to ride the assigned bus and route, and to load and unload at the assigned locations. All unauthorized and unassigned passengers must obtain permission to ride a bus by contacting the transportation department 48 hours in advance.

If you have any questions or concerns regarding the above named rules and regulations, or the safety of your child, please contact the transportation department at 332-5859.

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

Policy EEAG

A staff member may transport a student or group of students in a personal vehicle for school-related purposes only if the staff member has special permission covering the specific trip.

Procedures and Expectations

ACTIVITY FUNDS AND FUNDRAISING

Fundraisers are necessary to raise funds to help off-set expenses associated with student groups, clubs and teams. The following procedures will govern all fundraising and dispersal activity:

1. The principal shall approve all fundraising activities; fundraising requests must be submitted by a coach/teacher/sponsor. Board approval is required for any fundraising that may yield over \$5,000.00.
2. Each class and organization may have an identified account in the Activity Fund.
 - a. The prescribed accounting procedure shall be followed.
 - b. All receipts shall be deposited in a secure and locked repository each evening.
 - c. A receipt shall be issued for all cash received in excess of \$1.00 and for each deposit.
 - d. All purchases must receive prior approval from the sponsor and principal.
3. Class or organizational funds cannot be utilized for personal gain or for unauthorized activities.
4. All activity funds become the property of the Wray School District.

BEFORE SCHOOL

The school is closed before school until the following times unless arrangements have been made with a staff member. Supervision begins at 7:30 A.M. Elementary students report to the playground before school, WJSHS students are to report to designated locations as instructed by the building principal.

BICYCLES/SCOOTERS/ROLLER BLADES/SKATEBOARDS

Students may ride bicycles or scooters to school and park them in the assigned area. Care will be the responsibility of the student. Bikes are to be put in the racks provided.

On the school grounds or sidewalks, bicycles and scooters should be walked; roller blades and skateboards are not to be ridden or used. Riders are to observe the same rules as an automobile driver. Riders will not leave the designed area until the sidewalks are clear.

Roller blades and skateboards brought to school will be treated under the same rules as bicycles and scooters. Problems with riders may result in losing privileges.

BULLYING PREVENTION AND EDUCATION

Policy JICDE

Wray School District supports a secure and positive school climate, conducive to teaching and learning that is free from threat, harassment, and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

CARE OF SCHOOL PROPERTY BY STUDENTS

The Board feels that the schools belong to the students and their taxpaying parents. Therefore, every effort shall be made to maintain, preserve and improve the schools in the district. School property shall not be defaced in any way. School property shall not be removed without authorization from the principal or from the faculty member in charge. Students shall cooperate with the custodians in the maintenance of an attractive and clean environment.

DETENTION OF STUDENTS

Policy JKB

Faculty members may reserve the right to retain students after school for a variety of reasons, including discipline and make-up work. Students may be kept after school the same day a problem arises if arrangements can be made with their parents or they live within walking distance of school. If arrangements with parents cannot be made, students that ride buses are to be given one day's notice to make arrangements for transportation before the detention is enforced. Due to special circumstances, teachers can allow students to serve detention two or three days after detention is assigned. Each teacher detaining students at the end of the school day shall be personally responsible for the supervision of those students.

DISMISSAL FOR THE DAY

All students are to leave the building and grounds upon dismissal for the day. If a student is kept after school, the parents will be notified in all buildings with the exception of Wray High School. Teachers may retain students after school for make-up work or for disciplinary reasons. The parking lot will be supervised until all buses have departed.

DISPLAYS OF AFFECTION

There are to be no public displays of affection. Holding hands is allowed, but not encouraged.

FACULTY/STAFF RESPECT

Every school district employee has the authority and responsibility to discipline and/or redirect students for violating school policies while under the jurisdiction of the school. Students are expected to show respect to all employees of the school district. Faculty members must be addressed as “Miss, Mrs. or Mr.” Only with the approval of the individual may athletic supervisors be addressed as “Coach.”

FOOD/DRINK AT SCHOOL

Food, drink or candy may be allowed in the classrooms on a limited basis with teacher approval. Water bottles and gum are allowed in classrooms with teacher approval. All parties must be approved by the teacher and/or principal.

STUDENTS WITH FOOD ALLERGIES

Policy JLCDA

Many students are being diagnosed with potentially life-threatening food allergies. To address this issue and meet state law requirements concerning the management of food allergies and anaphylaxis among students, a health care plan needs to be developed and updated annually, reasonable accommodations will be made, there will be access to emergency medications, and staff will be trained.

HALLWAY AND ROOM EXPECTATIONS

Students are expected to move through the hallway in an orderly and safe manner. Students must follow individual rules of each teacher’s classroom. All buildings have security cameras in use in the hallways and high traffic areas.

IMMUNIZATION OF STUDENTS

Policies JLCB and JLCB-R

Each student enrolled in the district must provide a copy of the standardized immunization document developed by the Colorado Department of Public Health and Environment. The standardized immunization document includes a list of required and recommended immunizations and the age at which each immunization should be given.

No student is permitted to attend or continue to attend any school in this district without meeting the legal requirements of immunization against disease unless the student has a valid exemption for health, religious, personal or other reasons as provided by law.

USE OF ALL ELECTRONIC DEVICES

Policy JICJ

Cell phones may play a vital communication role during emergency situations. However, ordinary use of cell phones and all electronic devices, including bluetooth accessories, in normal school situations is not allowed.

Students may carry electronic devices. However, these devices must be turned off and put away. These electronic devices are not to be used at any time during the academic day. However, students in grades 9-12 may use these devices during the lunch hour only. Usage of electronic devices by students participating in any extracurricular activities is prohibited until the student has completed the activity and exited the locker rooms. Students attending extra-curricular activities but not participating are allowed to use their electronic devices unless inappropriate use is observed by any school personnel. At no time are electronic devices to be used in locker rooms and restrooms.

In school-related emergency situations the student may be given permission to use such electronic devices by a coach or teacher. The coach or teacher must be present and monitoring the communication during this school related emergency.

Music players such as, but not limited to, digital audio players may be allowed during class time with prior approval from either the teacher or the principal. As the school cannot guarantee the security of these electronic devices, students are advised to leave these items at home. The school bears no responsibility should loss or theft of such electronic devices occur.

Violation of this policy will result in confiscation of the electronic device. Complete consequences can be found in the full policy.

Note that all buildings have telephones available on request for student use and all modes of activity transportation have a cell phone available for emergency use by students upon request.

STUDENT USE OF TECHNOLOGY

Policy JS and JS-E

Students using a school provided internet capable device must adhere to the following:

1. Appearance or settings are not to be changed, including screensavers and backgrounds.
2. Students can print once staff permission is obtained.
3. Students in violation of the internet use expectations and agreement may result in disciplinary consequences and/or loss of use privileges.
4. All students and parents must sign a use agreement before the student will be allowed access to the internet.

ITEMS STUDENTS BRING TO SCHOOL

Personal items that students bring to school should be kept to a minimum. We recommend items that a student does not want lost or stolen not be brought to school. Any item that is potentially dangerous or could be used to cause harm will not be allowed.

See Electronic & Wireless Devices Policy JICJ for the guidelines and expectations related to those items.

LOST AND FOUND

For facilitating the return of personal property to its rightful owner, report missing articles to the office and turn all “found” items into the office. ***If you see an item and you don’t know who it belongs to, bring the item to the office.*** Clothing will be kept in the “lost and found” container; books, jewelry, etc. in the office. At the end of each quarter, items that are not claimed will be donated.

BREAKFAST/LUNCH (2025-26)

Wray School District will offer breakfast and lunch free of charge while eligible for USDA Healthy Meals For All program; with the exception of any non-reimbursed meal or food items. (ie: extra milk 35 cents, to-go containers 30 cents, salad \$4.50 <w/o the purchase of a school meal>, etc.)

Breakfast and Lunch money will be collected in the district or school office and checks may be made payable to “Wray School District”.

Breakfast prices for:

Student = \$2.00

Staff/Adult Visitor = \$2.60

Lunch prices for:

Staff/Adult Visitor = \$4.50

K - 6th Students/Visitors = \$3.00

7th - 12th Students/Visitors = \$3.45

Sack lunches may be brought to school. Soda pop is not allowed during lunch.

Deliveries to students from outside businesses are not permitted because of the federal lunch program.

Students may be given assigned seats during the lunch period for various reasons.

FREE AND REDUCED PRICE FOOD SERVICES

Policy EFC

The district shall take part as feasible in the National School Lunch and other food programs which may become available to ensure that all students in the district receive proper nourishment.

The administration shall establish regulations regarding participation in programs for free and reduced price meals and supplementary food in accordance with applicable state and federal law.

MEDICATION

Policy JLCD and JLCD-R

Medication is to be administered by an approved and trained individual only. Medication is to be kept locked up in the office. Medication forms must be filled out by the parent/guardian and signed by the doctor or dentist before the medication can be given. This is for both prescription and non-prescription medication. Both prescription and non-prescription medications must be brought to school in the original container by the parent. If it is a prescription medicine, the student's name, name of the drug, dosage, time for administering, the name of physician and current date shall be printed on the container. Medication forms may be obtained at the school office.

A student with asthma, a food allergy, other severe allergies, or a related, life-threatening condition, or who is prescribed medication by a licensed health care practitioner may possess and self-administer medication to treat the student's asthma, food or other allergy, anaphylaxis or related, life-threatening condition, or other condition for which the medication is prescribed. Self-administration of such medication may occur during school hours, at school-sponsored activities, or while in transit to and from school or a school-sponsored activity. Student possession and self-administration of such medication must be in accordance with the regulation accompanying this policy.

REPORTING CHILD ABUSE

Policy JLF

This school district complies with the Colorado Child Protection Act. Any school official or employee who has reasonable cause to know or suspect that a child has been subject to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect, as defined by statute, shall immediately report to the Yuma County Department of Health and Human Services or local law enforcement agency.

SCHOOL CLOSINGS AND CANCELLATIONS

Policy EBCE

The superintendent is empowered to close the schools or to dismiss them early in event of hazardous weather or other emergencies which threaten the safety, health, or welfare of students or staff members. It is understood that the superintendent will take such action only after consultation with appropriate authorities. The Board shall ratify the closing at its next regular meeting.

In the event of school closure **the evening before**, the following procedure will be used by Wray School District:

- Call/text/email will be initiated to all staff, substitute teachers, and students
- Notice will be posted on Facebook and www.wrayschools.org
- Local radio station (KRDZ 98.3 fm/1440 am), Wray Community Learning Center, Morgan Community College (Wray Center), Newspaper, and Northeastern BOCES

In the event of school closure **the morning of**, the following procedure will be used by Wray School District:

- Call/text/email will be initiated at 6:00 AM to all staff and substitute teachers.
- Call/text/email will be initiated at 6:15 AM to all students
- Notice will be posted on Facebook and www.wrayschools.org
- Local radio station (KRDZ 98.3 fm/1440 am), Wray Community Learning Center, Morgan Community College (Wray Center), Newspaper, and Northeastern BOCES

In the event of storm routes the following procedure will be used by Wray School District:

- A call/text will go out to bus drivers and country route students only.

It is important for parents to remember to call building secretaries if any contact information changes.

SECRET SOCIETIES/GANG ACTIVITY

Policy JICF

The Board of Education desires to keep district schools and students free from the threats or harmful influence of any groups or gangs, which advocate drug use, violence or disruptive behavior. The principal or designee shall maintain continual, visible supervision of school premises, school vehicles and school-related activities to deter gang intimidation of students and confrontations between members of different gangs.

SELLING MERCHANDISE AT SCHOOL

Students are not allowed to sell fundraising merchandise during school time or at school activities without the approval of the building principal.

STUDENT SPECTATORS

Each Wray School District student is responsible for orderly conduct and good sportsmanship at co-curricular events such as athletics, concerts, etc. Students not following acceptable sportsmanship may be denied admission to co-curricular events and subject to school discipline.

SPORTS PASSES

Activity tickets will be sold each year to the students. The cost of the ticket is \$45.00 for students and \$75.00 for adults. The activity ticket may be used for student admission to home (high school and middle school) athletic events, except tournaments and play-off games. If purchased, the activity pass will be printed on the student's I.D. card.

STUDENT PUBLICATIONS

Policy JICEA

School-sponsored publications are a public forum for students as well as an educational activity through which students can gain experience in reporting, writing, editing and understanding responsible journalism. Student publications will be directed by an advisor who has the authority to establish guidelines for the publication.

STUDENT DISTRIBUTION OF NON-CURRICULAR MATERIALS

Policy JICEC and JICEC-R

Students may distribute non-curricular materials on school property with the approval of the building principal. The materials distributed must not include items violating any law or school policy.

TELEPHONE: MESSAGES FOR STUDENTS

Teachers and students will not be called from class to take a telephone call except for an emergency. A message will be taken so that the call may be returned at a more convenient time. Students will only be allowed to use the telephone in case of an emergency. If you want to leave a message for your child, please call the building secretary before 3:00 p.m.

Wray Elementary 332-3729

Wray Junior/Senior High School 332-3767

Students are not regularly allowed to use communication devices, like cell phones, during school hours. If necessary, they may seek permission from office staff and then place a call from their cell phone while in the office.

TELEPHONE: USE OF SCHOOL PHONE

There is a phone located in the office. Students may use the phone for **school business** during the school day with a staff member's permission. They may use the phone for personal business before school, during lunch and after school. We ask that calls be limited to 2 minutes.

ASSEMBLIES

To enhance the educational process, school assemblies may be scheduled throughout the school year by the building principal. Students may be denied the privilege of attending such programs for disciplinary reasons.

SUPERVISION OF STUDENT GATHERINGS

With no exceptions, student gatherings on school premises must be under the direct supervision of an authorized sponsor. This pertains to events scheduled during the school day, before school activities, after school activities, and weekend functions. Keys are not issued to and are not to be loaned to students under any circumstances.

STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES

Policies JII, JII-R, and JII-E

Decisions made by school personnel which students believe are unfair or in violation of pertinent Board policies or individual school rules may be appealed to the principal or a designated representative or by following the specific appeal process 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, ancestry, creed, sex, sexual orientation, marital status, religion, disability or need for special education services, which students are encouraged to report.

STUDENT HEALTH SERVICES AND RECORDS

Policy JLC

The purpose of the school health program shall be to supplement the efforts and guidance of parents/guardians to raise student awareness of the benefits of regular health care.

The objectives of the school health program are:

1. To promote good health habits among students.
2. To stimulate a sanitary, safe and healthful environment in school.
3. To assist in the identification and referral to appropriate health care providers for medical, psychological and physical needs..

VISITORS

Policy KI

The Wray School District welcomes visitors. All visitors, including parents, must check in at the office when entering the building. Parents are expected to respect the teacher's duty to provide instruction during school hours. Cell phones disrupt the learning environment and should be turned off upon entering the building. Student visitors from outside this district will not be allowed.

VOLUNTEERS

Volunteers are valued and welcomed. All volunteers must have yearly approval by the Board of Education and pass a background check. Anyone interested in volunteering should contact the District Office or Building Secretary to complete the necessary online forms.

STUDENT FEES, FINES AND CHARGES

Policy JQ

Students will 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.

TEXTBOOK FINES/FEES

Normal wear and tear is expected. If the book is destroyed or lost, the student will pay the prorated value. Books are expected to last six years. Grades, transcripts, and diplomas may be withheld if books are not returned in good condition or fines paid.

EXTRACURRICULAR FEES

Students participating in extracurricular activities or co-curricular activities and programs shall pay an annual participation/transportation fee of \$25.00 per activity with an individual limit of \$75.00 per school year. This does not include club dues that may be accessed. Non-enrolled students will be charged 150% of the fee charged to enrolled students C.R.S. 22-32-138(1)(e)

STUDENT PARTICIPATION FEES:

Any student activity that involves traveling for competition is \$25.00 per activity or \$75.00 per student maximum per year

******(all school Fines/Fees from the previous year must be paid before an athlete may practice/participate).

Athletics: Basketball, Baseball, Cheerleading, Cross Country, Football, Golf, Softball, Track, Volleyball, and Wrestling

Activities: Destination Imagination, Foreign Language, Future Business Leaders of America (FBLA), Future Career and Community Leaders of America (FCCLA), Future Farmers of America (FFA), Knowledge Bowl, Honor Band/Honor Choir, Math & Science Club, Esports

STUDENT DUES/FEES:

Ag. Mechanics Fee	\$7.50/semester
Art Class Fee (7 th – 12 th)	\$7.50/semester
FBLA Dues	\$30.00
FCCLA Dues	\$30.00
FFA Dues	\$30.00
iPad Insurance Fee (7th – 12th)	\$35.00
Instrumental Repair Fee (as repair is needed)	\$35.00
Math & Science Club Dues	\$15.00
Morgan Community College Registration Fee (Tuition & Fees Morgan Community College)	Determined by MCC
Morgan Community College Class Fee	Additional fees may apply
Morgan Community College Online Class Fee	Additional fees may apply
NHS Dues	\$10.00
RHO Kappa Dues	\$6.00
RHO Kappa Honor Cord (12th)	\$15.00
Student Athletic Pass	\$45.00
WJSHS Yearbook (\$60.00 if purchased after January 1 st)	\$50.00
WJSHS Woods Class Fee	\$15.00/semester
WJSHS Woods Class Fee	Student responsible for project(s) cost

Conduct/Discipline

CODE OF CONDUCT

Policy JICDA

In accordance with applicable law and Board policy concerning student suspensions, expulsions and other disciplinary interventions, the principal or designee may suspend or recommend expulsion of a student who engages in one or more of the following activities while in school buildings, on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event and off district property when the conduct has a nexus to school or any district curricular or non-curricular event.

1. Causing or attempting to cause damage to district property or stealing or attempting to steal district property.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Willful destruction or defacing of district property.
4. Commission of any act which if committed by an adult would be robbery or assault as defined by state law. Expulsion shall be mandatory in accordance with state law except for commission of third degree assault.

5. 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.
6. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, either orally or in writing or derogatory statements addressed publicly to an individual or a group that precipitate disruption of the school program or incite violence.
7. 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 an individual for purposes of initiation into any student group.
8. Violation of the Board’s policy on bullying prevention and education.
9. Violation of criminal law which has an effect on the district or on the general safety or welfare of students or staff.
10. Violation of any Board policy or regulations, or established school rules.
11. Violation of the Board’s policy on weapons in the schools. Expulsion shall be mandatory for bringing or possessing a firearm, in accordance with state law.
12. Violation of the Board’s policy on student conduct involving drugs and alcohol.
13. Violation of the Board’s violent and aggressive behavior policy.
14. Violation of the Board’s tobacco-free schools policy.
15. Violation of the Board’s policies on prohibiting sexual or other harassment.
16. Violation of the Board’s policy on nondiscrimination.
17. Violation of the Board’s dress code policy.
18. Violation of the Board’s policy on gangs and gang-like activity.
19. Throwing objects, unless part of a supervised school activity, that can or do cause bodily injury or damage to property.
20. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or others.
21. Lying or giving false information, either verbally or in writing, to a district employee.
22. Engaging in scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work. Unless otherwise specified, the use of Automated Writing Tools, including chatGPT and similar artificial intelligence (AI) tools, is strictly prohibited at Wray School District, even when properly attributed. The use of automated writing tools is considered plagiarism and will be handled in accordance with existing policy. All work in a course should demonstrate each student’s knowledge on a particular subject, not a computer’s. Therefore, use of these tools in the completion of assignments is prohibited. If a student is found in violation, this action will be considered an academic dishonesty/plagiarism issue and the Code of Conduct Policy will be followed.
23. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
24. Behavior on or off school property that is detrimental to the welfare or safety of other students or school personnel, including behavior that creates a threat of physical harm to the student exhibiting the behavior or to one or more other students.
25. Repeated interference with the district’s ability to provide educational opportunities to other students.
26. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the district staff.

STUDENT CONDUCT

Policy JIC

It is the intention of the Board of Education that the district's schools help students achieve maximum development of individual knowledge, skills and competence and that they learn behavior patterns which will enable them to be responsible, contributing members of society.

The Board, in accordance with applicable law, has adopted a written student conduct and discipline code based upon the principle that every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority. The code emphasizes that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action. The code shall be enforced uniformly, fairly and consistently for all students.

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

The Board shall consult with parents/guardians, students, teachers, administrators and other community members in the development and review of the conduct and discipline code.

The conduct and discipline code shall be provided to each student in elementary, middle and high school. The district shall take reasonable measures to ensure each student is familiar with the code. Copies shall be posted or kept on file in each school of the district. In addition, any significant change in the code shall be provided to students and posted in each school.

In all instances, students shall be expected to conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority vested by the Board in all district employees, the educational purpose underlying all school activities, the widely shared use of district property, and the rights and welfare of other students and staff. All employees of the district shall be expected to share the responsibility for supervising the behavior of students and for seeing that they abide by the conduct and discipline code.

EXTRACURRICULAR ACTIVITY ELIGIBILITY

Policies JJJ and JJJ-R

Eligibility requirements in the bylaws of the Colorado High School Activities Association (CHSAA) shall be observed by students at the high school level. Additional eligibility requirements may be imposed by the district for both high school and junior high school students. Such eligibility requirements may include, but not be limited to, good citizenship, acceptable academic standing, parental permission and good health (sports only).

To participate in activities at a school of attendance, a student shall meet all of the requirements imposed by the school of attendance.

To participate in activities at a school of participation students must comply with:

1. All eligibility requirements imposed by the school of participation.
2. The same responsibilities and standards of behavior, including related classroom and practice requirements that apply to enrolled students.

Eligibility for participation in co-curricular/athletic activities:

1. Participants must be enrolled as a full-time WJSHS student in five courses (2.5 Carnegie) or enrolled in a non-public home-based program or an independent or parochial school taking an equivalent number of classes or exercise the law according to SB 198.
2. If a student-athlete ends a semester without passing 2.5 Carnegie units, he/she is required to sit out of competition/activities until the CHSAA regain eligibility date. If the student is passing 2.5 Carnegie units at this date he/she may regain eligibility.
3. Students must be in attendance at school for the full school day in order to participate in any school sponsored activity that is conducted on that day. In cases of emergency or extenuating circumstances, the principal or designee may grant an exception to the limitation.
4. The eligibility week begins on a Monday and goes through Sunday night. Any student appearing ineligible on the list with one or more "F's" will be ineligible to participate in any activity during the week.

5. Students must submit a physical examination statement to the school before participating in any sport.
6. Students must have emergency treatment, district parent permission and athletic insurance waiver forms, signed and on file at the school.
7. Students violating the district code of conduct will be ineligible until they have complied with all disciplinary sanctions.
8. Students must pay the \$25 activity participation fee. Students on free and reduced lunches may have the fee waived.
9. The student must have participated in required practices before participating in the student's first scheduled contest or event.

STUDENT DRESS CODE

Policy JICA

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Board recognizes that students have a right to express themselves through dress and personal appearance; however, students must not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

Any student deemed in violation of the dress code will be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. In this case, there will be no further penalty.

If the student cannot promptly obtain appropriate clothing, on the first offense, the student will be given a written warning and an administrator will notify the student's parents/guardians. On the second offense, the student will remain in the administrative office for the day and do schoolwork and a conference with parents/guardians will be held. On the third offense, the student may be subject to suspension or other disciplinary action in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

Unacceptable Items

The following items are not acceptable in school buildings, on school grounds, or at school activities:

1. Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length
2. Sunglasses and/or hats worn inside the building
3. Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and chest
4. Tank tops or other similar clothing with straps narrower than 1.5 inches in width
5. Any inappropriate or disruptive clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
 - Refer to drugs, tobacco, alcohol, or weapons
 - Are of a sexual nature
 - By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
 - 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

Graduation Adornments

Graduating students are expected to wear the attire customarily worn for the graduation ceremony at their school, with the specific exceptions outlined below.

A student may adorn or replace the cap, gown, or stole customarily worn at their school with traditional objects of tribal regalia and/or objects of cultural or religious significance. Adornments are something worn in addition to, but not replacing, graduation attire, and are not limited to decorating graduation caps. Tribal regalia or objects of cultural or religious significance means formal attire used in recognized practices and traditions of a certain group of people.

Students will be required to request permission to wear an adornment in advance, and the district reserves the right to prohibit any adornments that are obscene, defamatory, fraudulent, profane, threatening, inappropriate, or disruptive or violate the dress code in any other manner; prior to graduation practice. If it is determined that the adornment would cause a substantial disruption based on reliable evidence, the student's request may be denied. Students who wear adornments that have not been approved may be required to remove the adornment if the adornment is substantially disruptive.

Exceptions

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

Building principals, in conjunction with the school accountability committee, may develop and adopt school-specific dress codes that are consistent with this policy.

STUDENT DISCIPLINE

Policy JK

The Board believes that effective student discipline is a prerequisite for sound educational practice and productive learning. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline and socially acceptable behavior. All policies and procedures for handling student discipline problems shall be designed to achieve these broad objectives.

The Board, in accordance with applicable law, has adopted a written student conduct and discipline code based upon the principle that every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority. The code also emphasizes that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action. The code shall be enforced uniformly, fairly and consistently for all students.

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.

The Board shall consult with administrators, teachers, parents, students and other members of the community in the development and review of the student conduct and discipline code.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Policy JK-2

Students with disabilities are neither immune from a school district's disciplinary process nor entitled to participate in programs when their behavior impairs the education of other students. Students with disabilities who engage in disruptive activities and/or actions dangerous to themselves or others will be disciplined in accordance with their Individualized Education Programs (IEPs), any behavioral intervention plan and this policy.

Nothing in this policy shall prohibit an IEP team from establishing consequences for disruptive or unacceptable behavior as a part of the student's IEP and/or behavioral intervention plan.

USE OF PHYSICAL INTERVENTION AND RESTRAINT

Policies JKA and JKA-R

To maintain a safe learning environment, district employees may, within the scope of their employment and consistent with state law, use physical intervention and restraint with students in accordance with this policy and accompanying regulation. Such actions shall not be considered child abuse or corporal punishment if performed in good faith and in compliance with this policy and accompanying regulation. Every building has a team of individuals who are CPI trained for these situations. (see Policy JKA-E-2 for Complaint Procedures and Regulations).

DISCIPLINARY REMOVAL FROM CLASSROOM

Policies JKBA and JKBA-R

It is the policy of the Board to maintain classrooms in which student behavior does not interfere with the ability of the teacher to teach effectively or the ability of other students to participate in classroom learning activities. Any student who violates the code of conduct or other classroom rules may be subject to removal from class and/or disciplinary action. Student removal from class is a serious measure. Teachers are expected to exercise their best professional judgment in deciding whether it is appropriate to remove a student from class in any particular circumstance. All instances of formal removal from class shall be documented.

SUSPENSION/EXPULSION OF STUDENTS

Policy JKD/JKE

The Board of Education shall provide due process of law to students through written procedures consistent with law for the suspension or expulsion of students and the denial of admission. (See JKD/JKE-R.) In matters involving student misconduct that may or will result in the student's suspension and/or expulsion, the student's parent/guardian shall be notified and involved to the greatest possible extent in the disciplinary procedures. Proportionate disciplinary interventions and consequences shall be imposed to address the student's misconduct and maintain a safe and supportive learning environment for students and staff.

VIOLENT AND AGGRESSIVE BEHAVIOR

Policy JICDD

The Board recognizes there are certain behaviors that, if tolerated, would compromise the learning environment to which the students and staff of the district are entitled. These behaviors, categorized as violent or aggressive, will not be tolerated.

Students exhibiting violent or aggressive behavior or warning signs of future violent or aggressive behavior will be subject to appropriate disciplinary action including suspension and/or expulsion in accordance with Board policy concerning student suspensions, expulsions, and other disciplinary interventions. As appropriate and in accordance with applicable law and Board policy, students may also be referred to law enforcement authorities. At the district's discretion and when appropriate, the student may receive appropriate intervention designed to address the problem behavior. The district may also conduct a threat assessment of the student.

Students must immediately report questionable behavior or potentially violent situations to an administrator, counselor, or teacher.

A staff member who witnesses or receives a report of a student's act of violence and aggression must notify the building principal or designee as soon as possible.

An act of violence and aggression is any expression, direct or indirect, verbal or behavioral, of intent to inflict harm, injury, or damage to persons or property. A threat of violence and aggression carries with it implied notions of risk of violence and a probability of harm or injury.

A list of behaviors deemed violent and aggressive can be located in the policy referenced above.

STUDENT INTERROGATIONS, SEARCHES AND ARRESTS Policy JIH

The Board of Education seeks to maintain a climate in the schools which is conducive to learning and protective of the safety and welfare of staff and students. To achieve this goal, it may be necessary for school personnel, or in certain scenarios, law enforcement officials to search the person and/or the personal property of the student and to seize any property deemed injurious or detrimental to the safety and welfare of students and staff.

Interviews by school administrators

When a violation of Board policy or school rules occurs, the principal or designee may question potential student victims and witnesses without prior consent of the student's parent/guardian. If a school official is investigating a report of child abuse and the suspected perpetrator is a member of the student's family, no contact with the student's family will be made.

In situations where a student is suspected of violating Board policies or school rules, the principal or designee may interview the suspected student if the school official has reasonable grounds to suspect that such a violation has occurred. The nature and extent of the questioning must be reasonably related to the objectives of the questioning. If the student denies any involvement or culpability, the student will have the opportunity to present his or her side of the story, orally or in writing.

Searches conducted by school personnel

School personnel may search a student and/or the student's personal property while on school premises or during a school activity in accordance with this policy and may seize any illegal, unauthorized or contraband materials.

Whenever possible, the student will be informed of the reason(s) for conducting the search and the student's permission to perform the search will be requested. A student's failure to cooperate with school officials conducting a search will be considered grounds for disciplinary action.

An administrative report will be prepared by the school official conducting a search explaining the reasons for the search, the results, and the names of any witnesses to the search.

Search of school property

School lockers, desks and other storage areas are school property and remain at all times under the control of the school. All such lockers, desks and other storage areas, as well as their contents, are subject to inspection at any time, with or without notice.

Students will assume full responsibility for the security of their lockers and/or other storage areas. Students will be responsible for whatever is contained in desks and lockers assigned to them by the school, as well as for any loss or damage relating to the contents of such desks and lockers.

Search of the student's person or personal effects

The principal or designee may search the person of a student or a student's personal effects such as a purse, backpack, book bag, or briefcase on school property or at school-sponsored events or activities if the school official has reasonable grounds to suspect that the search will uncover:

- Evidence of a violation of Board and/or district policies, school rules, or federal, state, or local laws;
- Anything which, because of its presence, presents an immediate danger of physical harm or illness to any person.

Search of the person will be limited to the student's pockets, any object in the student's possession such as a purse, backpack, book bag, or briefcase, and a "pat down" of the exterior of the student's clothing.

The extent of the search of a student's person or personal effects, as well as the means to conduct the search, must be reasonably related to the objectives of the search and the nature of the suspected violation. Additionally, school officials conducting the search will be respectful of privacy considerations, in light of the sex and age of the student.

Searches of the person will be conducted out of the presence of other students and as privately as possible by a person of the same sex as the student being searched. At least one person of the same sex as the student being searched will witness but not participate in the search.

Searches of a student's person and/or personal effects may be conducted without the prior consent of the student's parent/guardian. However, the parent/guardian of any student searched will be notified of the search as soon as reasonably possible.

Searches of the person which may require removal of clothing other than a coat or jacket will be referred to a law enforcement officer. School personnel will not participate in such searches.

Seizure of items

Anything found in the course of a search conducted by school officials which is evidence of a violation of law or Board policy or school rules or which by its presence presents an immediate danger of physical harm may be:

- Seized and offered as evidence in any suspension or expulsion proceeding. Such material will be kept in a secure place by the principal until it is presented at the hearing;
- Returned to the student or the parent/guardian;
- Turned over to a law enforcement officer in accordance with this policy.

Law Enforcement Officers' Involvement

a. Interrogations and Interviews

When law enforcement officials request permission to question students when students are in school or participating in school activities, the principal or designee will ascertain that the law enforcement officer has proper identification. Except when law enforcement officers have a warrant or other court order, or when an emergency or other exigent circumstances exist, such interrogations and interviews are discouraged during students' class time and should be scheduled in advance and held in a private area out of sight of other students.

It is the responsibility of the law enforcement officer interviewing student witnesses or interrogating student suspects to assure compliance with all applicable procedural safeguards. Upon request by law enforcement to interview a student witness or interrogate a student suspect, school officials will make an effort to notify the student's parent/guardian, except in cases involving investigation of reported child abuse where the suspected

perpetrator is a member of the student's family, when law enforcement has a court order directing that the student's parent/guardian not be notified, or when an emergency or other exigent circumstances exist. However, whether or not to postpone the interview or interrogation until the parent/guardian arrives is the law enforcement officer's decision.

b. Search and Seizure

The principal or designee may request a search on school premises be conducted by a law enforcement officer. When law enforcement officers respond to such a request, no school employee will assist or otherwise participate in the search. It is expected that searches by law enforcement will be conducted in accordance with the requirements of applicable law.

c. Custody and/or Arrest

Students will be released to law enforcement officers if the student has been placed under arrest or if the student's parent/guardian and the student consent to such release. When a student is removed from school by law enforcement officers for any reason, school officials will make reasonable efforts to notify the student's parent/guardian.

It is expected that all procedural safeguards prescribed by law are followed by law enforcement officers conducting student arrests. However, district staff is not responsible for an officer's legal compliance when arresting a student.

PARKING LOT SEARCHES

Policy JIHB

The privilege of bringing a student-operated motor vehicle onto school premises is conditioned on consent by the student driver to allow search of the vehicle when there is reasonable suspicion that the search will yield evidence of contraband.

Refusal by a student, parent/guardian, or owner of the vehicle to allow access to a motor vehicle on school premises at the time of a request to search the vehicle shall be cause for termination without further hearing of the privilege of bringing the vehicle on to school premises. Refusal to submit to search also may result in disciplinary action and notification of law enforcement officials.

Routine patrolling of student parking lots and inspection of the outside of student automobiles shall be permitted at all times.

Emergency Procedures

STUDENT SAFETY

A critical ingredient in the safe school recipe is the uniform classroom response to an incident at school. Weather events, fires, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by school and district administration and staff.

SRP is Action Based

The Standard Response Protocol (SRP) is based not on individual scenarios but on the response to any given scenario. Like the Incident Command System (ICS), SRP demands a specific vocabulary but also allows for great flexibility. The premise is simple - there are four specific actions that can be performed during an incident. When communicating these actions, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders.

- **HOLD** is to Stay in your room or area clearing the hallways until the “All Clear” is given.
- **SECURE** is followed by the Directive: "Secure the Perimeter" and is the protocol used to safeguard students and staff within the building.
- **LOCKDOWN** is followed by "Locks, Lights, Out of Sight" and is the protocol used to secure individual rooms and keep students quiet and in place.
- **EVACUATE** is followed by a location and is used to move students and staff from one location to a different location in or out of the building.
- **SHELTER** is followed by a type and a method and is the protocol for group and self protection.

Report Cards/Grading

REPORT CARDS/GRADING

Policy IKA

Report cards will be distributed at the end of each grading period. Parents can access their student’s progress online using the PowerSchool link on the Wray Schools website, www.wrayschools.org. Contact the building secretary if you need help accessing the online account.

The following table converts percentage into letter grades

for grades 3-12 and grade 2 beginning in the second semester.

<u>Letter Grade</u>	<u>Assignment Percents</u>	<u>Honor Roll Scale</u>
A	90 – 100	4
B	80 – 89	3
C	70 – 79	2
D	65 – 69	1
F	0 – 64	0

K-2nd Grade Grading Scale

<u>Letter</u>	<u>Description</u>
E	Excellent
S+	Above Average
S	Satisfactory
S-	Below Average
N	Needs Improvement
U	Unsatisfactory

HONOR ROLL

Honor rolls shall be published at the end of each reporting period. Full-Time Students may be given special recognition for a 3.5 through 4.0 grade average on a High Honor Roll. Students on the regular honor roll shall maintain a "B" average (3.0). One grade of "D" or "F" shall disqualify a student for the honor roll. The same requirements shall also apply to the semester honor roll. Honor roll will be run once all grades are finalized.

ZEROS ON ASSIGNMENTS

Students may receive zeros for cheating, plagiarism, truancy and assignments not done.

EXEMPTIONS FROM REQUIRED INSTRUCTION

Policy IMBB

If the religious or closely held personal beliefs and teachings of a student or the student's parent/guardian are contrary to the content of a school subject or to any part of a school activity, the student may be exempt from participation. To receive such an exemption, the parent/guardian must present a written request for exemption to the school principal, stating the conflict involved. Requests for exemption regarding some or all of the

district's curriculum concerning human sexuality shall be in accordance with the Board's policy on health and family life/sex education. If a student is unable to participate in a physical education class, the student must present to the school principal a statement from a physician or other licensed health care professional stating the reason for the inability to participate. Exemptions from required instruction do not excuse a student from the district's requirements for graduation from high school.

Drugs/Alcohol

DRUG AND ALCOHOL USE BY STUDENTS

Policy JICH

Wray School District shall promote a healthy environment for students by providing education, support and decision making skills in regard to alcohol, drugs and other controlled substances and their abuse. In order to accomplish this goal, a cooperative effort must be made among the schools, parents/guardians, community and its agencies.

It shall be a violation of Board policy and considered to be behavior which is detrimental to the welfare or safety of other students or school personnel for any student to possess, use, sell, distribute or exchange or to be under the influence of alcohol, drugs or other controlled substances. The unlawful possession or use of alcohol or controlled substances is wrong and harmful to students.

For purposes of this policy, controlled substances include but are not limited to narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, any other controlled substances as defined in law, or any prescription or nonprescription drug, medication, vitamin or other chemical substances not taken in accordance with the Board's policy and regulations on administering medications to students or the Board's policy on administration of medical marijuana to qualified students.

This policy also includes substances that are represented by or to the student to be any such controlled substance or what the student believes to be any such substance.

This policy shall apply to any student on district property, being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event, or whose conduct at any time or place interferes with the operations of the district or the safety or welfare of students or employees.

Students violating this policy shall be subject to disciplinary sanctions which may include suspension and/or expulsion from school and referral for prosecution.

Disciplinary sanctions and interventions for violations of this policy shall be in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

Situations in which a student seeks counseling or information from a professional staff member for the purpose of overcoming substance abuse shall

be handled on an individual basis depending upon the nature and particulars of the case.

The Board, in recognition that drug and alcohol abuse is a community problem, shall cooperate actively with law enforcement, social services or other agencies and organizations, parents/guardians and any other recognized community resources committed to reducing the incidents of illegal use of drugs and alcohol by school-aged youths.

Whenever possible in dealing with student problems associated with drug and alcohol abuse, school personnel shall provide parents/guardians and students with information concerning education and rehabilitation programs which are available.

Information provided to students and/or parents/guardians about community substance abuse treatment programs or other resources shall be accompanied by a disclaimer to clarify that the school district assumes no financial responsibility for the expense of drug or alcohol assessment or treatment provided by other agencies or groups unless otherwise required.

DRUG AND ALCOHOL INVOLVEMENT BY STUDENTS

Policy JICH-R

In accordance with the accompanying policy, the following procedures are established for addressing alcohol- or drug-related misconduct. These procedures will supplement and complement authority conferred elsewhere by Board policy and will not be deemed to limit or suspend such other authority.

Use

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

Possession, distribution and exchange

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

1. A staff member who comes in contact with evidence and/or contraband shall notify the principal or designee immediately.
2. A staff member who has reasonable cause to believe that a student possesses or is involved in any distribution or exchange of alcohol, any

- controlled substance or drug-containing or
3. drug-related paraphernalia in violation of Board policy will request that the student accompany him or her to the principal or designee. If the student refuses, the staff member will notify the principal or designee immediately.
 4. The principal or designee will undertake investigation and search procedures in accordance with Board policy.
 5. The principal or designee will place any evidence in an envelope or alternative container as necessary which will be sealed, dated and initialed by the individual who originally obtained the materials and by the principal or designee. The evidence then will be placed in the school safe.
 6. The principal or designee shall refer the student to appropriate law enforcement officials in accordance with applicable law. A mutual decision will be made as to retention of the contraband by the school or testing by the authorities.
 7. If information warrants, the student's parent/guardian will be requested to attend a conference at school. The conference may include sharing the data collected, explaining consequences of involvement with drugs/alcohol, developing a plan of action, and offering the parent or guardian general information and resources related to substance abuse.

Sanctions and interventions

Students are subject to disciplinary action up to and including suspension and expulsion for any single violation of the accompanying policy. Offenses and consequences for violations of the accompanying policy shall be cumulative for four calendar years. Offenses confirmed from schools prior to the student's enrollment in the district may count toward the cumulative total.

Possession, use and/or being under the influence

First offense

1. The student will be suspended from school for three days.
2. A parent conference will be held.
3. The principal or designee will attempt to develop with the student's parent/guardian and student a plan that will outline the responsibilities of the parent/guardian, the student and the school in an effort to prevent further offenses from occurring.
4. The principal or designee may recommend additional suspension and/or expulsion depending on the severity of the case.

Second offense

1. The student will be suspended from school for five days.
2. The principal or designee may recommend additional suspension and/or expulsion depending on the severity of the case.

Third offense

1. The student will be suspended for ten days and recommended for expulsion.
2. Alternatively, the expulsion may be waived and a suspension of no less than five days shall be imposed if the student agrees to complete an approved education/counseling/treatment program mutually agreed to by the student's parent/guardian and the principal or designee. The student and student's parent/guardian shall be responsible for the program's completion and its costs. Failure to provide documentation of completion of the program within the required time limits shall result in the imposition of the full expulsion period initially recommended.

3. The principal or designee may determine that the alternative to suspension is not appropriate.
4. Students who complete the approved education/counseling/treatment program shall be expelled for subsequent offenses of the Board's policy regarding student involvement with drugs and alcohol.

Purchase, sale, distribution and exchange

First offense

1. The student will be suspended for ten days and recommended for expulsion.
2. Alternatives to expulsion may be considered by the principal or designee.

Second offense

1. The student will be suspended for ten days and recommended for expulsion upon the second offense and all subsequent offenses within any three-year period.

TOBACCO-FREE SCHOOLS

Policy ADC

To promote the general health, welfare, and well-being of students and staff, smoking, chewing, or any other use of any tobacco product by staff, students and members of the public is prohibited on all school property.

Possession of any tobacco product by a person under the age of 18 or by any students, regardless of age, is also prohibited on school property.

Weapons

WEAPONS IN SCHOOL

Policy JICI

The Board of Education determines that possession and/or use of a weapon by students is detrimental to the welfare and safety of the students and school personnel within the district.

As used in this policy, “dangerous weapon” means:

- A firearm, whether loaded or unloaded, such as a paintball or other type of weapon used for sporting purposes
- Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air
- A fixed blade knife with a blade that measures longer than 3.5 inches in length or a spring loaded knife or a pocket knife with a blade longer than three inches
- Any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury including, but not limited to slingshot, bludgeon, brass knuckles, spear gun or artificial knuckles of any kind
- Any type of firearm ammunition. Any type of explosive powder. Any device that is capable of exploding, or causing an explosion.

In accordance with federal law, expulsion shall be for no less than one full calendar year for a student who is determined to have brought a firearm to school in violation of this policy. The superintendent may modify the length of this federal requirement for expulsion on a case-by-case basis.

Discretionary discipline in accordance with state law

Carrying, using, actively displaying or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm 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 such conduct has a reasonable connection to school or any district curricular or non-curricular event without the authorization of the school or school district is prohibited. Students who violate this policy provision may be subject to disciplinary action including but not limited to suspension and/or expulsion.

A student may seek prior authorization from the building principal to carry, bring, use or possess a firearm on school property for purposes of a school-related or non-school related activity. A student's failure to obtain such prior authorization is a violation of this policy provision and may result in disciplinary action, including but not limited to suspension and/or expulsion. The principal's decision to deny or permit a student to carry, bring, use or possess a firearm facsimile that could reasonably be mistaken for an actual firearm on school property shall be final.

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.

Local restrictions

The Board of Education determines that extra precautions are important and necessary to provide for student safety. Students who violate this policy shall be referred for appropriate disciplinary proceedings. No knives, of any type, will be permitted in Wray Elementary School or Wray Junior High School. However, if a student discovers that he or she has carried, brought or is in possession of a knife and the student notifies a teacher, administrator or other authorized person in the school district, and as soon as possible delivers the knife to that person, expulsion shall not be mandatory and such action shall be considered when determining appropriate disciplinary action, if any.

The district shall maintain records which describe the circumstances involving expulsions of students who bring weapons to school including the name of the school, the number of students expelled and the types of weapons involved as required by law.

School personnel shall refer any student who brings a firearm or weapon to school without authorization of the school or the school district to law enforcement, unless the student has delivered the firearm or weapon to a teacher, administrator or other authorized person in the district as soon as possible upon discovering it. In such case, school personnel shall consult with law enforcement to determine whether referral of the student to law enforcement is necessary and how to properly dispose of the firearm or weapon or return it to its owner.

Parents

PARENT/TEACHER CONFERENCES

Parent conferences are an important part of a student's success. Parents are encouraged to confer with teachers frequently. Meetings may need to be scheduled outside of planned conference times to deal with situations as they arise. Scheduled parent conferences are below. Please contact the individual buildings for specific dates and times.

- August 27 WES only
- October 24 WES & WJSHS
- March 6 WES & WJSHS

CUSTODIAL AND NON-CUSTODIAL PARENT RIGHTS AND RESPONSIBILITIES

Policy KBBA

School officials shall presume that the parent who enrolls a student in school is the student's custodial parent. Unless a currently effective Colorado court order specifies otherwise, the custodial parent shall be the one whom the school district holds responsible for the education and welfare of the student. Where the court order specifies that the parents shall share custody and jointly make decisions relative to the care and education of their child, school officials shall consult with both parents regarding educational matters affecting the child. Where the parents disagree in such matters and the court order does not provide a mechanism for resolving their differences, school officials shall follow the instructions of the parent with whom the child primarily resides during a normal school week.

If the rights of a noncustodial parent are restricted by a Colorado court order, the custodial parent shall provide the school with a certified copy of the currently effective court order curtailing these rights. Unless informed through the submission of such a court order, the school district assumes there are no restrictions regarding a noncustodial parent's rights, including the right to access the student's educational records.

The student shall not be permitted to visit with or be released to anyone, including the noncustodial parent, without the approval of the custodial parent. Unless otherwise provided by applicable law or court order, education conferences with a noncustodial parent shall be permitted only upon the consent of the custodial parent.

PUBLIC CONCERNS/COMPLAINTS ABOUT TEACHING METHODS, ACTIVITIES OR PRESENTATIONS

Policy 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 the following procedures:

1. The parent/guardian or patron with a concern is encouraged to meet with the appropriate teachers or other staff involved.
2. If not resolved with the teacher, the school principal shall hold a conference with the complainant. A written record shall be made of this meeting. Copies shall be supplied to all parties involved.
3. After the initial contact of the complainant with the school administrator, the teacher involved in the challenge shall be invited to attend any subsequent meetings. Written minutes shall be taken of subsequent meetings. Copies shall be supplied to all parties involved.
4. If the complainant is dissatisfied with the results of the conference(s), the principal shall inform the complainant of the following

procedures and provide a copy of these procedures and the "Citizen's Challenge or Objection to Teaching Methods, Activities or Presentations" form to be acted upon by a review committee appointed by the superintendent.

5. Within 10 working days of receiving the completed challenge form, the principal shall forward it to the chair of the review committee together with a written report of the conference(s) held with the complainant.
6. Copies of the report also shall be sent to the superintendent, the complainant and the teacher involved.
7. One copy of the report shall be kept in the school file.
8. The principal shall provide the chair of the review committee with a copy or copies or description of the methods, activities or presentations, and the principal involved shall be given the opportunity to render a professional opinion on the appropriateness of the methods, activities or presentations utilizing supporting evidence.
9. The complainant shall be given the opportunity to render an opinion on the appropriateness of the material utilizing supporting evidence.
10. Within 60 calendar days from receiving the completed and signed challenge form, a written recommendation of the review committee shall be forwarded to the superintendent and all parties in interest.
11. If the complainant or teacher involved is not satisfied with the recommendation of the review committee, he or she has the privilege of appealing to the superintendent and if necessary the Board of Education.
12. If the same methods, activities or presentations are challenged at a future date, the principal and the chair of the review committee shall examine the previous decision in the light of additional points of view. If they find any significant difference in the new challenge, the committee again may review the methods, activities or presentations. Otherwise, the original decision shall stand and a copy of the final written recommendation of the committee and any Board action shall be sent to the complainant with an explanation that the methods, activities or presentations have been evaluated previously. If the complainant believes his or her challenge is different from the previous one or that significant new evidence exists, the complainant may appeal the decision to the review committee, superintendent or Board of Education.
13. Any party may be represented by counsel at any step of this procedure.

Nothing herein shall be deemed to modify or repeal any other policy or regulation of the school district relative to rights and expression on the part of the professional staff or students.

PUBLIC CONCERNS

Policy KE

Constructive criticism motivated by a sincere desire to improve the quality of the educational program or to equip the school to do its task more effectively is welcomed by the Board of Education.

The Board believes that concerns and grievances are best handled and resolved as close to their origin as possible. Therefore, the proper channeling of concerns involving instruction, discipline or learning materials will be as follows:

1. Teacher
2. Principal
3. Superintendent
4. Board of Education

Any concern about school personnel shall always be referred back through proper administrative channels before it is presented to the Board for consideration and action.

When a concern is expressed directly to an individual Board member, the procedure outlined below shall be followed:

1. The Board member shall refer the person expressing the concern to the principal or superintendent.
2. If the person will not personally present his concern to the principal or superintendent, the Board member shall then ask that the concern be written and signed. The Board member may then refer the concern to the principal or superintendent for investigation.
3. If at any time the person expressing the concern feels that he has not been given a satisfactory reply from the principal, he should be advised to consult with the superintendent and, if still not satisfied, to request that the concern be heard by the Board of Education.

INTRA-DISTRICT CHOICE/OPEN ENROLLMENT

Policy JFBA

Because this district does not have more than one school or program serving any given grade level, intradistrict choice provisions in state law are inapplicable and not contained in district policy.

iPads

IPADS WITH A PURPOSE – STUDENT AND PARENT/GUARDIAN IPAD AGREEMENT

Overview: Wray School District is committed to preparing students to be literate, responsible citizens in a global economy. The iPad with a Purpose implementation project will immerse our students into a technology-rich instructional environment to become effective users and communicators of information in order to function in a technological society. Understanding and adhering to the following guidelines and procedures is necessary for the success of the program.

A. Terms of Loan

1. Wray School District will issue an iPad to students upon compliance with the following:
 - Submission of signed Student and Parent/Guardian iPad Agreement
 - Submission of signed Opt In/Opt Out Self Insurance Form
 - Payment of yearly non-refundable \$35 Self Insurance Fee (optional)
 - Submission of a student-signed Information Technology Acceptable Use Policy (AUP)
2. Wray School District retains ownership of the issued iPads.
3. Students may be subject to loss of privilege, disciplinary action, legal action and/or responsible for the replacement cost of the iPad in the event of intentional damage and/or violation of policies and guidelines as outlined in the Student and Parent/Guardian iPad Agreement as well as Wray School District Information Technology Acceptable Use Policy (AUP).

4. Wray School District reserves the right to remove any non-school related material (apps, music, pictures) if the space requirements needed for school activities are not available or if the student is unable to refrain from using non-school related apps during class time.
5. A student's possession of the iPad terminates no later than the last day of school or when deemed appropriate by the school, unless there is a reason for earlier termination determined by the principal. iPads must be returned when a student withdraws from Wray School District.

B. Damage, Loss, or Theft

1. Wray School District is providing an optional \$35.00 non-refundable yearly insurance fee for each iPad issued to students.
2. The \$35 insurance fee is the financial responsibility of the student's family. The insurance fee covers:
 - accidental damage, including but not limited to liquid spills, power surges, drops, falls, collisions, vandalism, flood, fire, and smoke, as well as damage to batteries and ac adapters. If an iPad is damaged, the technology support team will work with the student and Apple to determine if it is a warranty or insurance claim incident.
 - The user agrees to the following fee schedule in the case of a damaged iPad:
 - o 1st Incident: No Charge
 - o 2nd Incident: \$50.00 deductible
 - o 3rd Incident: \$110.00 deductible
 - o 4th Incident: Total cost of replacement
 - The Wray School District iPad warranty covers manufacturer defects.
 - Insurance does not cover loss, theft, negligence, and abuse of iPad and accessories. For example, throwing the iPad or using the iPad as an umbrella would be considered examples of neglect and abuse. If an iPad needs to be replaced due to loss, theft, neglect, or abuse, it is the family's financial responsibility to replace the iPad at the district's current replacement cost.
 - The student or parent/guardian is required to immediately notify a school administrator in all cases of stolen or lost iPads. School administration may be able to assist in relocating the iPad if notified immediately.
 - Parents/Guardians are responsible for filing a police report.
 - Parents/Guardians are responsible for the replacement cost of lost or stolen iPad.

C. Repossession

1. Wray School District reserves the right to repossess the iPad at any time if the student does not fully comply with all terms of this agreement.

D. Appropriation

1. Failure to return the property (iPad and accessories) in a timely manner and/or the continued use of it for non-related school purposes will be referred to law enforcement. Until returning or full payment is received, a hold on the student's records may occur. Replacement item price lists are available in the school office.

E. Modification to the iPads with a Purpose Program

1. Wray School District reserves the right to modify the program or the terms of use at any time.

F. iPad Cases

1. The student must keep the iPad in the district provided case. Students may personalize their case as long as it does not permanently alter the case. The iPad should never be removed from the case. In the event the case has been modified or not in use, insurance claims will be void and the student will be responsible for the total cost to repair or replace.

G. General Care of the iPad

1. Do not do anything to the iPad that will permanently alter it in any way.
2. Student iPads in need of repair must be reported to the tech department.
3. Technical support will determine whether the iPad can be repaired on-site.
4. Guidelines to follow:
 - Minimizing the number of photos/movies on the iPad will increase performance. Clean your iPad files on a regular basis.
 - Do not write, draw, paint, place stickers/labels or otherwise deface your iPad. Remember, the iPad is the property of Wray School District.
 - Never put weight on an iPad.
 - Liquids, food and other debris can damage the iPad. Avoid eating or drinking while using the iPad.
 - Take care when inserting/removing cords, cables and other removable storage devices to avoid damage to the ports, cables and cords. First, plug your power supply into the electrical outlet. Second, plug your power cord into your iPad. When disconnecting, reverse this process.
 - Do not expose your iPad to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the iPad. If your iPad has been in a very cold environment for a long period of time, let it warm up before using it.
 - NEVER leave your iPad in a vehicle.

H. Cleaning Your iPad

1. Routine maintenance on the iPads will be completed by the Wray School District technology support team. However, students are encouraged to perform simple cleaning procedures as outlined below:
 - Clean the screen with a soft, dry anti-static or micro-fiber cloth. Do not use any type of liquid or water to clean the screen or iPad.
 - Wash hands frequently when using the iPad to avoid build-up on the glass touch pad.

I. General Use of the iPad

1. Students are required to bring their iPad to school each day with a fully charged battery. Students will not be given the use of a loaner iPad if they leave their iPad at home. Students leaving their iPad at home will be required to complete assignments using alternate means (as determined by the teacher).
2. Students are responsible for the contents on their iPad.
3. Student iPads are subject to routine monitoring by teachers, administrators and technology staff. Users shall have no expectation of privacy while using the school's electronic information resources.
4. Upgraded versions of the iOS and iPad apps are available from time to time. Students may be required to check in their iPads for periodic updates and syncing.

J. General Security

1. Never leave your iPad unsecured. iPads should be locked in a designated storage facility or a secure locker when not in use.
2. During after-school activities, you are still expected to maintain the security of your iPad. Unsupervised iPads will be confiscated by staff, and disciplinary actions may be taken.
3. Each iPad has several identifying labels. Under no circumstances are you to modify, remove or destroy these labels.

K. End of Year Collection Procedure

1. Return the equipment on the date designated by the individual school or upon leaving the school district.
2. "Equipment" consists of iPad, power cable, charger, and iPad case.

L. Email

1. Email transmissions and transmitted data shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
2. Students will abide by all email guidelines as outlined in the Wray School District Information Technology Acceptable Use Policy.

M. Internet Access/Filtering

1. Technology protection measures are installed on district devices to ensure students are as protected as reasonably possible from inappropriate online content at any location.
2. The school cannot guarantee that access to all inappropriate sites will be blocked. Students may accidentally or purposefully circumvent these precautions and restrictions.
3. iPad applications pose a risk, however small, of exposure to graphic, highly controversial, or potentially dangerous content.
4. Wray School District will not provide internet access for home use.
5. Because many of our students are carrying a personal web-enabled device (such as a smartphone or iPod Touch), parents/guardians should be aware of the risks. Access to the Internet, from anywhere in the world, comes with the possibility of retrieving inappropriate content; therefore, adults must do their best to educate children on the proper uses of technology.

O. Information Technology Acceptable Use Policy

1. Students have read, signed and agreed to follow the Information Technology Acceptable Use Policy at all times. The Information Technology Acceptable Use Policy is available on the school website.

P. End User License Agreement

1. The school district and parents/guardians are considered to be the end users for all applications installed on the student iPad.

Screening

SCREENING/TESTING OF STUDENTS

Policies JLDAC/JLDAC-E

(And Treatment of Mental Disorders)

Parents/guardians and eligible students have the right to review any survey, assessment, analysis or evaluation administered or distributed by a school to students whether created by the district or a third party. For purposes of this policy, “eligible student” means a student 18 years of age or older or an emancipated minor. Any survey, assessment, analysis or evaluation administered or distributed by a school to students will be subject to applicable state and federal laws protecting the confidentiality of student records.

Surveys, assessment, analysis or evaluation for marketing purposes

Parents/guardians and eligible students will receive notice and have the opportunity to opt a student out of activities involving the collection, disclosure or use of personal information collected from the student for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose.

Records

STUDENT RECORDS/RELEASE OF INFORMATION ON STUDENTS Policy JRA-JRC

In recognition of the confidential nature of student education records, no person or agency may access student education records without prior written consent from the student's parent/guardian or the eligible student, except as set forth in law and this policy.

The superintendent or designee shall provide for the proper administration of student records in accordance with law, including the implementation of safeguard measures or procedures regarding access to and disclosure of student education records.

Content and custody of student education records

The principal is the official custodian of records in his or her building.

Student education records in all formats and media, including photographic and electronic, are those records that relate directly to a student. Student education records may contain, but will not necessarily be limited to, the following information: identifying data; academic work completed; level of achievement (grades, standardized achievement test scores); attendance data; scores on standardized intelligence, aptitude and psychological tests; interest inventory results; health and medical information; family background information; teacher or counselor ratings and observations; reports of serious or recurrent behavior patterns and any Individualized Education Program (IEP).

Student education records do not include records maintained by a law enforcement unit of the school or school district that are created by that unit for the purpose of law enforcement.

Nothing in this policy shall prevent administrators, teachers or staff from disclosing information derived from personal knowledge or observation and not derived from a student's education records.

In accordance with applicable law, requests for inspection and review of student education records, requests for copies of such records, and disclosure of personally identifiable information therein shall be maintained as a part of each student's education record.

School personnel shall use reasonable methods to authenticate the identity of parents, students, school officials, and any other party to whom they disclose student education records. Authentication of identity prior to disclosure of electronic records through passwords or other security measures shall be required.

Access to student education records by parents and eligible students

A parent/guardian ("parent") has the right to inspect and review his or her child's education records, if the student is under 18 years of age. If a student is 18 years old or older ("eligible student"), the student may inspect or review his or her own education records and provide written consent for disclosure of such records and personally identifiable information therein. However, the parent is also entitled to access his/her child's education records, despite the lack of written consent from the eligible student, if the eligible student is a dependent for federal income tax purposes or the disclosure is in connection with a health or safety emergency. Access to student education records by parents or eligible students shall be in accordance with the regulation accompanying this policy.

Request to amend student education records

A parent or eligible student may ask the district to amend a student education record they believe is inaccurate, misleading or otherwise violates the privacy rights of the student. Student grades cannot be challenged pursuant to this policy. Requests to amend a student education record shall be in accordance with the regulation accompanying this policy.

Disclosure with written consent

Whenever the district is required by law or policy to seek written consent prior to disclosing personally identifiable information from a student's education record, the notice provided to the parent or eligible student shall contain the following:

- a. The specific records to be disclosed;
- b. The specific reasons for such disclosure;
- c. The specific identity of any person, agency or organization requesting such information and the intended uses of the information;
- d. The method or manner by which the records will be disclosed; and
- e. The right to review or receive a copy of the records to be disclosed.

The parent's or eligible student's consent shall only be valid for the specific instance for which it was given. Consent for a student to participate in any course, school activity, special education program or in any other school program shall not constitute the specific written consent required by this policy.

All signed consent forms shall be retained by the school district.

Disclosure without written consent

The district may disclose student education records or personally identifiable information contained therein without written consent of the parent or eligible student if the disclosure meets one of the following conditions:

1. The disclosure is to a school official having a legitimate educational interest in the student education record or the personally identifiable information contained therein. In accordance with law, only those school officials who have a legitimate educational interest as described in this policy shall be permitted access to specific student education records.
 - a. For purposes of this policy, a "school official" is a person employed by the district as an administrator, supervisor, teacher or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the district has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, consultant or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student or other volunteer assisting another school official in performing his or her tasks.
 - b. A school official has a "legitimate educational interest" if disclosure to the school official is: (1) necessary for that official to perform appropriate tasks that are specified in his or her position description or by a contract agreement; (2) used within the context of official district business and not for purposes extraneous to the official's areas of responsibility; (3) relevant to the accomplishment of some task or to a determination about the student; and (4) consistent with the purposes for which the data are maintained.
2. The disclosure is to officials of another school, school system or postsecondary institution that has requested the records and in which the student seeks or intends to enroll, or has enrolled. Any records sent during the student's application or transfer period may be supplemented, updated or corrected as necessary.

3. The disclosure is to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities.
4. The disclosure is in connection with a student's application for, or receipt of, financial aid.
5. The disclosure is to state and local officials and concerns the juvenile justice system's ability to effectively serve, prior to adjudication, the student whose records are disclosed as provided under the Colorado Open Records Act and Colorado Children's Code. Such records and personally identifiable information shall only be disclosed upon written certification by the officials that the records and information will not be disclosed to any other party, except as specifically authorized or required by law, without the prior written consent of the parent or eligible student.
6. The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate or administer predictive tests; to administer student aid programs; or to improve instruction.
7. The disclosure is to accrediting organizations for accrediting functions.
8. The disclosure is to the parent of an eligible student and the student is a dependent for IRS tax purposes.
9. The disclosure is in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of the student or others.
10. The disclosure is to comply with a judicial order or lawful subpoena. The district shall make a reasonable effort to notify the parent or eligible student prior to complying with the order or subpoena unless:
 - a. The court order or subpoena prohibits such notification; or
 - b. The parent is a party to a court proceeding involving child abuse and neglect or dependency matters and the court order is issued in the context of that proceeding.
11. The disclosure is to the Secretary of Agriculture, or authorized representative from the USDA Food and Nutrition Service or contractors acting on behalf of the USDA Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations and performance measurements of state and local educational agencies receiving funding or providing benefits of program(s) authorized under the National School Lunch Act or Child Nutrition Act.
12. The disclosure is to an agency caseworker or other representative of a state or local child welfare agency or tribal organization who has the right to access the student's case plan because such agency or organization is legally responsible, in accordance with applicable state or tribal law, for the care and protection of the student.
13. The disclosure is of "directory information" as defined by this policy.

Disclosure of directory information

Directory information may also be disclosed without written consent of the parent or eligible student. "Directory information" means information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information which may be released includes but is not limited to the student's name, email address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status, degrees, honors and awards received, the most recent previous education agency or institution attended by the student, and other similar information. Directory information also includes a student identification number or other unique personal identifier displayed on a student ID badge or used by the student to access or communicate in electronic systems, but only if the identifier cannot be used to gain access to student

education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a password known only by the authorized user.

Student telephone numbers and addresses shall not be disclosed pursuant to this section.

The parent or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if such refusal is received in writing in the office of the principal of the school where the student is in attendance no later than *September 7* or the following Monday if September 7 is a Saturday or Sunday.

Disclosure of disciplinary information to school personnel

In accordance with state law, the principal or designee shall communicate disciplinary information concerning any student enrolled in the school to any teacher who has direct contact with the student in the classroom and to any counselor who has direct contact with the student. Any teacher or counselor to whom disciplinary information is reported shall maintain the confidentiality of the information and shall not communicate it to any other person.

State law requires the principal or designee to inform the student and the student's parent when disciplinary information is communicated and to provide a copy of the shared disciplinary information. The student and/or the student's parent may challenge the accuracy of such disciplinary information through the process outlined in this policy and accompanying regulation.

Disclosure to military recruiting officers

Names, addresses and home telephone numbers, as well as directory information, of secondary school students shall be released to military recruiting officers within 90 days of the request, unless a parent or eligible student submits a written request that such information not be released. Reasonable and customary actual expenses directly incurred by the district in furnishing this information will be paid by the requesting service.

Disclosure to Medicaid

In all cases in which a student is enrolled in the Colorado Medicaid program, the district shall release directory information consisting of the student's name, date of birth and gender to Health Care Policy and Financing (Colorado's Medicaid agency) to verify Medicaid eligibility of students. The district shall obtain written consent annually from a parent before the release of any non-directory information required for billing. To accomplish this, the district shall:

- include a consent form with the "start of school" information each fall.
- include a consent form with IEP packet materials.
- include a consent provision on the Medical Emergency form.

Disclosure to the Colorado Commission on Higher Education (CCHE)

On or before December 31 of each school year, the school district shall disclose to the CCHE the names and mailing addresses of those students enrolled in the eighth grade for use in mailing the notice of postsecondary educational opportunities and higher education admission guidelines as required by state law.

Annual notification of rights

The district shall notify parents and eligible students of their rights pursuant to this policy at the beginning of each academic year. For notice to parents or eligible students who are disabled or whose primary or home language is other than English, the format or method of notice will be modified so it is reasonably likely to inform them of their rights.

A copy of the Family Educational Rights and Privacy Act, and this policy and accompanying regulation and exhibit may be obtained from the office of the superintendent during normal business hours.

Governing law

The district shall comply with the Family Educational Rights and Privacy Act (FERPA) and its regulations as well as state law governing the confidentiality of student education records. The district shall be entitled to take all actions and exercise all options authorized under the law.

In the event this policy or accompanying regulation does not address a provision in applicable state or federal law, or is inconsistent with or in conflict with applicable state or federal law, the provisions of applicable state or federal law shall control.

STUDENT RECORDS/RELEASE OF INFORMATION ON STUDENTS

Policy JRA/JRC-E-1

(Notification to Parents and Students of Rights Concerning Student Education Records)

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, as follows:

1. The right to inspect and review the student's education records within a reasonable time period after the request for access is made (not to exceed 45 days). See JRA/JRC-R.
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 in violation of the student's privacy rights. See JRA/JRC-R.
3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA and state law authorize disclosure without consent.
See JRA/JRC.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.
5. The right to refuse to permit the designation of any or all of the categories of directory information. See JRA/JRC.
6. The right to request that information not be provided to military recruiting officers. See JRA/JRC and JRA/JRC-E-2.

SHARING OF STUDENT RECORDS/INFORMATION BETWEEN SCHOOL DISTRICT AND STATE AGENCIES

Policy JRCA

It is the Board of Education's intention to utilize all avenues under state law to facilitate the sharing of relevant student records and information when necessary to protect the safety and welfare of school district staff, visitors, students, and the public and to protect property.

The superintendent is directed to develop procedures and a training program for staff consistent with this policy. The procedures shall direct school district personnel to provide and obtain student records and information to/from state agencies, including law enforcement and judicial department agencies, to the extent required or allowed by state and federal law.

Sharing of information by the school district

Disciplinary and attendance information shall only be shared with a criminal justice agency investigating a criminal matter concerning a student enrolled or who will enroll in the school district when necessary to effectively serve the student prior to adjudication. Such information shall only be shared upon written certification by the criminal justice agency that the information will not be disclosed to any other party, except as specifically authorized or required by law, without the prior written consent of the student's parent/guardian.

School personnel who share disciplinary and attendance information concerning a student pursuant to this policy are immune from civil and criminal liability if they act in good faith compliance with state law.

Nothing in this policy shall prevent administrators, teachers or staff from disclosing information derived from personal knowledge or observation and not derived from student's education records.

Information obtained from state agencies

Within the bounds of state law, school district personnel shall seek to obtain such information regarding students as is required to perform their legal duties and responsibilities, including to protect public safety and safety of the student. Such information may be obtained from the judicial department or any state agency that performs duties and functions under the Colorado Children's Code.

School district personnel receiving such information shall use it only in the performance of their legal duties and responsibilities and shall otherwise maintain

the confidentiality of all information obtained. School personnel who knowingly violate this provision are subject to disciplinary action pursuant to Board policy and to a civil penalty of up to \$1,000.

If such information is shared with another school or school district to which a student may be transferring, it shall only be shared in compliance with the requirements of federal law, including the Family Education Rights and Privacy Act of 1974 ("FERPA").

When a petition is filed in juvenile court or district court that alleges a student between the ages of 12 to 18 years has committed an offense that would constitute unlawful sexual behavior or a crime of violence if committed by an adult, basic identification information, as defined in state law, along with the details of the alleged delinquent act or offense, is required by law to be provided immediately to the school district in which the juvenile is enrolled.

The information shall be used by the Board of Education to determine whether the student has exhibited behavior that is detrimental to the safety, welfare, and morals of the other students or school personnel and whether educating the student in the school may disrupt the learning environment in the school, provide a negative example for other students, or create a dangerous and unsafe environment for students, teachers, and other school personnel. The Board shall take appropriate disciplinary action, which may include suspension or expulsion, in accordance with the student code of conduct and related policies.

Wray Junior/Senior High School

BUILDING PRINCIPAL

Building principal has the discretion to adjust procedures as necessary throughout the school year.

ACADEMIC LETTER GUIDELINES

In order to qualify for an academic letter or bar at Wray High School a student must:

1. Attain a 3.75 GPA or better during the academic year.
2. Have no more than 10 unexcused absences during the academic year.

LETTER AWARDS FOR GRADES 9-12

Athletics, including Music and other approved organizations that use the chenille “W” award letter shall have annual approval and the requirements for earning this award shall be published in their pre-season/year activity description.

LOCKER ASSIGNMENTS AND REGULATIONS

Lockers will be assigned. Since each student is responsible for his/her locker and its contents, any destruction or loss involving school property within a locker will be assessed against the student. Staff have the authority to remove questionable materials.

Only office authorized magnetic posters/signs can be hung on the outside of lockers. Posters and pictures inside the locker must follow the school dress code. Locker inspections may be conducted periodically. The principal or designee reserves the right to search a locker and its contents.

WJSHS is proud of the fact that students normally do not need to put locks on their lockers. Personal locks may be placed on lockers if a key and/or combination is provided to the office. Locks are available from the office. A \$5.00 deposit will be required. The deposit will be returned when the lock is returned. Deposits are not required for PE lockers. Personal locks can be used on PE lockers with the PE teacher's permission.

Board Policy JIH will be followed for interrogations, searches, and arrests.

Students who want to change lockers: Must get permission from the office.

CONCESSION STAND

The operation of the concession stand is a service to the attending public (thus a responsibility to the health of patrons), and an opportunity for fundraising in order to support desired school activities.

1. WJSHS is given priority to use the concession stand in support of the Junior Prom, WJSHS Graduation, & other school activities.
2. 7th grade, 8th grade, Freshmen, Sophomores, & Juniors will be required to work no more than 4 concessions each during the school year.
3. 7th grade, 8th grade, Freshmen, Sophomores, & Juniors Sponsors shall meet with students for the purpose of developing a plan to assure a team effort.
4. After the WJSHS have worked concessions, other school organizations may use the concession stand. This is a first come proposition with sign-up through the activity director's office after the start of the academic year.

CONCURRENT ENROLLMENT

Policy IHCD

The Board believes that students who wish to pursue postsecondary level work while in high school should be permitted to do so. In accordance with this policy and accompanying regulation, high school students may receive course credit toward the fulfillment of high school graduation requirements for successful completion of approved postsecondary courses offered by institutions of higher education.

District criteria for students to take college course:

1. GPA of 3.0 in Core High School Classes
2. Less than 5% Unexcused Absences during the previous school year.

PREPARATION FOR POSTSECONDARY AND WORKFORCE SUCCESS

Policy IHBK

The Board believes that to decrease student dropout rates, increase graduation rates and encourage all students to reach their learning potential, it is important to support students in planning for postsecondary and workforce opportunities throughout their education. Wray School District shall provide opportunities and information to students that will connect them to free online college planning and preparation services beginning at 6th grade. District personnel shall assist students to develop and maintain individual career and academic plans in accordance with the requirements of Colorado state law.

GRADUATION REQUIREMENTS

Policy IKF

In pursuit of its mission to ensure that all students reach their learning potential and are prepared for postsecondary and career opportunities, the Board of Education has established the following graduation requirements for students entering the ninth grade.

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 and students involved in the criminal justice system 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.

College and Career Readiness

The Colorado State Board of Education has adopted state graduation guidelines that identify college and career readiness measures in English (Reading, Writing, and Communicating) and Math (Mathematics). The Board has selected its own 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.

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.

Units of Credit Required for Graduation

English	3 Credits
Social Studies	3 Credits
Required: Government	½ Credit
US History	1 Credit
Math	3 Credits
Science	3 Credits
Health	0.5 Credit
Physical Education	1 Credit
Fine Arts, Economics, or Career & Technical Education	2 Credits
Electives	8.5 Credits
TOTAL	24 Credits

Credit from Other Institutions and Home-Based Programs

Students entering from outside the district must meet the district's course requirements. The principal or principal's designee must determine whether credit toward course requirements will be granted for courses taken outside the district.

Early Graduation

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 are ready for postsecondary education or other opportunities prior to completing four years of high school. Therefore, the superintendent or designee may grant permission to students wishing to graduate early, provided the student has met all district graduation requirements in accordance with this policy and its accompanying exhibit.

COLLEGE AND CAREER-READY DEMONSTRATIONS

Students must meet the Colorado State Board of Education Graduation Guidelines Requirements. The Colorado Graduation Guidelines is a list of options that students may use to demonstrate their readiness for college and careers in order to graduate from high school.

To graduate from Wray High School students must show proficiency in one English and one Math option by meeting or exceeding the following required minimum scores.

Measure	Cut Score/Criteria – Reading, Writing, Communicating	Cut Score/Criteria – Mathematics
Next Generation Accuplacer	Score of 241 on Reading or 236 on Writing	Score of 255 on Arithmetic (AR) or 230 on Quantitative Reasoning, Algebra and Statistics (QAS)
ACT assessment	18 on ACT English	19 on ACT Math

Armed Services Vocational Aptitude Battery (ASVAB)	Score of at least 31 on the AFQT	31 on the AFQT
SAT assessment	470	480
Collaboratively-developed, standards-based performance assessment, as identified by the Board and approved by the state.	State-wide scoring criteria	State-wide scoring criteria
Concurrent enrollment course, as approved by the district and included in the student's academic plan of study or Individualized Career and Academic Plan (ICAP)	Passing grade per district and higher education policy	Passing grade per district and higher education policy
Industry certificate	Receipt of the industry certificate and approval by the district-designated team	Receipt of the industry certificate and approval by the district-designated team
District capstone project	Completion of the district capstone project and approval by the district-designated team	Completion of the district capstone project and approval by the district-designated team
Next Generation Accuplacer	Score of 241 on Reading or 236 on Writing	Score of 255 on Arithmetic (AR) or 230 on Quantitative Reasoning, Algebra and Statistics (QAS)

VALEDICTORIAN/SALUTATORIAN

The valedictorian title will be given to the graduate(s) ranked #1 academically in their graduating class. The salutatorian title will be given to the individual with the class ranking of second. In the event of a tie, co-valedictorian will be named and no salutatorian will be named.

SUMMER SCHOOL ELIGIBILITY

Students must receive a 55% or higher grade in order to be eligible to attend summer school.

STUDENT WITHDRAWAL FROM SCHOOL/DROPOUTS

Policy JFC

The Board recognizes and promotes the importance of obtaining a high school diploma, as a diploma assists students to lead healthy and productive lives after graduation. Those youth who withdraw from school and prepare to face life with less than a high school education will have a much more difficult time entering the workforce or pursuing other goals. Therefore, the Board strongly urges every teacher, guidance counselor, principal, parent and citizen to exert all the influence which he/she can command to keep all district students in school through high school graduation.

Principals, teachers and guidance counselors are encouraged to make dropout prevention a priority through personal contacts with students and specialized programs. The goal is to enable those students who are considering dropping out or have dropped out of school to return and resume their programs with a minimum degree of disruption.

To emphasize the importance of a high school diploma and to encourage students to reconsider their decision to withdraw from school, the district shall notify the student's parent or parents, or legal guardian or custodian in writing, then the district has knowledge that a student has dropped out of school. Such written notification shall be in accordance with this policy's accompanying regulation. For purposes of this policy, "dropout" shall have the same meaning as defined by the rules of the State Board of Education.

STUDENT DRIVING

Students are permitted to transport themselves to and from school if they park their vehicles in the West WJSHS school parking lot and adhere to the following regulations:

1. Students must drive in a safe manner at all times when on school property.
2. Students must park in designated area as directed by the building principal.
3. Students must meet school criteria to drive at lunch.
4. Senior students may, through coordination with administration, designate senior parking.
5. Failure to adhere to any of the above will result in loss of driving and parking privileges.

STUDENT AWARDS

Graduation with Honors is based on a 3.50 cumulative grade point average. Other special awards are made on the basis of academic achievement, attitude, participation, and special merit. Depending on the course offered and the qualifications of the students, awards may be altered from year to year. Separate award ceremonies are scheduled in May for Academics and Music. Athletic awards will be given out at the end of each season.

LIBRARY/COMPUTER LAB

Library personnel are available to assist students. Consult with them often in regard to the use of the library and its materials, including the procedures and limitations when checking out materials. Since a library's efficiency is directly proportional to those who utilize its facilities, the following policies have been established:

1. An academic atmosphere will be constantly maintained.
2. The doors will be open from 7:45 a.m. to 4:00 p.m. every regular school day. The library will be closed during the lunch period.
3. Users are responsible for the care and prompt return of library materials in accordance with the check out procedures.
4. The librarian reserves the right to request students to return to class because of poor conduct, unprofitable use of time, or because of crowded conditions. Teachers, administrators, and other building staff members may also exercise the right to request students to return to class based on the same standards set forth by the librarian.

SOCIAL EVENTS – GRADES 9-12

A student may invite one date to any social event according to the following regulations:

1. The student must register their name and that of their guest on a guest list in the principal's office prior to the activity or dance. No person that is age 21 or older will be allowed to attend the dance as a guest.
2. Such guests are subject to all school regulations and must accompany their WJSHS student date at all times, including participation in the Grand March. WJSHS students are responsible for the behavior of their guests.
3. Students under high school age or grade level are not permitted to attend high school social functions.
4. Once a student or guest leaves the function, he/she may not return unless pre-approved by the sponsor.
5. If it is observed that a student has been drinking or using drugs, parents and law enforcement will be notified immediately and disciplinary action will be taken.
6. Students who are ineligible because of academics or behavior cannot attend dances, prom, or any other extra-curricular or co-curricular activity unless it is a required class activity such as a band concert, choir concert, or certain vocational activities.
7. Parents are encouraged to attend as spectators and chaperones during designated times.

SOCIAL EVENTS – GRADES 7-8

All social events must be approved by the principal, or designee, and put on the master school calendar. Unless otherwise indicated, all evening social events are closed. The doors close no later than 30 minutes after the event starts. Any student admitted after that must be accompanied by a parent/guardian. Students may not leave the event early unless the parent/guardian picks them up or there is written permission from the parent/guardian stating with whom the student may leave and what time they will leave. If a student leaves early without permission, the parent/guardian will be contacted. School social events will be for WJSHS students only, grades 7 & 8 unless announced otherwise.

SOCIAL EVENTS – SCHOOL

All social events must be approved by the principal and put on the master school calendar. There will be no school sponsored events or related activities on Wednesday evenings or Sundays without prior approval from the Superintendent.

FORMAL AFFAIRS

The Junior-Senior Prom is the main formal affair scheduled during the school year. Appropriate dress for the girls is either formal or conventional party attire. Boys will wear dress coats, ties, and long pants. Hats must be removed at the door upon arrival unless an integral part of the dress, at the discretion of the sponsor.

INFORMAL DANCES

Unless otherwise specified, students are to wear regular school clothes to school socials, dances, and informal get-togethers. Regular school dress code will be enforced unless otherwise specified.

STUDENT DUES AND PARTICIPATION FEES – Outlined on page 23.

ORGANIZATION EXPECTATIONS

As a member of an organization, attendance is essential. Whenever attendance is not possible the members are responsible for making arrangements to be excused by the sponsor. In order to be recognized as a Wray High School Club, the club must:

1. Directly relate to the district's standards and learning programs.
2. Demonstrate an enhancement of a participant's educational experience and the supplement of their educational program.
3. Relate to subject matter being taught in a regularly offered course.
4. Serve as an extension of school curriculum.

WJSHS CLUBS AND ORGANIZATIONS

WJSHS Student Council, Creative Writing, FCCLA, NHS, FBLA, FFA, Pep Band, Math and Science Club, Foreign Language, Board Game Club, Art, Rho Kappa and WJSHS JR. STUCCO. There is the possibility of more clubs being added at the 7th and 8th grade level.

COMMON CLUB REQUIREMENTS

1. Requires building principal approval prior to formation.
2. Must have at least one (1) faculty advisor or sponsor.
3. Shall provide a statement of purpose, a constitution, and demonstrate interest by/and the involvement of at least ten students.
4. Follow Robert's Rules of Order during formal meetings.
5. Open membership to all interested and /or eligible students.
6. Faculty advisors must attend every meeting whether on school premises or and another location.
7. Principals and/or teacher sponsors shall develop general guidelines or rules for club establishment and operation within Board policy framework.

BULLETINS/CALENDAR

PowerSchool – A parent may obtain a parent user ID and password. In addition to student grades, there is a daily bulletin that posts the schools activities including dismissal and estimated return time for co-curricular activities.

Weekly - A weekly bulletin will be posted by the office. The bulletin is used to inform teachers and students of the week's activities and coming events.

Daily - Announcements to students will be read at a designated time by someone from the school office.

COPY MACHINE USE

If students have written permission from staff to make copies, there will be no charge. For students that want copies without teacher approval, the cost will be ten cents per copy. Copies will not be allowed for cheating purposes, profanity, and release of confidential information or plagiarism. Copies will be allowed to obtain make up work, replace lost copies, personal copies or other school related business. The secretary is in charge of the copy machine.

STUDENTS LEAVING EARLY BEFORE CHRISTMAS BREAK AND THE END OF THE SCHOOL YEAR

1. Must give two weeks' notice before the departure date.
2. If less than two weeks' notice, students must return on the first teacher day of the second semester or the Tuesday following the end of the school year to complete the work missed.
3. Failure to return will result in a "0" in the grade book.

LONG-TERM PROJECT DEADLINES

Students must submit long-term projects (assigned at least two weeks in advance) prior to any planned absence, including early departures for holidays such as Christmas vacation.

ATHLETIC REQUIREMENTS AND GUIDELINES Please see the Wray School District Athletic Handbook.

WRAY JUNIOR/SENIOR HIGH SCHOOL CONFLICT RESOLUTION

- **First Step:** Student Contacts Teacher – The student should present the conflict/issue to the teacher as soon as possible. It is always best for students to become their own advocates. It is expected that the majority of concerns will be resolved at this first meeting.
- **Second Step:** Parent Contacts Teacher – If the first step did not resolve the issue, parents may contact a teacher directly. A parent should email or call the teacher to set up an appropriate time to discuss the issue. The student is expected to attend this meeting.
- **Third Step:** Contacting the Principal – If a satisfactory solution is not reached through direct contact with the teacher, the student and/or parent should contact the Principal. The teacher should be informed that this contact is going to be made. A meeting will be scheduled involving all concerned parties in an attempt to reach a satisfactory resolution.
- **Fourth Step:** Contacting the Superintendent – If there is still not a satisfactory resolution, the student and parent may contact the Superintendent. The Principal should be informed that this contact is going to be made. While there can be no guarantee that all parties will agree with all resolutions or findings, a thorough, respectful airing of different perceptions and experiences can lead to more productive relationships and clearer understanding in the future.

WJSHS Discipline Progression

- Leaving w/o permission or skipping class = 1 Day of ISS
- 3 Minors = 1 Major
- 1st Major = 1 Day of ISS
- 2nd Major = 2 Days of OSS
- 3rd Major = 3 Days of OSS
- 4th Major = 5 Days of OSS
- 5th Major = 10 Days of OSS
- 6th Major = Expulsion Process Begins

Unexcused Attendance List

Attendance data will be reviewed **throughout the school year**. Official attendance lists will be generated in **November, January, and March** (after Spring Break). 92% attendance will be used.

Ineligibility Criteria:

Students appearing on the attendance list due to excessive unexcused absences or tardies will be **ineligible to participate** in the following activities during that period:

- **Field trips**
- **Co-curricular trips**
- **Social events sponsored by WJSHS**

This policy is intended to encourage consistent attendance and ensure that instructional time remains the top priority for all students.

Wray Elementary School

STAYING IN FROM RECESS

Students are expected to go outside for recess. This includes in the morning before school. Fresh air and free play is integral to academic and social success. We go outside when the temperature is above 10 degrees including wind chill. Students who are dressed appropriately for the weather will enjoy and benefit from being outside. Please make sure your child has a coat, hat, gloves, and boots as needed. A doctor's note is required for a student to remain indoors.

REQUESTS FOR TEACHERS

With the passing of Senate Bill 10-191 (academic growth), no requests for students will be honored for a particular teacher unless you can prove to the principal that this teacher is somehow unfair to your family or child. This conference must be set up before May 1st and have written notification on reasons why this teacher is deemed unsatisfactory in your eyes.

HOMEROOM PARENTS / LUNCH VISITORS / NON-ESSENTIAL ITEMS

Teachers may request parent assistance for parties or events. All visitors must have an ID badge and an appointment to visit. Teachers will communicate this at Parent Teacher Conferences. At this time, we will not be allowing parents to eat lunch with or monitor students at lunch. Students need to bring all materials to school. Parents will NOT be allowed to bring non-essential items during the day. A packed lunch or water bottles from home are considered a non-essential items. Students who arrive at school without a packed lunch from home will be offered a hot lunch from the cafeteria. Fees are outlined on page 18 and 19.

LIBRARY

Your child will be checking out books from the school library. Please help your child:

1. Show an interest in library books and in reading. Help your child by listening to him or her read and making it fun.
2. Help your child find a place where he or she can keep the books so they will not get lost or damaged.
3. Remind your child to have clean hands when handling books, to turn pages from the upper right-hand corner, and to take good care of books.
4. Encourage your child to return books during each library class. They can be checked out again, but there is also some time to read during library class. Fines are charged for books that are lost and those that are damaged. Please consult the librarian if you have a problem.

TARDIES

Students who have more than three (3) unexcused absences in a quarter may be assigned after school detention to make up missed time.

ILLNESS

Students who are experiencing symptoms of vomiting, diarrhea, fever or other contagious illness must be kept home for at least 24 hours or until they are symptom free without medication.

MAKE-UP WORK

Teachers will attempt to get make-up work to students who are excused for the day when a parent calls in, but due to teacher's planning schedules it may not be possible for work to be provided until the following day. Pre-excused absence forms should be filled out and approved for those times when students know they will be absent.

CELL PHONES

Students in PK-6th grade must keep cell phones off and in their backpacks from 7:30-3:15. If they violate this rule, parents will be asked to come pick up the phone in the district office. Students may use the school phone to call parents with permission from the secretary or teacher. They are not to call on their cell phones during school hours unless exceptions are made for field trips or other unusual circumstances and approved by staff.

AFTER SCHOOL ENRICHMENT OPPORTUNITIES

WES may offer after school clubs (such as 100 mile, Running Club, Recycling, Makers Club) if staff and funding permit. Students will be given information about requirements, fees and meetings as they become available. Again, all students must have a permission slip and current parent contact information to participate. Students must maintain good academic standing to be eligible for these activities.

AFTER SCHOOL HOMEWORK HELP

WES offers after school homework help in the form of our Eagle Academy. This runs Monday, Tuesday and Thursday from 3:15-4:15pm. Students may receive help with academics, skills and homework. Certified teachers and paraprofessionals staff the program. All students will be required to be referred from a teacher and must have a permission slip with current parent contact information. These will be available after the first week of school. Students must be picked up promptly at 4:15pm.

WRAY ELEMENTARY SCHOOL CONFLICT RESOLUTION

- **First Step:** Student Contacts Teacher – The student (if age appropriate) should present the conflict/issue to the teacher as soon as possible. It is always best for students to become their own advocates. It is expected that the majority of concerns will be resolved at this first meeting. In the case of students in Pre-K-2nd grade, step 2, might be the first contact.
- **Second Step:** Parent Contacts Teacher – If the first step did not resolve the issue, parents may contact a teacher directly. A parent should email or call the teacher to set up an appropriate time to discuss the issue. The student is expected to attend this meeting.
- **Third Step:** Contacting the Principal – If a satisfactory solution is not reached through direct contact with the teacher, the student and/or parent should contact the Principal. The teacher should be informed that this contact is going to be made. A meeting will be scheduled involving all concerned parties in an attempt to reach a satisfactory resolution.
- **Fourth Step:** Contacting the Superintendent – If there is still not a satisfactory resolution, the student and parent may contact the Superintendent. The Principal should be informed that this contact is going to be made. While there can be no guarantee that all parties will agree with all resolutions or findings, a thorough, respectful airing of different perceptions and experiences can lead to more productive relationships and clearer understanding in the future.

WES Discipline

In an effort to provide continuity across a K-12 environment, when students receive a write up/office referral, the following will be implemented for students in grades 3-6. These are per semester. Parents will be notified when students receive the 3rd write up. Certain offenses may require a jump to a more significant consequence for the safety and well being of all students. Students in grades K-2 will be evaluated on a situational basis as required by state requirements.

- 3 Minors = 1 Major
- 1st Major = 1 Day of ISS or after school detention
- 2nd Major = 2 Days of OSS
- 3rd Major = 3 Days of OSS
- 4th Major = 5 Days of OSS
- 5th Major = 10 Days of OSS
- 6th Major = Expulsion Process Begins

PLAYGROUND EXPECTATIONS FOR ALL STUDENTS OF WES AND WJSHS

Tire Swings

- Students need to take turns riding & pushing (three turns each).
- Only three students on a tire at a time.

- Laying or sitting under the tire swings is dangerous and not allowed.
- Students should not climb on chains.
- While waiting in line, students should stay behind the post or stand back from the swinging area.

Turf Area (kickball football etc.)

- This area is for games such as kick ball, touch football (no tackling allowed), and throwing balls.
- Tag may be played in this area.
- Students need to ask permission before going out of bounds to get a ball.
- Students must respect other's areas of play.

Slides/Jungle Gym

- Go down on behind only.
- Go down only, no climbing up.
- Hanging over the sides is not allowed.
- Throwing rocks, sand, gravel, etc. up the slide is not allowed.
- One person down the slide at a time.
- Be cautious of others and where they are.

Basketball

- Allow anyone to play with you.
- If a game has already started, begin another game or wait to enter the existing game.
- Always share the balls so everyone can play.
- Choose teams fairly (not only your best buddies/friends).
- No pushing or shoving (fouls and violations should be called i.e. traveling carrying).
- If you cannot agree on what type of game to play (knock-out, 3 on 3, 5 on 5, HORSE)-then leave and play something else rather than waste your recess time.

Swings

- Always sit on your bottoms on the swings.
 - not your knees, don't stand up,
- Hang on with both hands
- Keep a safe distance from the swings when walking.
 - don't run between swings, climb on poles of swings, jump out of swings
- You can push someone on the swings gently.
 - don't give under ducks or grab someone's swing when they are swinging
- Treat the swings with care.

- don't throw swings over the top or wind them to make shorter
- There should only be one person on each swing at a time
 - you cannot save a swing for someone else
 - don't throw things at people on the swings
- Violations for Playground Infractions
 - sit on bench for remainder of recess
 - major infractions will be sent to the office