



MESA RIDGE HIGH SCHOOL
STUDENT HANDBOOK
2026-27

MISSION

The mission of Mesa Ridge High School, a continually advancing community of united learners, is to develop individual thinkers who reach their full potential by promoting curiosity and critical thinking through an academically challenging and socially enriching environment that celebrates growth and achievement.

THE GRIZZLY WAY

Respect | Integrity | Excellence

ADDRESS

6070 Mesa Ridge Parkway
Colorado Springs, CO 80911
(719)391-3600
www.mrhs.wsd3.org

OFFICE HOURS

7:00 AM – 3:15 PM

PHONE: (719) 391-3600

FAX: (719) 390-9697

IMPORTANT PHONE NUMBERS

Athletic Director's Office	391-3614	NJROTC Department	391-3624
Attendance Office	391-3600/01	PE – Boys/Girls	391-3669/3667
Band Department	391-3684	Principal's Office	391-3690
Business Office	391-3610	Registrar's Office	391-3625
Counseling Center	391-3631	Science Department	391-3652
Intervention Office	391-3616	Social Studies Department	391-3654
Drama Department	391-3688	Special Services	391-3651
English Department	391-3653	Transportation	391-3540
Health Office	391-3622	Vocal Department	391-3664
Library	391-3640	World Language Department	391-3654
Math Department	391-3655		

Equal Opportunity/Non-Discrimination

Widefield School District #3 complies with all state and federal regulations prohibiting discrimination on the basis of race, color, national origin, creed, religion, age, sex, and disability. WSD#3 is an Equal Opportunity Employer. Inquiries concerning the application of Title IX, section 504, or Title VI may be referred to Widefield School District's administrative office at 1820 Main Street, Colorado Springs, CO 80911 or to the Regional Director of Education, Office of Civil Rights, 1961 Stout Street, Denver, CO 80294.

CTE Student Information Compliance Statement

Widefield School District 3 offers Career and Technical Education (CTE) for all students and does not discriminate on the basis of race, color, national origin, creed, religion, age, sex, or disability in its programs or activities. Inquiries regarding nondiscrimination may be referred to the WSD3 Executive Director of Human Resources, as compliance officer, at the Widefield School District 3 Administration Building, 1820 Main Street, Colorado Springs, CO 80911, humanresources@wsd3.org, 719-391-3015.

Using this Handbook

This document is a resource to parents/guardians and students. Readers must understand that much of this information is in summary form. Current policies in their entirety, including revisions that may have occurred after this document's publication, are available on the District website at www.wsd3.org. Policies also can be reviewed at Widefield School District 3 Central Administration, located at 1820 Main Street, Colorado Springs, CO 80911. Policies are subject to change as necessary at any time during the school year. Students are expected to be knowledgeable about and comply with district and school policies, including those not included in this publication.

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ALTERNATING BLOCK SCHEDULE

Mesa Ridge High School operates on a modified alternating block schedule. Students have 6 block (95 minute) classes that meet on alternating days and 1 traditional class (50 minutes) that meets every day. Fridays are 7-period days on which every class meets. The alternating block classes are referred to as black and purple classes. In weeks in which only 4 days are scheduled, the 7 period day drops from the schedule. When there is an unplanned school closure (e.g. inclement weather), the day simply drops and school resumes on its previously-scheduled color day. [Click here to view the calendar.](#)

BELL SCHEDULES

Mesa Ridge High School								
		Monday	Tuesday	Wednesday	Thursday	Friday		
7:25	9:00	Black 1 (1)	Purple 1 (2)	Black 1 (1)	Purple 1 (2)	7:25	8:10	Black 1 (1)
						8:15	9:00	Purple 1 (2)
9:05	9:55	Academic Lab (3)	Academic Lab (3)	Advisory (3)	Academic Lab (3)	9:05	9:55	Academic Lab (3)
10:00	10:50	Daily Block (4)	Daily Block (4)	Daily Block (4)	Daily Block (4)	10:00	10:45	Daily Block (4)
10:55	11:25	Lunch	Lunch	Lunch	Lunch	10:50	11:20	Lunch
11:30	1:05	Black 3 (5)	Purple 3 (6)	Black 3 (5)	Purple 3 (6)	11:25	12:10	Black 3 (5)
						12:15	1:00	Purple 3 (6)
1:10	2:45	Black 4 (7)	Purple 4 (8)	Black 4 (7)	Purple 4 (8)	1:05	1:55	Black 4 (7)
						2:00	2:45	Purple 4 (8)

STUDENT HANDBOOK

ACADEMIC HONESTY

Integrity is one of the core values of Mesa Ridge High School, and as such, we expect all students to demonstrate character and honesty and to uphold these values. Grades and learning are only valid when students engage in their studies honestly and demonstrate integrity in following assignment guidelines and the appropriate citation of source material. Plagiarism (failing to properly acknowledge sources in any work) and cheating (attempting or aiding in the attempt to receive undeserved credit or gain an unfair advantage) violate the values of our school and the Code of Conduct.

AI may not be used to substitute schoolwork that requires original thought. Students are prohibited from claiming AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork constitutes as cheating or plagiarism. Utilizing AI to alter images or voice generator technology is also strictly prohibited. The use of AI may only be used with the permission or under the direction of a teacher or an administrator.

Depending on the severity of the infraction, and for repeated infractions, students may receive consequences ranging from zeroes on assignments to detention and suspension. Offenses may impact student standing/status in affiliated teams, clubs, and/or organizations (e.g. National Honor Society).

ACADEMIC PRACTICES AND PROCEDURES

For information on academic guidelines for grading, GPA calculations, academic honors, athletic/activities eligibility, NCAA eligibility, and scheduling, please refer to the *Mesa Ridge High School Course Guide*. The Course Guide is available on the [counseling center page](#).

ALTERNATIVE HIGH SCHOOL OPTIONS

Discovery High School (DHS): Discovery High School supports students desiring a non-traditional learning environment, which emphasizes the development of life skills by way of social-emotional learning. Offered instruction is delivered by highly qualified teachers within smaller classes. Students also gain experience via field experience opportunities. The school day begins at 9:00 AM. Students who are behind on credits have multiples ways to earn and/or recover credits in order to progress toward earning an accredited diploma. To gain more information and/or enroll, contact Discovery High School at (719) 391-3122, or visit their website at dhs.wsd3.org.

The Haven School: The blended learning format at The Haven School combines online curriculum with face-to-face instruction both supported by highly qualified licensed teachers. Students complete the majority of their coursework online using Accelerate, an award-winning online learning platform. Connection Days supplement online learning. Connection Days are an opportunity for students to interact with teachers at the Haven's Learning Center. Blended learning allows flexibility for students and their families. Students are able to work on school at preferred times of the day in an environment that is comfortable for them. Visit <https://haven.wsd3.org> for more application/enrollment information.

Students are always encouraged to speak with a guidance counselor or administrator to inquire about other alternative education options in the Colorado Springs area and/or online programs.

ASSEMBLY PROCEDURES

Student behavior must align with event/activity etiquette.

ATHLETICS

See the [Parent/Athlete Handbook](#) on the Mesa Ridge website (Athletics) for information regarding athletic teams. If you have questions about NCAA eligibility, contact the College & Career Counselor.

ATTENDANCE AND TRUANCY

[Policy JH](#) and [Procedure JH-RA](#) | Daily attendance and punctuality is a critical factor in school success. Students are expected to arrive at school each day on time and ready to learn. Frequent absences and tardiness, whether excused or unexcused, may lead to poor academic work, lack of social development and possible academic failure. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence. Students who have good attendance generally achieve higher grades, enjoy school more and are more employable after leaving school. For at least these reasons, the Board believes that a student must satisfy two basic requirements in order to earn full class credit: (1) satisfy all academic requirements and (2) exhibit good attendance habits as stated in this policy.

Colorado law requires every student who is age 6 by August 1 and under 17 to attend school a certain number of hours [C.R.S. §22-33-104(1)(a)]. Parents have a legal obligation to ensure that every child under their care and supervision receives adequate education and training [C.R.S. §22-33-104(5)(a)].

Excused Absences

The following shall 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 shall be approved for appointments or circumstances *of a serious nature* that cannot be taken care of outside of school hours.
2. A student who is absent for an extended period due to physical, 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)(e)), absences due to court appearances and participation in court-ordered activities shall be excused. The student's assigned social worker shall 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 (e.g. car problems, missing the bus, oversleeping, job related activities, forged notes/calls, skip days, leaving class/out of designated area, parental failure to notify within 48 hours). Each unexcused absence appears on the student's record.

In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while unexcused. Penalties may include a warning, parent/guardian conferences with the school, school detention or in-school suspension, and loss of activity privilege. Academic penalties, out-of-school suspensions, or expulsion shall not be imposed for any unexcused absence. CRS 22-33-107(3)

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.

The courts may issue orders against the child, child's parent/guardian, 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 and opportunity for the child to obtain a quality education.

Extended Absences

Students who plan to be absent for three days or more must complete these steps:

1. Present a written parental request to the administration, via the Attendance Office.
2. Present the pre-arranged absence form (obtain at the attendance desk) to all teachers for assignments
3. Return the form initialed by the teachers to the attendance office

4. Complete and submit all instructional assignments prior to absence (recommended)
5. Schoolwork assigned prior to the absence must be returned upon return

Chronic Absenteeism

When a student has an excessive number of absences, these absences negatively impact the student's academic success. For this reason, a student who has **16 total absences in a school year**, whether the absences are excused or unexcused, may be identified as "chronically absent" by the principal or designee. Absences due to suspension or expulsion shall not be counted in the total number of absences considered for purposes of identifying a student as "chronically absent."

If a student is identified as "chronically absent," the principal or designee shall develop a plan to improve the student's attendance. The plan shall include best practices and research-based strategies to address the reasons for the student's chronic absenteeism.

When practicable, the student's parent/guardian shall participate in the development of the plan.

Nothing herein shall require the principal or designee to identify a student as "chronically absent" prior to declaring the student as a "habitual truant" and pursuing court proceedings against the student and his or her parents/guardians to compel the student's attendance in accordance with state law.

Closed Campus/Appointments

Mesa Ridge High School operates a closed campus. To ensure the safety of the entire campus, students are restricted from leaving the school campus during the school day (including the lunch period). Students must remain on campus upon arrival and should not leave campus for any reason.

Administration recommends that appointments are scheduled during non-school hours, but understands that scheduling appointments during school hours is at times unavoidable. In these circumstances, parents/guardians should contact the Attendance Office in advance; students must check out through the Attendance Office when leaving and check in again when they return. Failure to comply with these procedures will result in disciplinary actions.

Make-up Work

It is the student's responsibility to make up any work missed as a result of an EXCUSED absence. The amount of time allowed for makeup assignments to be completed is (2) two days for each day of absence. Make-up work shall be allowed following an unexcused absence or following a student's suspension from school with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. Due to our alternating block schedule, one day's absence means that you will miss assignments in only four of the seven classes. Therefore, any work that is due on the block day that you return, will still be due since you were not absent when the work was assigned.

Unless otherwise permitted by the building administrator, make-up work shall not be provided during a student's expulsion. Rather, the district shall offer alternative education services to the expelled student in accordance with state law. The district shall determine the amount of credit the expelled student will receive for work completed during any alternative education program.

Tardiness

Students are considered tardy if they are not in the classroom at the scheduled start time. 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 tardiness. Parents/guardians shall be notified of all penalties regarding tardiness.

Students who are 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 shall honor passes presented in accordance with this policy. The provisions of this policy shall be applicable to all students in the district, including those above and below the age for compulsory attendance as required by law.

ATTENDANCE PROCEDURE

Parents/guardians should communicate student absences on the first day of all absences. Phone service is available 24 hours a day. All absences must be excused within 48 hours of the absence. If parents/guardians do not call within 48 hours to excuse an absence, it will be considered unexcused.

Mesa Ridge High School does not sanction nor approve "skip days." Students attempting to justify an absence by taking a skip day are considered unexcused.

Inclement Weather & Closing Information

The primary method to notify all district employees, parents, and students of school closing is by local media. Parents/guardians and employees are encouraged to utilize REMIND which gives immediate notification of a closure or delay.

WSD3 will:

- Make inclement weather decision(s) based on students' safety
- Not penalize students if parents keep them home or pick them up from school on questionable days

In the event the decision made earlier is to open schools and the storm worsens unexpectedly, WSD3 will:

- Inform the same media if schools decide to dismiss students early
- Keep buildings open as long as necessary to evacuate all students safely.

Parents are expected to:

- Be responsible for the custody of children
- Decide whether or not to send children to school on threatening, stormy days
- Listen for an early dismissal announcement
- Make sure children know what to do and where to go if dismissed early
- Know that students may be dismissed earlier than normal
- Not rely on telephones to make last-minute arrangements for their children (lines tend to malfunction during storms).

Inclement Weather & Two Hour Late Start

WSD3 may use a two-hour late start as an option between closing schools or starting at the normal times. A two-hour late start may be used when a storm is passing or when additional time may be needed to prepare for students and staff arriving at their schools. When district officials announce a two-hour late start, all start times, bus pickup times and other standard schedules will be moved back by two hours.

AUTOMOBILE & PARKING PRIVILEGES

Students issued a driver's license and/or motorcycle endorsement must demonstrate the necessary measure of responsibility and driving knowledge acceptable for safely operating a motor vehicle. Mesa Ridge High School assumes no responsibility for any damage that may occur on school district property. Student drivers must be properly insured and able to provide documentation of driver's license, insurance, and registration. Student drivers must abide by the following:

- Conscientiously practice caution and safety.
- Park in designated student parking areas and marked parking places. Automobiles improperly parked are subject to towing at the owner's expense; students may lose their privilege of parking on school grounds if they park improperly. STUDENTS MUST PARK ON SCHOOL GROUNDS IN THE DESIGNATED STUDENT PARKING LOT.
- Display a parking permit sticker; parking permits are available in the Intervention Office free of charge.
- Lock vehicles when parked and unattended.
- Refrain from accessing the vehicle during school hours unless permission is granted by administration.
- Maintain proper insurance and registration on each vehicle.

Violation of driving and parking regulations will result in consequences, which may include loss of driving privileges for the year. Parking passes will be checked routinely. Students have until Labor Day to obtain a permit and to have it visible in the car at all times while on the MRHS campus.

Behavior: The Grizzly Way

Positive Behavioral Interventions and Supports (PBIS) is a broad range of systemic and individualized strategies for achieving important social and educational outcomes while preventing problem behavior with all students. The Grizzly Way is a school-wide approach to inform and teach students expected behavior within the PBIS model. All Mesa Ridge students and staff should use The Grizzly Way matrix to learn, model, and practice behaviors that maintain a positive school climate. The Grizzly Way Behavior Matrix outlines school wide behavioral expectations and norms while the Behavioral Management Process details how problem behaviors are addressed and managed.

Behavior Matrix

The Grizzly Way

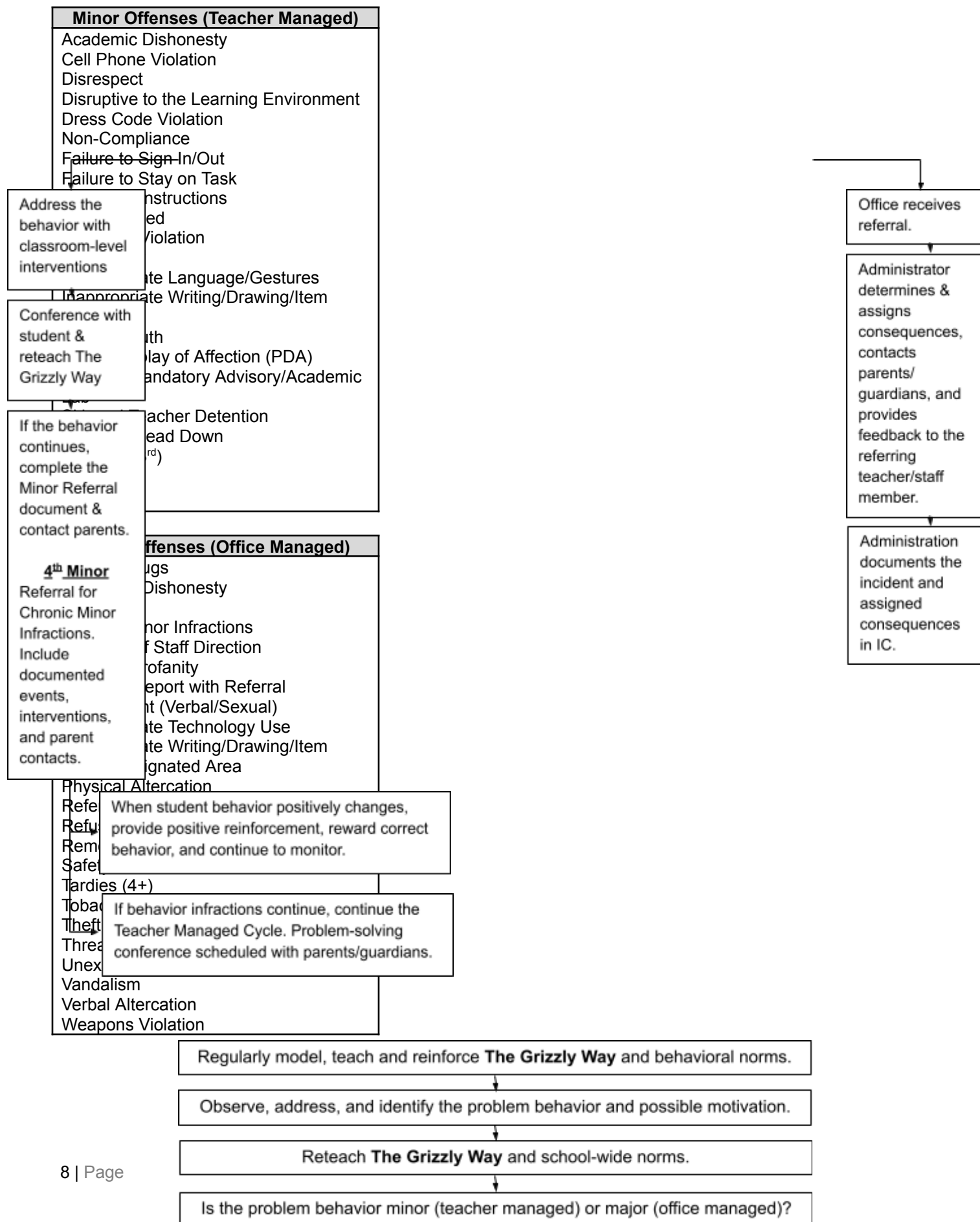
Making a Difference Through

• Compassion • Kindness • Support • Acceptance •

	RESPECT	INTEGRITY	EXCELLENCE
Classroom	• Follow directions • Address each other appropriately • Observe Prime Time • (1st 20 min. of class)	• Be here • Be on time • Be prepared • Be honest	• Reflect & Act • Wonder • Connect • Feedback • Collaborate • Persevere
Hallway	• Use inside voices • Be mindful of classes in session • Keep moving • Be safe • Hold hands not body	• Be courteous • Use appropriate language • Display mature behavior • Be on time	• Pick up trash • Walk with a purpose • Help others
Cafeteria	• Use inside voices • Be aware of others • Be safe	• Use good manners • Manage lunch account balance	• Clean up after yourself • Be grateful

Extracurricular Activities/Events	• Be positive • Display good sportsmanship • Cheer for our team • Be safe	• Report to designated areas	• Be your best • Support our teams • Be involved
Bathrooms/ Locker Rooms	• Be responsible for your belongings • Follow directions • Be timely	• Report damage or theft • Use appropriate language	• Clean up after yourself • Take care of the facility

Behavior Management Process



BULLYING PREVENTION & EDUCATION

[Policy JICDE](#) | The Board of Education supports a secure school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior.

Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental or emotional harm to another person. Bullying is any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student.

Bullying is prohibited against any student for any reason at any time, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance, or any basis protected by federal and state laws, including disability, race, creed, color, sex, sexual orientation (which includes transgender), national origin, religion, ancestry or the need for special education services. (C.R.S. 22-32-109(1)(II)(I)).

A student who engages in any act of bullying is subject to appropriate disciplinary action including but not limited to detention, loss of privilege, suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior, shall be taken into consideration when disciplinary decisions are made.

Bullying behavior that constitutes unlawful discrimination or harassment shall be subject to investigation and discipline under related Board policies and procedures. Students targeted by bullying when such bullying behavior may constitute unlawful discrimination or harassment also have additional rights and protections under Board policies and procedures regarding unlawful discrimination and harassment.

BUS RIDER RULES AND EXPECTATIONS

Policies [EEA](#), [JICC](#) | It is a privilege to ride district provided transportation. Students are expected to demonstrate appropriate conduct and follow all rules while on the bus and at bus stops. These expectations apply to any student to regularly rides district transportation as well as to students on field trips.

CELL PHONES & OTHER ELECTRONIC DEVICES

[Policy JICJ](#) | Students are allowed to carry electronic communication devices approved by the building principal, but these devices must be inaudible inside school buildings, on school buses, at school-sponsored activities and on field trips except when used for instructional purposes and with the express permission of the teacher.

Any electronic communication device with a camera or other recording capability is expressly prohibited in locker rooms, restrooms, or in any other location where such operation may violate the privacy rights of another person. Electronic device use is prohibited during state testing, AP testing, SAT, PSATs, and all other exams given at Mesa Ridge High School. Unless specifically allowed by the instructor, electronic device use is also prohibited on all class assessments.

Violation of this policy will result in disciplinary action and confiscation of the device.

CHANGE OF ADDRESS & TELEPHONE

The current address or telephone number of all students is necessary for proper accounting procedures. If your place of residence changes at any time during the school year, report the new address to the Registrar's Office.

CHOICE ENROLLMENT & BOUNDARY WAIVERS

Policy [JFAB](#) & [JFBA](#). The Board of Education has established general guidelines for parents/guardians who want their students to attend a school other than the school in their attendance area. Parents/Guardians requesting a permit must complete and submit the [Boundary Waiver Enrollment form](#) and provide supporting documentation to the school you wish your child to attend. Completed Boundary Waiver forms should be submitted to the Principal's Secretary at Mesa Ridge High School.

COLORADO SAFE SCHOOLS ACT

In accordance with state law, the General Assembly finds and declares that every student in a public school in this state has the right to learn in an environment which is safe, conducive to the learning process, and free from unnecessary disruption...and that every student is expected to follow accepted rules of conduct and to show respect for and to obey the persons in authority in the school...and that certain behavior, especially behavior that disrupts the classroom, is unacceptable from a student and may result in disciplinary action being taken against the student. (Colorado Revised Statutes, C.R.S., 22-32-109.1)

CODE OF CONDUCT

[Policy JICDA](#) | In accordance with applicable law and board policy concerning student suspensions, expulsions and other disciplinary interventions, the principal 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 school 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 school property or stealing or attempting to steal school property.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. 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.
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, or derogatory statements addressed publicly to others 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 district'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 district policy or building regulations.
11. Violation of the district's policy on weapons in the schools. Expulsion shall be mandatory for using or possessing a firearm, in accordance with federal law.
12. Violation of the district's alcohol use/drug abuse policy.
13. Violation of the district's violent and aggressive behavior policy.
14. Violation of the district's tobacco-free schools' policy.
15. Violation of the district's policy on sexual harassment or other harassment.
16. Violation of the district's policy on nondiscrimination.
17. Violation of the district'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 cause bodily injury or damage property.
20. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
21. Lying or giving false information, either verbally or in writing, to a school employee.
22. Scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
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 which is detrimental to the welfare or safety of other students or school personnel.
25. Repeated interference with the school'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 school staff.

DISCIPLINE — ADDITIONAL INFORMATION

Detention-Lunch

[Policy JKD/JKE](#) | Lunch detention will be held during lunch period. Students receive a pass to go to the front of the lunch line and the time and location at which to report. The majority of lunch detention assignments are a result of students receiving chronic minor referrals.

Detention-In School (ISD)

[Policy JKD/JKE](#) Students who are assigned ISD will be provided with work and given the opportunity to complete class assignments. Work requests are sent to the student's teachers. Students assigned ISD are expected to complete work by the end of their ISD assignment.

Students entering ISD will have all cellular and electronic devices secured until the end of the school day.

Failure to comply with all conduct expectations (these are communicated upon student entry) during the term of the ISD assignment shall result in progressive consequences. Students assigned to ISD may not attend or participate in any school-related activities or functions until the ISD obligation is fulfilled without the permission of MRHS administration. In the case that a student is required to attend an activity/ event in order to fulfill an academic requirement, exceptions will be made.

Discipline of Habitually Disruptive Students

[Procedure JK-R](#) | A student will be declared "habitually disruptive" if suspended three times during the course of the school year for causing a material and substantial disruption in the classroom, on school grounds or at school activities or events because of student behavior that was initiated, willful and overt. Declaration as a habitually disruptive student may result in the student's expulsion.

Expulsion

[Policy JKD/JKE](#), [Procedure JKD/JKE-R](#), [Policy JKE](#) | Widefield School District 3 will provide due process of law to students, parents/guardians, and school personnel through written procedures consistent with law for the suspension or expulsion of students. Expulsion is the complete exclusion from school and activities for a period of time up to one year. Upon request of a student or the student's parent/guardian, the district shall provide educational services deemed appropriate by the district for any student expelled from the district.

Remedial Discipline Plans

[Procedure JK-R](#) | The principal may develop a remedial discipline plan for any student who causes a material and substantial disruption in the classroom, on school grounds, in school vehicles or at school activities or events. The goal of the remedial discipline plan shall be to address the student's disruptive behavior and educational needs while keeping the child in school.

Suspension-Out of School (OSS)

[Policy JKD/JKE](#), [Procedure JKD/JKE-R](#) | Widefield School District 3 will provide due process of law to students, parents/guardians, and school personnel through written procedures consistent with law for the suspension or expulsion of students. Out-of-school suspension is a temporary, complete exclusion from school and activities. Suspended students are prohibited from being on any school district property for the duration of the suspension.

Schoolwork will be collected from classroom teachers and a pick-up date will be communicated.

Students assigned OSS must abide by all OSS expectations. Failing to do so will result in extending the suspension and/or the filing of trespass charges. Students may not attend or participate in any school-related activities and functions (e.g. dances, rehearsals, athletic events, practices, etc.) or make use of school facilities during the period of suspension. Students who are assigned OSS for three or more days will be placed on the no activity list for 8 weeks.

CRISIS PREPARATION & PREVENTION



Emergencies rarely allow enough time to warn students, employees and guests about what is happening or what to do. That is why Widefield School District 3 has implemented the Standard Response Protocol v2.x (SRP-Extended) at all district sites

Standard Response Protocol is not based on individual scenarios, but rather on the response to any given scenario. 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. Students and staff train for potential emergencies before they occur.

	Hold! In Your Classroom is an action that may be used when building hallways need to be cleared of students. Although not a universal action of SRP v2, schools may use this additional action as part of SRP - Extended (SRP-X).
	Secure Perimeter is followed by the Directive: "Secure the Perimeter" and is the protocol used to safeguard students and staff within a 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 always 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 always followed by a type and a method and is the protocol for group and self-protection. These specific actions can act as both a verb and a noun.

Example: If the action were "Lockdown", it would be announced on public address as "Lockdown! Locks, Lights, Out of Sight." All actions are to be repeated twice. Communication to local Law Enforcement Agency would be "We are under Lockdown." In addition, each response has very specific student and staff action. The Evacuate response is always followed by a location: "Evacuate to the Bus Zone." Responses can also be chained. "Evacuate to Hallway. Shelter for Tornado. Drop, Cover and Hold."

DRESS CODE

[Policy JICA](#) | Students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school. A safe and disciplined learning environment is essential to a quality educational program.

Unacceptable Items

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

1. Inappropriate clothing that bares or exposes traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts.
2. Students may wear hats, caps, or other head coverings inside the school building, provided the student remains fully identifiable and the headwear does not disrupt the learning environment. Sunglasses worn inside the building, during the school day. Hats may be worn indoors at after school activities, unless they become a disruption. Hoods and or sunglasses worn inside the building, are strictly prohibited.
3. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
 - refer to drugs, tobacco, alcohol, or weapons;
 - are of a sexual nature

- by virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior;
- 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.

Exceptions

Appropriate athletic clothing may be worn in physical education classes. Clothing normally worn when participating in school-sponsored extra-curricular 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.

DRUG AND ALCOHOL USE

[Policy JICH](#), [Procedure JICH](#) | The Board of Education has determined that the use of illegal drugs by students in the Widefield School District #3 is a significant threat to the health, safety and welfare of students and the school community. It is a violation of Board policy for any student to possess, use, sell, distribute or exchange, or to be under the influence of alcohol, drugs, or other controlled substances. This policy applies 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 the school or any district event, or whose conduct at any time or place interferes with the operations of the district or the safety or welfare of students and employees.

EQUAL EDUCATIONAL OPPORTUNITIES

[Policy JB](#) | Every student of this school district shall have equal educational opportunities through programs offered in the school district regardless of race, color, ancestry, creed, sex, sexual orientation (which includes transgender), religion, national origin, marital status, disability or need for special education services.

EXTRA-CURRICULAR ELIGIBILITY

The Colorado High School Activities Association (CHSAA) eligibility requirements for all athletics and activities state that a student must be enrolled in a minimum of five full-credit classes. Teacher assistants, office assistants, and study hall courses do not count toward the course requirements for athletic and activity eligibility. Any student failing more than one class will lose eligibility. This also applies to all extra-curricular activities. For more information, please refer to the College and Career Counselor, MRHS Parent/Athlete Handbook, and/or [NCAA Eligibility Center](#).

FIELD TRIPS

Mesa Ridge values experiential learning. Field trips provide an excellent opportunity for students to learn outside of the classroom. However, it is difficult to justify taking students out of a class they are failing. Mesa Ridge feels that students who are failing should not be allowed to participate on field trips. It is the teacher's/sponsor's responsibility to assure that all participants on their field trip are passing.

GANG ACTIVITY & PREVENTION

[Policy JICF](#) | It is the intention of the Board of Education to maintain a safe and productive school atmosphere that is free from the harmful influence of gang or gang-related activity. Any gang or gang-related activity, or the presence of any gang, in the schools disrupts and interferes with school programs, and obstructs the lawful missions, processes, procedures or functions of the schools. A gang is defined as "any group of two or more persons which advocates or regularly engages in drug use, violence, illegal acts, disruptive behavior, or other similar acts and behaviors."

Students and guests to our facilities are prohibited from engaging in any actions that are intended to encourage or facilitate, or that have the effect of encouraging or facilitating, gang or gang-related activities or purposes, including but not limited to

- recruiting or aid in the recruitment of gang members;
- wearing or displaying any clothing, accessories, symbols or signs which indicate membership in or affiliation with any gang;

- threatening or intimidating students, school personnel, or others lawfully on school premises or attending school functions, or engaging in behavior intended to threaten or intimidate those individuals;
- and engaging in any actions that aid or further gang or gang-related activities or purposes.

Displaying any of the above behavior or otherwise attempting to disrupt school operations will result in disciplinary action and/ or other preventive or corrective measures in accordance with school policy.

GUIDANCE & COUNSELING

[Policy JLD](#) | Mesa Ridge High School counselors will assist in developing academic schedules, meeting educational goals, or help with any problems students may have. Students are encouraged to become acquainted with the counselor assigned to them and practice self-advocacy regularly. Visit the school web site for specific contact information. Some of the services provided are as follows:

- Advisement
- Educational planning and scheduling
- College and career planning
- Information concerning scholarships and financial aid
- Assistance with college applications, resumes, career information
- ASVAB, PSAT 8/9, PSAT 10, SAT test dates and registration
- College night NCAA Clearing House registration
- Support referrals

Refer to the Mesa Ridge Course Guide on the [counseling website](#) for information on the following guidance counseling services and school procedures:

- Academic & Post-Secondary Planning
- Academic Recognition and Honors
- Concurrent Enrollment (earning college credit in high school)
- Grading & Credits
- Graduation Requirements
- Retaking a Class
- Schedule Changes

Students needing to leave before the last day of the semester (for reasons other than moving) may fill out an early completion form (this is not recommended). This form must be completed and turned in to their counselor at least two weeks before departure date. Failure to give adequate notice may result in denial of request. Only exceptions are in the case of an emergency.

HEALTHY FOOD CHOICES

Parents/guardians who wish to provide treats/snacks for students' birthdays or for any other holiday must make arrangements with their child's teacher prior to bringing the treats/snacks to school. If the provision of treats/snacks is not pre-arranged, treats/snacks may not be allowed in the classroom. Treats and snacks provided by parents/guardians must not include trans fats as defined by Federal and State law. Industrially produced trans fats are foods with "vegetable shortening, margarine, or any type of partially hydrogenated vegetable oil that contains more than zero grams of trans fat per serving as labeled," and include but are not limited to soda water, water ices, chewing gum, jellied candy, hard candy, marshmallow candies, fondant, licorice, cotton candy, candy coated popcorn.

Free and Reduced Meals

Free and Reduced Price Meals are available to families who qualify. If your family chooses to apply please complete a "[Free and Reduced Meal Price Application Form](#)." The forms can be obtained and returned (completed) to any school office. You will be notified by mail and or by email from Pay Schools of your child's status.

Food Deliveries

Due to the disruptive nature of deliveries and the need to limit visitors to the school for safety reasons, food deliveries from local vendors is prohibited. Students and families may not utilize any food delivery service or have

food delivered from any vendor outside of the school. Students who violate this expectation will be subject to disciplinary action.

ILLNESS/ACCIDENTS

The high school provides a Health Office located in the Administration area. All students must have a pass to be admitted to the Health Office. If you incur an injury while at school, report it immediately to the teacher in charge or the teacher most convenient. Students who become ill or suffer injury during the school day must be signed out of school by the health technician. Please keep all emergency numbers current in the registrar's office.

INSURANCE

WSD3 will not assume responsibility for payment of doctor, hospital, or ambulance costs resulting from injuries incurred on school property or at school functions. The Board of Education authorizes an insurance company to sell life, accident, and dental insurance to provide for student coverage.

Information about this coverage is available in the health office at each school. The purchase of insurance under this program is at the option of parents/guardians and becomes effective upon completing the application and payment of the premium. WSD3 strongly encourages parents/guardians to provide some type of insurance coverage for their child(ren).

INTERNET USE & ELECTRONIC COMMUNICATIONS

[Policy JS](#) | The Internet and electronic communications (email, chat rooms and other forms of electronic communication) have vast potential to support curriculum and student learning. The Board of Education believes they should be used in schools as a learning resource to educate and to inform. Furthermore, the Board of Education believes that the Internet and its resources have become essential elements of a Widefield School District Education, preparing students for today's connected learning and work environments.

Acceptable Use

Students shall use district computers and computer systems in a responsible, efficient, ethical and legal manner. Use of the system must be consistent with the educational objectives of Widefield School District 3. Use of district managed resources and tools will be considered first before utilizing public or other privately managed resources and communications tools. Use of other networks or computing resources must comply with the rules of that network and be in direct support of student learning.

Because technology and ways of using technology are constantly evolving, every unacceptable use of district computers and computer systems cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following:

- playing games is not an acceptable use, unless they are specific to curriculum objectives
- using the system for personal entertainment
- providing copies of district access software to others or allow individuals not associated with the district to use the service

No student shall access, create, transmit, retransmit or forward material or information:

- that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- that is not related to district education objectives
- that contains pornographic, obscene or other sexually oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex or excretion
- that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in violation of the district's nondiscrimination policies
- for personal profit, financial gain, advertising, commercial transaction or political purposes
- that plagiarizes the work of another without express consent
- that uses inappropriate or profane language likely to be offensive to others in the school community
- that is knowingly false or could be construed as intending to purposely damage another person's reputation
- in violation of any federal or state law or district policy, including but not limited to copyrighted material and material protected by trade secret

- that contains personal information about themselves or others, including information protected by confidentiality laws
- using another individual's Internet or electronic communications account without written permission from that individual
- that impersonates another or transmits through an anonymous remailer
- that accesses fee services without specific permission from the system administrator

Online Safety

In the interest of student safety, the district shall educate students about appropriate online behavior, including cyberbullying awareness and response, and interacting on social networking sites and in chat rooms.

Security

Security on district computer systems is a high priority. Students who identify a security problem while using the Internet or electronic communications must immediately notify a system administrator. Students should not demonstrate the problem to other users. Logging on to the Internet or electronic communications as a system administrator is prohibited.

Students shall not:

- use another person's password or any other identifier
- gain or attempt to gain unauthorized access to district computers or computer systems
- read, alter, delete or copy, or attempt to do so, electronic communications of other system users

Any user identified as a security risk, or as having a history of problems with other computer systems, may be denied access to the Internet and electronic communications.

Vandalism

Vandalism will result in cancellation of privileges and may result in school disciplinary action, including suspension or expulsion, and/or legal action. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse or disrupt operation of any network within the school district or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or district-owned software or hardware. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

Unauthorized Software

Students are prohibited from using or possessing any software that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees owed to the software owner.

INTERVIEWS, 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 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.

Interrogations by School Administrators

In situations where a student is suspected of violating Board policies or school rules, the principal or designee may interrogate 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 shall be informed of the reason(s) for conducting the search and the student's permission to perform the search shall be requested. A student's failure to cooperate with school officials conducting a search shall be considered grounds for disciplinary action. An administrative report shall 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 shall assume full responsibility for the security of their lockers and/or other storage areas in the manner approved by the administration. Students shall 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 backpacks, purses, etc. 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 shall 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 and/or the use of handheld metal detector.

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 shall be respectful of privacy considerations, in light of the sex and age of the student.

Searches of the person shall 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 shall 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 shall be notified of the search as soon as reasonably possible. Searches of the person which may require removal of clothing other than shoes, coat and/or jacket shall be referred to a law enforcement officer. School personnel shall not participate in such searches.

Detection Canines

In order to ensure schools are safe and drug free, the Board of Education has determined it is necessary and appropriate to implement a policy for the use of trained "sniffer dogs" to assist in detecting the presence of contraband drugs on school premises. Sweeps using trained drug sniffing dogs may be conducted on school premises by law enforcement officers. Such sweeps are not considered "searches" and may be conducted on any school property at any time with or without reasonable suspicion of the existence of specific contraband drugs.

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:

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

Appeals

Within 10 school days after a search, the student may appeal the search decision to the superintendent who shall investigate the reason(s) and circumstances of the search. The superintendent shall issue written findings within five school days after receiving the appeal. The superintendent's decision shall constitute the final district determination.

Law Enforcement Officers' Involvement-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 shall ascertain that the law enforcement officer has proper identification. Except when law enforcement officers have a warrant or other court order, or when emergency or other exigent circumstances exist, such interrogations and interviews are discouraged during students' class time.

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 shall 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 circumstance exist. However, whether or not to postpone the interview or interrogation until the parent/guardian arrives is the law enforcement officer's decision.

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 shall 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.

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.

LIBRARY

The Library is the repository for a wide array of learning materials. Learning to make effective use of it is essential for students wishing to get the most out of their high school education. Students are urged to help make the Library a place to study and learn, not a social center. The following rules and regulations governing the use of the Library are given for your guidance and use:

The Library will be open from 7:00 a.m. to 3:10 p.m. on school days.

The individual to whom the materials are charged is responsible for them until returned to the Library.

LIBRARY FINES

Regular library books are checked out for two weeks. Reference materials, including magazines, are checked out for one week. All materials may be renewed. A fine of .05 per day up to \$1.00 per item will be charged for regular books and .10 per day up to \$2.00 per item for reference materials which is not turned in on time. A maximum of four items may be checked out at any given time.

LOCKERS

Each student is assigned a locker, which is the property of the school district. Although the student has responsibility for locker contents, the school has right of assignment and has the right to inspect lockers at any time. Additional locker stipulations are as follows:

- Lockers must be kept clean (free from extraneous markings, stickers, etc.) and in good working condition.
- Lockers and locker combinations should not be shared with other students.
- Lockers are not secure. Items of value should not be kept in lockers. MRHS is not responsible for theft of personal articles of value.
- Lockers are the property of the school district and may be subject to inspection by school administrators.
- Illegal items (i.e. alcohol, drugs, paraphernalia, stolen property, weapons, etc or drawings of afore mentioned.) found in locker are presumed to belong to the student(s) assigned to that locker.

MEDICATION ADMINISTRATION

[Policy JLCD](#), [Procedure JLCD-R](#) | School personnel shall not administer prescription or nonprescription medications to students unless appropriate administration cannot reasonably be accomplished outside of school hours. If under exceptional circumstances a student is required to take medication during school hours, only the school nurse or the nurse's designee, as directed by the Delegatory Clause (Senate Bill 92-96), may administer the medication to the student in compliance with the following regulation. In the alternative, the parent/guardian may come to school to administer the medication. Plain cough drops/throat lozenges without active ingredients, DO NOT fall under the medication category.

MONIES OWED/CONDITIONS

Any monies owed to the school, for items such as library materials, athletic equipment, or lost or damaged books, or monies owed for Post-Secondary of CU Succeed classes, must be paid before the end of the school year and graduation. Please check in the Business Office if you have any concerns.

PARENT ENGAGEMENT IN EDUCATION

[Policy KB](#) | The Board of Education believes that the education of each student is a responsibility shared by the school as well as parents. The Board recognizes the need for a constructive partnership between the district and parents that provides for two-way communication and fosters educational support for students and parents. In this policy, the word "parent" also includes guardians and other members of a student's family involved in the student's education.

Building Accountability Advisory Committee

Our school provides an opportunity for parents, staff, students, and interested citizens to participate in the planning and accountability process through the Building Accountability Advisory Committee (BAAC). The committee is asked to act in an advisory role to the Principal, serving primarily as a representative group for communication between and within the school, the school community, and the District. Persons interested in serving on the committee should contact the Principal at 391-3690.

PEER MEDIATION

This program provides intervention to reduce conflicts and teaches students how to communicate effectively and resolve conflicts productively. "Conflict is neither good nor bad; it is how we deal with it that makes it so." Trained student mediators volunteer their time to sit down with disputants and assist them in identifying their problems, voicing their needs, brainstorming possible solutions and selecting a solution that is fair and agreeable for both parties.

PHYSICAL INTERVENTIONS & RESTRAINT

[Policy JKA](#) | 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.

Physical Intervention

Corporal punishment shall not be administered to any student by any district employee. Within the scope of their employment, district employees may use reasonable and appropriate physical intervention with a student that does not constitute restraint as defined by this policy, to accomplish the following:

- To quell a disturbance threatening physical injury to the student or others.
- To obtain possession of weapons or other dangerous objects upon or within the control of the student.
- For the purpose of self-defense.
- For the protection of persons against physical injury or to prevent the destruction of property which could lead to physical injury to the student or others.

Under no circumstances shall a student be physically held for more than five minutes unless the provisions regarding restraint contained in this policy and accompanying regulation are followed.

Restraint

For purposes of this policy and accompanying regulation, restraint is defined as any method or device used to involuntarily limit a student's freedom of movement, including but not limited to bodily physical force, and seclusion. Restraint shall not include the holding of a student for less than five minutes by a district employee for the protection of the student or others and other actions excluded from the definition of restraint in state law.

District employees shall not use restraint as a punitive form of discipline or as a threat to control or gain compliance of a student's behavior. District employees are also prohibited from restraining a student by use of a prone restraint, mechanical restraint or chemical restraint, as those terms are defined by applicable state law and this policy's accompanying regulation.

Restraint shall only be administered by district employees trained in accordance with applicable State Board of Education rules.

Exceptions

The restraint provisions in this policy and accompanying regulation shall not apply to:

1. Certified peace officers or armed security officers working in a school and who meet the legal requirements of C.R.S. 26-20-111 (3) and
2. When the student is openly displaying a deadly weapon, as defined in C.R.S. 18-1-901 (3)(e).

RESOURCES FOR MILITARY FAMILIES

Widefield School District 3 and Mesa Ridge High School recognize the importance of supporting the unique challenges of military-connected families. Contact the school Counseling Center (719-391-3631) to be connected to our support systems. Programs include Student-2-Student (S2S), a student buddy/peer orientation system, a dedicated Military Family Life Counselor, and student groups like "Military Brats" and Amy Youth Program in Your Neighborhood (AYPYN), a program designed to get military students involved in afterschool programs. Additional information is available on our Mesa Ridge [Military Family Resource Page](#).

SCHOOL BOARD POLICIES

Board of Education policies are available on the Widefield School District website on the Board of Education page (Community). [Click here](#) to navigate directly to the policies.

SEXUAL HARASSMENT

[Policy JBB](#) | The district is committed to maintaining a learning environment that is free from sexual harassment. It shall be a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature or to retaliate against anyone that reports sexual harassment or participates in a harassment investigation. Any conduct of a sexual nature directed by a student toward a staff member or by a staff member to a student is presumed to be unwelcome and shall constitute sexual harassment. Acts of verbal or physical aggression, intimidation or hostility based on sex, but not involving conduct of a sexual nature may also constitute sexual harassment.

Students are encouraged to report all incidences of sexual harassment to either a teacher, counselor or administrator in their school building and file a complaint.

Any student found to have engaged in sexual harassment shall be subject to discipline, including, but not limited to, being placed under a remedial discipline plan, suspension or expulsion, subject to applicable procedural requirements and in accordance with applicable law. Conduct of a sexual nature directed toward students shall, in appropriate circumstances, be reported as child abuse for investigation by appropriate authorities in conformity with policy JLF.

SOCIAL FUNCTIONS

Dances and other social functions are held to provide an enjoyable and wholesome form of entertainment for the students of Mesa Ridge High School. These activities are made possible through the support and cooperation of students, parents, staff members and building administration. The following expectations apply to all MRHS social functions:

Students must show their MRHS student identification for admission.

- Anyone who violates the school dress code will not be admitted. For special occasions, more formal attire may be required.
- Admittance to school functions will not be permitted two hours after the event begins.
- Students may not leave and reenter.
- The school Code of Conduct will be strictly enforced for all students and guests. Infractions may result in the student and/or guest being asked to leave the premises, and further disciplinary action as deemed appropriate by the building administration will be taken.
- Students or guests who are determined to be under the influence of, or in possession of, alcohol or drugs will be denied admission and/or will be removed from the school activity. Law enforcement authorities and parents will be contacted, and students will be subject to disciplinary action.
- Some dances and social events allow for guests. The approval of guests attending MRHS social functions is at the discretion of the building administration. Guest pass procedures, expectations, and deadlines will be communicated prior to the event.
- Prom is an event set aside for only upperclassmen. Freshmen and sophomores are not permitted to attend prom unless accompanied by a junior or senior.

SPORTSMANSHIP

Students, Parents, & Spectators

Remember that

- you are at a contest to support and yell for your team and to enjoy the skill and competition; not to intimidate or ridicule the other team and its fans
- school athletics are learning experiences for students and they may make mistakes. Praise student-athletes in their attempt to improve themselves as students, as athletes and as people as you would praise a student working in the classroom
- a ticket is a privilege to observe the contest, and your attendance may be revoked for displays of unsportsmanlike conduct or behavior that disrupts the environment.

Additionally,

- Learn the rules of the game so that you may understand and appreciate why certain situations take place
- Show respect for the opposing players, coaches, spectators and support groups. Treat them as you would treat a guest in your own home
- Respect the integrity and judgment of game officials. Understand that they are doing their best to help promote the student/athlete, and admire their willingness to participate in full view of the public
- Recognize and show appreciation for an outstanding play by either team
- Refrain from the use of any controlled substances (alcohol, drugs, etc.) before, and during games, and afterwards on or near the site of the event (i.e., tailgating.)
- Use only those cheers that support and uplift the teams involved
- Recognize and compliment the efforts of school and league administrators for their efforts in emphasizing the benefits of educational athletics and the rule of good SPORTING BEHAVIOR to that end
- Be a positive role model through your own actions and by censuring those around you at events whose behavior is unbecoming

STAFF/STUDENT COMMUNICATIONS

We strongly believe in positive, appropriate, and professional relationships between students and staff. Any communication between staff and students should be professional at all times. Anytime a staff member needs to contact a student outside of the school day, it must be directly related to the instruction of, or content of, a specific class, club, sport, or school related activity. These forms of communication include telephone, cell phone, text messaging, e-mail, district web sites, online communication, written correspondence, and/or other communication means.

A staff member, who receives an inappropriate communication from a student at any time, should save the communication and promptly provide a copy of the communication to the Principal and inform the Principal of any circumstances or information.

STUDENT ORGANIZATIONS

Meetings of student groups must be organized, scheduled, and conducted within the guidelines established by Policy [JJA](#) (Curriculum Related Student Organizations), [JJAB](#) (Non-Curriculum Related Student Organizations) and accompanying procedure [JJAB-R](#). See the Athletic/Activities Director for the school procedure and application for Student Organizations.

TOBACCO FREE SCHOOLS

[Policy JICG](#) In order to promote general health, welfare, and the well-being of staff and students, smoking, vaping and the other use of tobacco products by staff, students, and members of the public is banned from all buildings, grounds, and district vehicles. Possession of any tobacco product by students is also prohibited on school property. Students who violate this policy will be subject to disciplinary action.

TRANSPORTATION

SCHOOL BUS RULES AND REGULATIONS

School transportation is provided free of charge as a courtesy to all eligible students. The District is not required by law to provide transportation services to all students. Only those students assigned to a bus may ride. To provide safe transportation, all students riding in district vehicles must appropriately conduct themselves. The following guidelines have been established to assist students in fully using available services as well as provide a safe atmosphere for all.

Safety Rules - Waiting for/Departing the Bus

1. Be on time at your designated bus stop – Students shall be at their assigned bus stops FIVE (5) minutes before the bus is scheduled to depart. The bus cannot wait for those who are tardy.
2. Do not play in the street or on private property – Wait for your bus in a safe place, well off the roadway. Respect other's property: Do not play in yards near the bus stop.
3. Wait until the bus comes to a complete stop before walking up to the bus to board. Once the bus has come to a complete stop and the door is opened, enter in an orderly manner, give the driver your name for attendance, and take your assigned seat immediately.
4. When loading the bus at school, all students must be on their bus by departure time. For safety reasons, once the driver has closed the door and the buses have started to move, students will not be allowed to get on their bus. Do not run after the bus.
5. Be alert to traffic when leaving the bus – Students will need to remain seated until the bus has stopped and the parking brake is set. Exiting from the bus will be from the front door unless directed by the driver to do otherwise. Cross ten (10) feet in front of the bus. Follow the instructions of your driver for safe procedures when crossing the street or leaving the bus drop-off location. With motorists' increased distractions while driving, the need to pay attention to the bus driver and follow their instructions is critical for

student safety. Pick up after yourself and close your window. Do not cross behind the bus at any time.

While on the bus:

6. Follow the instructions of your school bus driver – Treat everyone with courtesy and respect. Inappropriate conduct, use of objectionable language, or abuse of others will not be tolerated.

7. Do not extend objects, hands, or head out of the bus window. Serious injury could result.

8. Eating or Drinking. Due to allergies, health, and safety concerns, there will be no eating allowed on the bus. Water is ok to drink as long as it is in a nonspillable sealed container. No glass is permitted.

9. Remain quiet and orderly. Students will be assigned to a specific seat. Stay seated; seat to seat, back to back. Do not distract the driver. Keep the aisle clear. Talk quietly while on the bus. Be completely silent at all railroad crossings.

10. Electronic equipment with a video display may be operated while on the bus – Cell phone usage is limited to texting, video games, or listening to music (with earbuds) and the device does not become a distraction on the bus or other riders. The students need to hear driver instructions at all times.

11. Keep belongings in your backpack. Items Not allowed on the bus – Glass, balloons, pets, knives, firearms or explosive items, any tobacco products, matches, lighters, or any item that is a safety risk, hazard, or disruption. No items exceeding 2 feet x 2 feet in size, including musical instruments, are permitted unless previously authorized by the School bus driver. Sharp objects should not be transported in a manner that could potentially damage the bus or cause harm to others. The bus driver holds the authority to request the removal of items from the bus.

Additional Information: Violations of school bus rules will be handled on an individual basis in accordance with the school discipline code. If a problem continues, parents will be contacted and progressive action will be taken by the School officials. (See below for consequences.) Immediate loss of transportation may occur depending on the severity of the violation. Remember, school bus transportation is a privilege, not a right; school bus transportation can be suspended for willful misconduct or endangering the overall safety of the school bus, its occupants, or others.

- **First Incident** The driver will address the student at the earliest opportunity. The driver will contact the parent and request assistance in correcting the student's misconduct. A copy of the "Bus Conduct Report" will be sent to the school transportation point of contact (Principal/Assistant Principal/Dean).

- **Second Incident** The driver will address the student at the earliest opportunity. The driver will contact the parent and request assistance in correcting the student's misconduct. A copy of the "Bus Conduct Report" will be sent to the school transportation point of contact (Principal/Assistant Principal/Dean). The student may receive an in-school consequence.

- **Third Incident** The driver will address the student at the earliest opportunity. A Principal/Assistant Principal/Dean of Students or representative from the School will contact the parent and request assistance in correcting the student's misconduct. On this, third reported incident, the student will receive an in-school consequence and/or may lose all district-provided transportation privileges for a period to be determined by a School Representative. Parents are responsible for their child's transportation to and from school during this time.

- **Fourth Incident** The driver will address the student at the earliest opportunity. A Principal/Assistant Principal/Dean of Students or representative from the School will contact the parent and request assistance in correcting the student's misconduct. On this, fourth reported incident, the student will receive an in-school consequence and may lose all district-provided transportation privileges for a period to be determined by a School Representative. Parents are responsible for their child's transportation to and from school during this time. A copy of the "Bus Conduct Report" will be sent to the school transportation point of contact (Principal/Assistant Principal/Dean). A conference will be conducted by the School and Transportation Operations Manager to determine continued eligibility, before reinstatement of the bus riding privileges. The following individuals shall be in attendance:

the parent/guardian, the student, and the bus driver.

- **Additional Incidents** Additional incidents may result in removal from the bus for the remainder of the semester or school year. End-of-year violations/disciplinary actions may carry over to the beginning of the following school year. Parents are then responsible for their child's transportation to and from school.

NOTE: Immediate loss of transportation privileges may occur depending on the severity of the violation. (Violations may include, but are not limited to: weapons on the bus, drugs, smoking, physical violence, vandalism, actions that may adversely impact the safety of others, etc.) Violations may be subject to additional school/district administrative and/or disciplinary action. Willful damage to the bus or equipment may have the cost of repair assessed to the offender.

Please contact the Transportation Office at (719) 391-3540 as needed.

VISITORS

Visitors to the building must check in through Security. Mesa Ridge High School uses the Raptor Visitor Management System. All visitors to the building must present a government-issued ID when entering the building; the ID will be scanned through the Raptor system. Visitors, including prior-student visitors, must have an appointment to meet with teachers. Prior students should make arrangements to meet with teachers after 2:45 pm.

WEAPONS

[Policy JICI](#) | The Board of Education determines that student possession, use and/or threatened use of a weapon is detrimental to the welfare and safety of the students and school personnel within the district.

Dangerous Weapons

Using, possessing, or threatening to use a dangerous weapon on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event without the authorization of the school or the school district is prohibited. An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms.

As used in this policy, "dangerous weapon" means:

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

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

Firearm Facsimiles

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, in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

A student may seek prior authorization from the building principal to carry, bring, use or possess a firearm facsimile that could reasonably be mistaken for an actual 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, in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions. 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. Therefore, the using, possessing or threatening to use any knife, regardless of the length of the blade, on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event without authorization of the school or school district is prohibited. Students who violate this policy provision shall be subject to disciplinary action, including suspension and/or expulsion, in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

Recordkeeping

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.

Referral to Law Enforcement

In accordance with applicable 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.

OTHER RESOURCES

Safe2Tell Colorado

Safe2Tell is an anonymous reporting system created by the State of Colorado to increase school safety and improve communications between schools, communities, and law enforcement.

Students use Safe2Tell Colorado to report: bullying, stealing, threats, fights, drugs, alcohol, weapons, sexual misconduct, harassment, stalking, dating violence, cutting, suicidal behaviors or any other violent or dangerous situations that threaten their safety or the safety of others. It is for the purpose of prevention and intervention, to help keep students safe and healthy. Reporting concerns to Safe2Tell is not being a "snitch" or "tattle-tale"; it is responsible citizenship that could save lives.

Safe2Tell Colorado is designed to help students anonymously report any threatening behavior that endangers you, your friends, your family, or your community. It is intended to be a place where you can find information that you are interested in and provide ways to get help for a friend who might be struggling.

Using Safe2Tell Colorado appropriately:

- Safe2Tell CO is for students who need to report threats to themselves or others - in a way that keeps them SAFE.
- Safe2Tell CO is ANONYMOUS - this means your identity is UNKNOWN. Colorado State law protects the anonymity of tipsters.
- Tips can be made by phone, website, or app:
 - The Toll-Free number is: **1-877-542-7233 (SAFE)**. Save the number as a contact in your cell phone, in case you ever need it

- Anonymous reports can be made online on the Safe2Tell website (<https://safe2tell.org/>).
- The Safe2Tell Colorado **mobile app** is available on the Apple Store and Google Play.

Safe2Tell Colorado is for serious reports only. It is NOT for pranks or hang-up calls.

Cyber Savvy Teens

What You Do Reflects on You Make Good Choices Online

Think carefully about online situations. Consider the possible outcomes ~ especially possible harmful outcomes for yourself or others. Make decisions that will reflect well on you. Pay attention to the well-being of others.

Think Before You Post

Protect Your Personal Information & Reputation

Anything you post or send is ~ or easily could become ~ public and possibly permanent. Be very careful posting information that could allow others to find you in the Real World. Remember the more embarrassing or damaging the material you post, the more likely it will become very public and be seen by people who will judge you badly. Be respectful of others.

Keep Your Life in Balance

Avoid Addictive Access

Don't let the time you spend online take the place of all of the other activities that also can make your life happy and healthy. Make a commitment to spend Real Time with Real Friends in the Real World ~ as well as homework, chores, time with family, physical activities, and sleep.

Connect Safely

Interact Safely with Others Online

Take time to get to know people online ~ remember people can easily create false profiles or impressions. Watch out for anyone who is overly friendly and wants to establish a special relationship. If you want to meet in person, do so only with parent approval, in a public place, with your friends present ~ with a well thought out "escape plan." Be careful if you are looking for friends online ~ you could end up with the wrong kinds of friends. Watch out for the well-being of your friends as they interact with others.

Keep it Secure

Implement Security & Protections

Make sure your computer is secure with security software, use a spam blocker, block pop-ups, don't install peer-to-peer networking, and filter search returns. Use the protective features of sites to restrict who can view your information and communicate.

Know Your Place

Distinguish Work & Social Use

Some Internet services ~ including school and employers ~ have limited uses. Do not engage in social or personal activities on these systems.

Don't Sell Yourself

Protect Yourself from Aggressive Profilers & Advertisers

Wherever you go online you are tracked, tricked, and targeted by market profilers and advertisers. They want to know all about you so they can display ads that are more likely to attract your interest ~ and convince you to purchase. Read the privacy policies. Do not respond to profiling tricks like personality quizzes, contests, and surveys. Pay attention to how advertisers try to influence you. Make wise decisions about how much information you will share, to whom, and what kinds of companies deserve your business.

Protect Your Face & Friends

Protect Your Reputation & Circle of Friends When Social Networking

Social networking sites are great places to share who you are and connect with friends. Use the protective features ~ but always remember "protected" does not mean "private." Think of your profile as your public image ~ not your private journal. Don't let creeps into your circle of friends ~ your friends might trust someone because you have linked and end up getting harmed.

Avoid Fantasy Love ~ Online Creeps

~ Abusers

Avoid Risky Relationships & Activities

Watch out for fantasy love. Electronic interactions can lead you to think you are in love ~ but it is really not real! Don't post sexy images online or talk about sex with people ~ this can attract online creeps. Meeting in person with an online creep can lead to very bad outcomes. Abusive partners frequently use the Internet and cell phones to control their partner ~ ask for help to leave this relationship. Never ask for, create, keep, send or post nude or sexy images of teens ~ this could be criminal child pornography. If you are being harassed online ~ say "stop," ignore, block, complain, or ask for help.

Stay Out of the Garbage

Keep Clear of Online Pornography & Other Gross Stuff

You can avoid accidentally accessing pornography and other gross stuff through effective computer security and safe searching. Read, think, then click ~ don't click if you don't know what you will access. Don't fall for traps ~ don't type URLs, use a search engine. Can the porn spam ~ never click on links in suspicious messages. If gross stuff appears ~ turn it off and tell.

Effectively Handle Mean Kids Online

~ Don't Be One

Prevent Cyberbullying

Cyberbullies use the Internet or cell phones to send hurtful messages or post information to damage people's reputation and friendships. Don't post material or engage in interactions that could place you at risk. If targeted ~ never retaliate. If you are on a public site ~ leave or ignore. Otherwise ~ say "stop," block communications, remove friendship links, file a complaint, or ask a friend for advice or help. If this does not stop the harm, get help from an adult. Being a cyberbully is not cool ~ it is cruel. Be a helpful friend ~ help the person being harmed, tell an adult, file an abuse report or complaint, or tell the cyberbully to stop, if you can do so safely.

