



SPROUL SPARTANS

STUDENT & PARENT

HANDBOOK

2025 - 2026

ACCIDENTS

If a student is injured, it is his/her responsibility to inform a teacher so the teacher can complete an accident report before the end of the day. In the event of a serious injury, all students should make it their responsibility to see that a teacher or the office is notified immediately. The health room is available at any time during the school day for a sick or injured student.

ATTENDANCE

One criteria of a student's success in school is regular and punctual attendance. Regular attendance is of utmost importance for school interest, social adjustment, and scholastic achievement. No single factor may interfere more with a student's academic success and social development than poor attendance. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve high grades, enjoy school more, and are more employable after leaving school. For these reasons the Board of Education believes that a student must satisfy two basic requirements to earn full class credit: 1) satisfy all academic requirements, and 2) exhibit good attendance. **If students drop below 90% in any quarter, for any reason, they will not be eligible for Spartan Pride.** Good attendance is essential for success!

Definition of Absence

An absence results from nonattendance of one or more periods during the school day. The school administration will determine whether the absence is excused or unexcused. Without exception, anytime a student's schedule deviates from the regular bell schedule, the student must **sign out** and **sign in** before returning to class. All students arriving to school late must **sign in** at the front office and obtain an admit slip to class.

Procedure for Absence

Parents/guardians are to telephone the attendance office at **391-3215** to report a student's absence.

Cooperation of parents/guardians in contacting the office by 10:00 AM on the day of a student's absence is essential. If the parent/guardian notifies the school by phone, a written excuse will not be necessary when the student returns to school.

Returning After Absence

Students returning to school following an absence are to report directly to their class. (No admission slips are necessary.)

Procedure to Leave School

The checkout procedure is as follows:

- A guardian contacts the office by note or phone call.
- The student is required to report to the office to **sign out**, and upon returning **sign in**. Any student failing to follow the above procedures will be given an unexcused absence.

Once a student is on school grounds he/she may not leave school grounds without permission.

Prearranged Absence

A student needing to be absent from school for more than one day shall present a written parental request to the attendance secretary. **Prearranged absences at the end of a semester and at the end of the school year are not recommended.**

Excused Absence

A student's absence will be considered excused if:

- The student is temporarily ill or injured (this will include, but not be limited to, physical, mental, or emotional disability) or whose absence is approved by the school administration on a prearranged basis.
- A student who is pursuing a work study program under the supervision of the school.
- A student who is attending a school sponsored activity with approval by the administration.
- A student who has extenuating circumstances as approved by the school administration for reasons not defined above.

Administration may require proof regarding absences, including written statements from suitable sources.

Excused Absence Work Makeup

A student is required to make up all assignments even if the absence is excused. The student is allowed two (2) school days for each missed day to complete any missed assignments.

- Work assigned prior to an absence must be completed upon returning to school.
- Any assignments not completed within the specified time will receive a grade of F.
- Field trips are excused; however, the student is expected to get prior approval from his/her classroom teachers and to complete any missed assignments.
- A visit to the Counseling Center is considered excused if the student has a pass.

Note: STUDENTS MAY NOT ATTEND ANY AFTER SCHOOL ACTIVITIES ON DAYS THEY ARE ABSENT FROM SCHOOL FOR MORE THAN ½ A DAY.

Unexcused Absence

An unexcused absence is defined as an absence that is not covered by one of the above listed excused absences (full period absence or a partial period absence of more than 20 minutes).

Unexcused absences include, but are not limited to the following:

- missing the bus
- over sleeping
- truancy (skipping class)
- expulsion
- fake notes/telephone calls
- parental failure to notify school of absence upon student's return
- incidents that can be prevented

The parent/guardian of the student receiving an unexcused absence shall be notified by phone or in writing by the school.

Consequences for Unexcused Absences

- **1st and 2nd Absence:** Conference between administrator and student. Parent/guardian notified by telephone and/or letter. **Unexcused absences may result in the student making up the time missed through lunch detention or in school detention.**
- **3rd Absence:** Conference between student, parent/guardian and administrator. **All unexcused absences may result in disciplinary action.**
- **Continual Absences:**
 - Conference with parent/guardian
 - Student Attendance Contract signed
 - Disciplinary action

It is recommended that parents:

- Stress the importance of good attendance.
- Only excuse unavoidable absences.
- Communicate with the school regarding absences.
- Make medical and dental appointments during non-school hours if possible.
- Understand and support the Sproul Attendance Policy.
- Assist the school in maintaining a 95% attendance rate.

BICYCLES/ROLLERBLADES/SCOOTERS/SKATEBOARDS

Students are required to park and lock their bicycles in the bicycle rack. Students are not allowed to ride motorized vehicles to school. **Bicycles, skateboards, scooters and rollerblades/shoes may be used as a means of transportation only and shall not be used on school grounds.** Sproul Junior High does not take responsibility for lost or stolen items.

BUILDING/GROUNDS ENTRY

Students are required to go to their specified entry doors for admittance at **7:20 A.M.**

- Sixth graders are to line up on the west side of the building and enter through the westside classroom doors.
- Seventh graders are to line up in the quad and enter the West building using the Southwest door.
- Eighth graders are to line up in the front of the building and enter school through the door between the building and the gym.

Students will not be permitted to enter the building before **7:20 AM** unless they have a pass from a teacher.

Students should not arrive before **6:50 AM**. Students must be off school grounds by **3:00 P.M.** unless they are staying after school for a school activity or are under the direct supervision of a staff member. After **3:00 PM** students waiting for rides must sit on the benches in front of the gym and are no longer under the direct supervision of Sproul Jr. High.

Student Drop Off Procedures

- Parents should enter property via Jasper Dr.
- Parents should then exit property down Sumac Dr.
- Please follow posted signs for drop off zone and respect bus zones
- **NO STUDENTS SHOULD BE DROPPED OFF BY COMING UP SUMAC DR.**
- To avoid congestion, it is recommended students are dropped off on Hallam and then walk up the hill

BUSES

It is important that students be transported under safe conditions. Willful violation of safety rules shall be sufficient cause for student **privilege** of being transported to and from school by the school bus to be revoked. **Bus transportation is not a required service by law and is provided as an option by the local school board. Full cooperation is expected from those who benefit from this service.**

Bus Rider Rules and Regulations:

Waiting for/Departing the Bus:

- 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.
- Do not play in the street or on private property – Wait for your bus in a safe place, well off the roadway. Respect others' property: Do not play in yards near the bus stop.
- 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.
- 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.
- 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:

- 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.
- Do not extend objects, hands, or head out of the bus window. Serious injury could result.
- 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 non spillable sealed container. No glass is permitted.
- 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.
- 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.
- 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.
 1. 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
 - a. Reports will be sent to the school transportation point of contact (Principal/Assistant Principal/Dean).
 2. 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
 - a. Reports will be sent to the school transportation point of contact (Principal/Assistant Principal/Dean).
 - b. The student may receive an in-school consequence.
 3. Third Incident: The driver will address the student at the earliest opportunity. A Principal/Assistant principal 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.
 4. 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.
 5. Additional Incident: 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.

Extra Curricular Trips

- The above rules and regulations apply to any school-related trips.
- Students shall respect the wishes of the chaperone.
- Students will have seats assigned to them along with phone numbers for each student.

CHILD ABUSE AND/OR NEGLECT

A Colorado Statute (19-10-102 to 115) requires the reporting of these cases to the appropriate county department or local law enforcement agency. In the new child abuse bill enacted in the 1976 session, the "school official or school employee" is listed as one of the persons required to report abuse or neglect.

CELL PHONES

Cell phones/smart watches must be turned off/silenced and out of sight during the school day. Cell phones that are visible or emit any audible sound during unauthorized times shall be confiscated, resulting in disciplinary measures. Students using cell phones are only permitted to use them before or after school **while they are outside of the building. Students causing a disruption within the classroom with a cell phone will be given consequences applicable to a disruptive student.** Sproul is not responsible for lost or stolen cell phones.

Other Electronic Items

- Headphones/earbuds must be taken off before entering the building in the morning
- All electronic devices must be turned off and put away before entering the building in the morning
- Electronic devices may not be used again until students have been dismissed

SPROUL IS NOT RESPONSIBLE FOR LOST OR STOLEN ELECTRONIC DEVICES.

CHANGE OF ADDRESS/TELEPHONE

The current addresses of all students are necessary for proper accounting procedures. **If, at any time, a student's place of residence or telephone number changes during the school year, the student must report the new address and/or telephone number to the Counseling Center, 391-3236.**

CLASS REQUIREMENTS

All students are expected to come to class prepared and ready to work. While each class may have slightly different requirements, the students will normally be expected to bring charged chromebooks, a pencil or pen, and paper.

CLOSED CAMPUS

All school campuses in WSD3 are “closed campuses”. That is, students are restricted from leaving campus during the school day, including lunchtime, without permission of school administration and parents/guardians.

CMAS TESTING

The state legislature requires that all middle aged students (grades 6-8) participate in standardized testing each year. Students are tested in reading and math in grades 6 through 8, and in science in grade 8 each year. One group of 7th grade students will be selected by the state to test in Social Studies. Results will be included in the student’s permanent record. Results for the assessments will be released to parents each year.

COUNSELING

The Sproul counseling center is designed to support the academic and emotional needs of students. Counselors are available to enhance the teacher/student/parent relationship. The three major functions of the counselor are:

- Counseling students.
- Consulting with faculty and parents.
- Coordination between professionals in the community and school staff and students.

Counselors do not supersede parents, but rather complement and implement the objectives and goals of education. The counselors are concerned with the developmental needs of children and provide opportunities for students to achieve goals, which are consistent with their needs and abilities.

Students can make appointments to see a counselor and are usually seen that day. Parents can reach either counselor directly by dialing 391-3234 for Mrs. Rose (student last name A-K), or 391-3235 for Ms. Coward (student last name L-Z).

CRISIS PROCEDURES

All Sproul employees are provided with a crisis procedure handbook. Crisis procedures are reviewed and practiced with students and staff throughout the school year. Sproul is equipped with a “Lock Down” alarm that signals an emergency and required procedure to ensure everyone’s safety. The staff will lock down the building; teachers will lock students and themselves in the classroom and absolutely nobody is admitted into the building or released during a lockdown. “Secured Perimeter” is a modified lockdown to shelter students and staff from an emergency in the outdoor environment. Students and staff may continue passing to classes, but all outside doors are locked. Students may be released to parents or emergency contact persons who are identified in the student’s file, with a signature and identification required as a record of release. If students are evacuated, parents will be notified as to where and when students can be picked up.

CURRICULUM

Our school year is set up on a quarterly basis. Grades are issued four times per year (every nine weeks). To keep our students and parents informed of progress, Sproul issues midterm reports during the fourth week of each quarter.

The courses are set up as follows:

REQUIREMENTS

6th Grade

*Reading
*Writing
Mathematics
Science
Social Studies
2 Electives

7th Grade

*Language Arts
Mathematics
Science
Social Studies
Health/PE
2 - 3 Electives

8th Grade

*Language Arts
Mathematics
Science
Social Studies

3 Electives

** Based on data, some students may require an additional reading class*

DANCES (6th 7th & 8th Grades)

Dances are provided for Sproul students as an opportunity to socialize and have fun. Students will be expected to maintain proper school conduct and to follow the dress code. Since this is a junior high school and not a high school setting, students are discouraged from wearing formal or semi formal attire. **All dances are for Sproul students only.** Dances are held from 3:00 PM – 4:30 PM

Dances are considered a privilege and may be denied to students with behavior referrals, excessive absences or poor academic effort. Students who are absent, in ISD, or OSS the day of the dance are not permitted to attend. All students must be picked up or off grounds within 15 minutes of the end of the event or may forfeit the privilege of attending further events.

DETENTION

Students may be placed in In-School Detention (ISD) by administrators discipline issues. Lunch detention may be assigned by teachers and administration for less severe discipline issues. Cell phones must be turned into the ISD monitor upon arrival.

DISCIPLINE GUIDELINES

SUMMARY: STUDENT CONDUCT AND DISCIPLINE CODE FROM COLORADO SCHOOL LAW AND DISTRICT POLICY

I. Philosophy

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)

II. Student Conduct and Discipline Code

While in school buildings, on school grounds, in school vehicles, during a school-sponsored activity, or whenever there is a direct or indirect effect on school programs or school personnel, and in certain cases when the behavior occurs off school property, the principal or designee may initiate disciplinary action, including but not limited to suspension or expulsion, against a student who improperly engages in one or more of the following activities:

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.

III. Student Discipline Procedures

A. Disciplinary Action

Disciplinary action may result in but may not be limited to the following: 1) warning; 2) loss of privilege; 3) in-school detention; 4) detention; 5) suspension; 6) transfer to another school in district; 7) transfer to another class; 8) home instruction; 9) assistance from outside agency; 10) expulsion; 11) Remedial Discipline Plan; 12) Alternative Education Program. The choice among the above disciplinary, preventive, and/or corrective measures in each case is discretionary with the school district and will be made by the appropriate school official based on the circumstances of a given situation. **(Board Procedure JK-R, JKD/JKE)**

B. Remedial Discipline Plan

The principal may develop a 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. To develop the plan, the principal will arrange for a meeting with the student, the student's parent/guardian and any members of the staff whom the principal believes should attend. A written plan will be prepared which addresses the student's disruptive behavior, educational needs and what steps are necessary to keep the child in school. The plan may include incentives and consequences, and may be written in the form of a contract which the student and the parent/guardian will sign and date. **(Board Procedure JK-R)**

C. Habitually Disruptive Student

A student will be declared "habitually disruptive" if he or she is involved in three significant events 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. After appropriate notification of the student and the parent/guardian, district procedures for expulsion will be initiated following all appropriate phases of the discipline plan. **(Board Procedure JK-R)**

D. Disciplinary Removal from the Classroom

It is the policy of the Board to maintain classrooms in which student behavior does not interfere with the ability of the teacher to teach effectively or the ability of other students to participate in classroom learning activities. Students shall be expected to abide by the code of conduct and any other classroom rules of behavior established by the building principal and/or classroom teacher for the purpose of maintaining order and a favorable academic atmosphere. Any student who violates the code of conduct or other classroom rules may be subject to removal from class and/or other disciplinary action. **(Board Policy JKBA)**

E. Student Dress Code

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

Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. The student may also be subject to other disciplinary action as outlined in the school discipline code.

Acceptable attire, styles, and modes of appearance for Sproul Junior High School students are those, which are not detrimental to the learning environment in the school and the safety and general welfare of all students and faculty. The school policy is as follows:

Sproul Junior High will take a conservative position regarding student dress. Student dress and grooming will conform to responsible standards of neatness, cleanliness, modesty, and safety. All clothing shall be worn in the manner in which it was designed to be worn.

The following is a list of attire that is NOT acceptable dress for school and school related activities:

1. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
 - a. refers to drugs, tobacco, alcohol, or weapons;
 - b. is of a sexual nature;
 - c. by virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior;
 - d. is obscene, profane, vulgar, lewd, or legally libelous;
 - e. threatens the safety or welfare of any person;
 - f. promotes any activity prohibited by the student code of conduct;
 - g. otherwise disrupts the teaching-learning process.
2. Slippers/shoes without solid soles.
3. Hats/Headgear of any kind such as bandanas, 'do rags, nets.
4. Clothing that does not cover the stomach, buttocks, back, breasts, or undergarments.
5. Large coats/jackets in the classroom.
6. Sunglasses
7. Undershirts
8. Billfold chains or any chains draped from clothing, etc.

Exceptions

Appropriate athletic clothing may be worn in physical education classes. Clothing normally worn when participating in school-sponsored extracurricular or sports activities 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. **(Board Policy JICA)**

IV. Specific Policies on Gangs, Weapons, Alcohol, Drugs, Tobacco, Bullying, and Attire

A. Gang Activity Policy

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. The Board specifically finds that 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 will not engage 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.

Students or non-students may not: 1) recruit or aid in the recruitment of gang members; 2) wear or display any clothing, accessories, symbols or signs which indicate membership in or affiliation with any gang; 3) threaten or intimidate students, school personnel, or others lawfully on school premises or attending school functions, or engage in behavior intended to threaten or intimidate those individuals; or 4) engage in any actions that aid or further gang or gang-related activities or purposes. **(Board Policy JICF)**

B. Dangerous Weapons

The Board determines that possession and/or use of a dangerous weapon as defined in this policy is detrimental to the welfare and safety of students and school personnel. Carrying, bringing, using, or possessing any dangerous weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited unless permission has been granted by the school administration. The student will be suspended from school and may be recommended for expulsion.

For purposes of the policy, a dangerous weapon shall include a weapon or device capable of producing death or serious bodily injury or which, in the discretion of the school administration, poses a threat to school personnel or students. **(Board Policy JICI)**

C. Alcohol/Drug Abuse

The Board is concerned about the problem of substance abuse and further recognizes that inappropriate possession and/or use of alcohol, narcotic drugs, depressants or other controlled substances constitutes a hazard to the positive development of students. Therefore, students are prohibited from using, possessing or distributing alcohol, substances which are represented to be illegal drugs, or illegal drugs on school property or in connection with any school activity. The student will be suspended from school and may be recommended for expulsion. Expulsion is mandatory for the sale of drugs or other controlled substances. **(Board Policy JICH)**

D. Tobacco-Free Policy

In order to promote general health, welfare, and well being of staff and students, smoking, chewing, or other use of tobacco products by staff, students, and members of the public shall be banned from all buildings, grounds and district vehicles. Students who violate this policy shall be subject to disciplinary action. **(Board Policy JICG)**

E. Bullying Prevention and Education

The Board of Education supports a secure school climate. The purpose of this policy is to create a climate in which all types of bullying are regarded as unacceptable.

Bullying is defined as any pattern of written or verbal expression, physical act or gesture that is intended to cause distress upon one or more students in the school buildings, on school grounds, in school vehicles, at school bus stops, and at school activities or sanctioned events.

A student who engages in bullying is subject to appropriate disciplinary action including (but not limited to) detention, loss of privilege, in-school detention, change in placement, out-of-school 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.

The Superintendent shall ensure that the District implements a comprehensive program to address bullying at all school levels. The goals of the program shall be:

- To send a clear message to students, staff, parents and community members that bullying will not

- be tolerated.
- To train staff and students in taking proactive steps to prevent bullying from occurring.
- To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.
- To initiate efforts to change the behavior of students engaged in bullying behaviors through interventions such as re-education regarding acceptable behavior, discussions, counseling, and appropriate consequences.
- To offer support to victims of bullying by means of individual and peer counseling.
- To recognize and praise positive, supportive behaviors of students toward one another on a regular basis.
- To foster a productive partnership with parents and community members in order to help maintain a bully-free environment. **(Board Policy JICDE)**

V. Student Search and Seizure

The district has a duty to maintain an orderly educational environment free of all acts, things, or substances which are dangerous to student welfare. Therefore, school district personnel shall have the authority to conduct lawful searches of students and their possessions, and to seize any materials not legally or rightfully possessed by the student, when school officials have a reasonable suspicion that a search is necessary. The district will make lockers available to secondary students. However, the district shall have access to and may conduct a search and inspection of any student locker, desk or storage area at any time. A student may not store any substances, things, or material in his/her locker which is unsanitary or otherwise harmful to the health and welfare of others. If a student realizes at school that he/she has brought an unacceptable item he/she may turn it in at the front office immediately with no consequences.

Use of Dogs: 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. **(Board Policy JIH)**

VI. Use of Physical Intervention and Staff Immunity

A. Physical Intervention/Violent or Aggressive Behavior

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

- 1) to prevent a student from an act of wrong-doing; 2) to quell a disturbance threatening physical injury to others; 3) to obtain possession of weapons or other dangerous objects upon a student or within the control of a student; 4) for the purpose of self-defense; 5) for the protection of persons or property; and 6) to maintain discipline. Any such acts are not in conflict with the legal definition of child abuse and shall not be construed to constitute corporal punishment within the meanings and intentions of this policy. Corporal punishment shall not be administered to students by anyone in any district school. **(Board Policy JKA)**

B. Immunity for Enforcement of Discipline Code

An act of a teacher or other employee of the district shall not be considered child abuse if the act was performed in good faith and in compliance with Board policy and procedures. Such person shall be immune from civil liability unless the person acted willfully or wantonly. **(Board Policy JK)**

*Procedures used in handling disciplinary matters can be found on pages JBB through JKD/JKE-E of the District Policy handbook. For information and clarification on suspension, expulsion and denial of admission, please contact the school. **Note: Complete Widefield School District #3 policies are available in the school office.***

VII. Character Education (Refer to Policy IHAK)

The Board of Education believes that while parents are the primary and most important moral educators of their children, the school and community should reinforce parental efforts. The District’s character education program is

designed to help students cultivate skills, habits, and qualities of character that will provide an upright, moral, and desirable citizenry and better prepare students to become positive contributors to society.

EMERGENCY SCHOOL CLOSING

The primary method to notify all district employees, parents, and students of **school closing** is by radio or television. There is also the First Alert application that can be downloaded to your smartphone to receive alerts from the school district. Listen to local stations for information.

District #3 will:

- Make inclement weather decision(s) based on students' safety
- Make the decision as to whether school will be open and announce no later than 6:30 A.M. by calling radio stations and TV stations
- 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, District #3 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)

Weather Delay/Two Hour Late Start

If an emergency closing is declared by the superintendent for part of the day only, a two-hour late start may be used. Whenever feasible, a two-hour late start will be announced by 5:30 A.M. through the same channels as a school closure. These channels include television, radio, phone alert (if signed up), and the district's website. 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.

Now, before the emergency arises, is the time to make necessary arrangements. If you have any questions, please contact the school.

F - Reports (Grades)

On Friday morning, administrators receive a report of students who have one or more F's. It is our philosophy that if students are failing, they should use "privilege" time to bring their grades up. Therefore, the following 2 procedures will be followed:

- Two or more F's: No privileges for one week (aka on the MASH list). This includes, but is not limited to, athletic events, dances and assemblies.

FIRE DRILLS AND TORNADO WARNINGS

Fire Drills are held monthly without warning. When the alarm sounds, please follow all instructions including:

- Leave the room in single file
- Remain silent
- Walk quickly; do not run
- Leave the building by the routes indicated on the bulletin board in each room
- After leaving the building, continue single-file directly away from the building until the last person is approximately 300 feet away from the building
- Remain in this line until the signal is given to re-enter the building in an orderly manner, under the direction of a teacher.

Tornadoes are violent storms with whirling winds of tremendous speed. They usually occur in mid-afternoon from 3:00 P.M. to 7:00 P.M., and the movement is usually from the southwest to the northeast. The office will keep our staff informed if a tornado warning is issued, and we will take shelter immediately. Students will follow all staff instructions, including:

If you need to leave your room for a safer place:

- Leave the room in single file
- Do not talk during passing
- Do not run
- Leave the classroom by the routes indicated on the bulletin board in each room

GRADING

Sproul uses a standard grading system for scholastic work. The following grades are used:

A - Superior work	D - Below Average work
B - Above average work	F - Failing work
C - Average work	I - Incomplete work

Advanced math classes may be weighted. Makeup work is at the discretion of the teacher. Midterm grades will be sent home after the fourth week of each quarter. Report cards will be mailed the week following each nine-week quarter of school. **Grade reports will be held pending satisfaction submission of fines, fees, official documents, library books, etc.**

The teachers, counselors, and administrators are readily available to help students with their academic requirements. Students, parents, guardians, or the school may make arrangements for a conference whenever it is felt it will help the student. Parents/guardians who need a conference with their student's teachers should contact the counseling center at 391-3236. Students should fill in their planners each period of each day. Parents are encouraged to check their student's planner regularly and can use the planner as communication with teachers. Parents may also access their student's grades through the Infinite Campus parent portal (see Infinite Campus heading).

HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a written hall pass in their possession (**one student per pass**). Students should not be in the halls before school, after school, or during lunch without a pass.

HALL/STAIRWAY TRAFFIC

Students moving through the halls should do so in a quiet, orderly manner at all times. Walking in large groups or stopping in the halls creates traffic jams. Students should keep moving and stay to the RIGHT at all times. NO RUNNING. Students must help keep the halls and grounds clean by placing all waste paper and trash in the wastebaskets. The stairway by the art room is one-way down only during passing periods. Passing periods are three minutes long.

HOMEWORK

Homework is an important part of the educational program.

- Homework teaches students to work independently and to assume responsibility for completing assignments.
- Homework reinforces lessons by providing practice and repetition of skills and facts.
- Homework provides for remedial work needed because of absence or low achievement.
- Homework provides additional study for completing course requirements.
- Homework enriches school study units.
- Homework makes use of out-of-school resources.
- Homework enables a child to learn to organize time and materials.
- Homework consists of activities that are natural follow-ups to many in-school assignments. (It grows out of daily school activities and lessons.) Some assignments may be completed in a short time while others may be of longer duration (i.e., book reports, term papers, research, etc.)
- Homework affords parents another opportunity to participate in the educational process by allowing them to monitor accuracy, neatness, and application of study skills. **Parents are encouraged to establish a specific time each evening for students to study and complete assignments.**
- When students are absent for two (2) or more consecutive days, parents may call 391-3251 to request homework. Please call by 8:00 A.M. in order to allow time to collect homework from teachers; homework

- will be available for pickup after 3:00 P.M.
- See individual teachers for information on late work.

ID CARDS (Student Identification Cards)

Students are issued identification cards, which are to be used for admittance to dances, purchase lunches, athletic events, and to check out library materials.

Temporary ID's are used until school pictures are taken and permanent cards issued. An ID that is lost may be replaced in the Library for a fee.

ILLNESS

If ill during class, students must obtain a pass from their classroom teacher to report to the health room which is located next to the Counseling Center. After being checked by the health tech, a decision will be made to have the student return to class or contact a parent/guardian to go home.

INFINITE CAMPUS

A web interface feature, referred to as parent/student portals, allows parents and students the opportunity to access information pertaining to assignments, attendance, schedules, and grades on a daily basis. Sproul teachers will update information at least once a week, but always on Thursday. This updated information will be available for parents on Friday.

Student information is private, therefore procedures have been developed to ensure only parents and/or legal guardians are provided access. To obtain an activation key, parents/guardians must first submit a Verification of Status form. The forms can be obtained from the school. Verification of Status forms will remain active through a student's eighth grade year at Sproul.

INTERSCHOLASTIC ATHLETICS

Sproul Junior High offers interscholastic competition to 6th, 7th and 8th grade girls in cross country, softball, soccer, wrestling, volleyball, basketball, and track. 6th, 7th and 8th grade boys are eligible to compete in football, cross country, soccer, basketball, wrestling, and track. Some club/Intramural programs will be available for all students throughout the school year.

Waivers, Parent Permission, Athletic Handbook

Each participant must have a School District permission form signed by the parent/guardian authorizing athletic participation. Each participant must have a statement signed by his/her parent/guardian and a practicing physician certifying that he/she has passed an adequate physical examination **within the current school year** before participating in any interscholastic sport. Securing the physical is the responsibility of each individual student. A parent/guardian of each athlete is required to complete the emergency information card. As part of completing the athletic packet, participants and parents are responsible for understanding the [District 3 Athletic Handbook](#) and must sign the athletic participant form before participating in any district sponsored interscholastic activity.

All team members traveling to athletic contests must go and return under the supervision of a faculty sponsor, unless prior arrangements have been made with the sponsor and parent/guardian. All members of a school trip are required to stay in a group under the supervision of the sponsors.

Dismissal From a Sport

Any athlete demonstrating disrespect for other players, coaches, officials or school facilities, at home or away, may be dismissed from participation in athletics. Training rules and moral conduct rules that are required by the coaches will be strictly enforced. Athletes are representatives of Sproul Junior High School and are expected to conduct themselves appropriately at all times.

A student in ISD is eligible to participate in an athletic event after serving the detention period. During the sports season all teachers are expected to report inappropriate behavior to coaches. Students receiving two unsatisfactory conduct reports during any given eligibility period will not be eligible for competition from the following Monday until the Monday after the next week's conduct report. If teachers make no contact with coaches regarding behavior, the assumption will be made that the student has acceptable conduct. Extremely negative behavior or repeated office referrals may result in the student being ineligible to participate on the athletic team for the remainder of the given athletic season. An ad hoc committee will be convened to discuss each individual case.

Attendance on Day of Competition - An athlete must attend all classes on the day of a contest or on the Friday preceding a Saturday contest to participate, unless the absence is excused and prearranged. Physical illness or recuperation from injury are not considered acceptable excuses.

Other

Any student who wishes to resign from a sport or activity should first have a conference with the sponsor of that activity. Coaches will notify parents before a student resigns. Any student checking out a uniform and/or equipment will be responsible for the replacement cost on any lost or damaged item.

Eligibility

The following policy should be read and understood by all athletes. Individual coaches may develop additional expectations that will be clearly stated in writing at the beginning of each sport.

Academic Standing - A student-athlete is a student first and an athlete second. All students must meet eligibility requirements before tryouts. A student must pass all of his/her classes during the quarter in which he/she is participating in athletics. A transfer student will be considered a "student in good standing" upon entering Sproul Junior High School and will be required to follow all eligibility rules thereafter.

During the sport's season, teachers will post grades on Thursday by 3:10 PM. Coaches will receive eligibility reports Friday morning. **Students failing a class will be ineligible for competition from the following Monday until the Monday after the next week's grade check.** A passing grade is defined as a D-grade or better, reflecting the cumulative effort for the current grading period. If no response is made to the grade check, the assumption will be made that the student is passing. It is the responsibility of the student-athlete to seek extra help and take necessary steps to become eligible again.

Social Standing -A student-athlete is required to display appropriate behavior toward all school personnel and students in and around Sproul Junior High School and at all related school activities. In upholding this commitment, he/she agrees not to be involved in the use, sale, or distribution of tobacco, alcohol, or drugs of any kind. Failure to do so may result in suspension from an athletic contest or dismissal from an athletic team.

Unsportsmanlike Conduct – Any player ejected from a game will serve a mandatory minimum one game suspension for the following game.

Physical Examination

Physical examinations by a practitioner licensed in Colorado to perform physicals are required of all secondary students planning to participate in interscholastic sports and any student who, in the opinion of school officials, should be examined for the well-being of that individual or his/her classmates. Note: District forms for physical examinations may be obtained from any secondary school or from the district administration building.

Physicals are generally valid for one year from the date signed; however, it is the policy of the Widefield School District 3 athletic department that physicals will **ONLY BE ACCEPTED** if they cover the entire academic year of participation.

LIBRARY MEDIA CENTER

The Library Media Center is the repository for a wide array of learning materials. Learning to make effective use of it is essential for any student wishing to get the most out of school. Students are urged to help make the Library Media Center a place to study and learn, not a social center. Following are the rules and regulations governing student use of the Library Media Center:

- The Library Media Center will be open from **7:10 A.M. to 3:00 P.M.** on school days, including the lunch period. *(During softball season the Center will be open from 7:10 AM to 2:45 PM).* **Times are subject to change.**
- Students wishing to use the library in the morning must enter through the outside library door in the quad.
- Fiction and non-fiction books may be checked out for three weeks; students may have up to three (3) books at a time.

- Lost material or materials that show abuse must be paid for by the student to whom they were checked out.
- If material is paid for and then found and returned, the money paid will be refunded by mail to the parents/guardians.
- Students who demonstrate through their actions that they are incapable of proper use of the library may be denied its use.
- Any student using computers in the Library Media Center and throughout the building is required to sign an internet use agreement. Any student violating terms of the agreement will lose the privilege of using computers for the remainder of the school year.

LOCKERS

Lockers are issued to all students. Students should keep their locker clean, neat, locked at all times, and should not share their locker or combination with other students (except 6th grade students who share a locker with a partner). Individual student locks may not be used. Students are urged not to keep valuables in their lockers as the school is not responsible for lost, stolen, or damaged items taken from the locker. Illegal items, for example, alcohol, drugs or drug paraphernalia, stolen property, weapons, etc. will be assumed to belong to the student in whose locker it is located. Lockers are the property of the school district and may be subject to inspection by school officials at their discretion. Lockers are only accessed before school, before and after lunch, and after school.

LOST AND FOUND

Articles which have been lost can usually be found on the lost and found table. Students should label all personal items. Unclaimed items will be donated to charity periodically throughout the year. Found items such as purses, billfolds, glasses, money, etc. should be brought to the office as soon as possible. If a valuable item is lost, students should report it to the main office immediately. Items not claimed on the lost and found table will be donated.

LUNCH/BREAKFAST INFORMATION

All students in WSD3 will have access to free healthy, nutritious school meals again in the 2024-2025 school year thanks to the Healthy School Meals for All program approved by Colorado voters. Our District is very excited to have access to this program. Here is some additional information and a few important reminders about what this means for our schools and families. Menus can be accessed by visiting the WSD3 Nutrition Services Website at www.wsd3ns.com. For special diets and allergen needs contact your school's nurse. Please fill out the meal applications. At the beginning of the school year, we ask all WSD3 families to complete the application for the 2024-25 school year. By providing this information, you will help our district access all available federal funding provided to school and helps cover the cost of meals. Thank you for your support in helping maximize federal funding for our district and schools. All household income information provided through this form is strictly confidential and protected by law. Only one form is required for all children in the household. Immigration, migrant, citizenship or refugee status is not required when completing the form.

Ala carte items will be available by using cash or current accounts Nutrition Services looks forward to taking care of your student(s). If you have any questions or need help please call the Nutrition Services office at 719.391.3560. Students may eat breakfast beginning at 7:10 A.M. They should enter and leave the cafeteria through the door in the quad. Late passes to homeroom will not be issued except to those students arriving on a late bus. All others are expected to eat as quickly as possible and be in their first block by 7:26 A.M.

LUNCHROOM REGULATIONS

- Students will walk at all times
- Students are not allowed to save places, cut into the lunch lines, or switch lines (upon entering cafeteria)
- NO FOOD OR DRINK (excluding water) of any kind is allowed outside the lunchroom at any time
- Students will remain seated throughout the lunch period and clean up their area before leaving the lunchroom

During **inclement weather** all students will be allowed to stay in the lunchroom, quad or gym, sitting and talking quietly. Administrators will make that determination.

Restroom use, as well as obtaining materials from lockers, must be done before and after the lunch period. Once you have gone outside, permission must be granted on an individual basis to go inside for any reason.

Since Sproul has a closed campus, students must stay on school grounds, and in their designated area,

at all times during lunch.

Quad Regulations

Behavior expectations continue to be high even outside. Students are expected to be calm and socialize in a quiet, controlled manner. RUNNING or HORSEPLAY of any kind is NOT ACCEPTABLE. Students are not permitted outside of the quad area during the lunch period without permission from a teacher or administrator. Students should remember to take appropriate outerwear as needed since they will not be admitted back into the building once they have gone outside.

MEDICATIONS

Students are not permitted to possess medication of **ANY KIND** (prescription or over the counter) on school grounds according to State Law. School personnel are not permitted to issue or administer medication, including aspirin, unless all of the necessary paperwork is on file. Cough drops are permitted only if they **do not** contain an active ingredient.

MONIES OWED

Any monies owed to the school for library materials, athletic equipment, lost or damaged books, fees, etc., must be paid before students receive quarter or end of the year report cards and yearbooks.

NATIONAL JUNIOR HONOR SOCIETY

National Junior Honor Society (NJHS) is part of the organization of the National Association of Secondary School Principals. Our chapter is recognized by the national organization as the "Spartan" chapter. **Membership in NJHS is based on five characteristics that a student must meet: scholarship, leadership, citizenship, service, and character.** No one characteristic is more important than another. Induction into NJHS is held in the spring of each year for eighth graders only.

To be eligible for membership into NJHS, scholarship is the first characteristic that is examined. A student must have a cumulative GPA of 3.8 (not rounded) for the first three quarters of the eighth grade year. Those students who are determined to have a GPA of 3.8 are then rated by the faculty on a scale of 1-5 (5 high, 1 low) on the characteristics of leadership, citizenship, service, and character. Faculty members may also make comments concerning students. Students must have a cumulative score of at least 3.8 in each of these areas. The averaged total of each of those four characteristics is then added together; the averaged score must total at least 4.2. **Students must also have no discipline referrals.** A faculty committee with a representative from each academic area and one from electives then looks at each student's scores and determines whether or not a student will be inducted into NJHS.

OFFICE

The main office is the place where most student business is transacted. There is always a phone available for student use. Office hours are **7:00 A.M. to 3:15 P.M.** Summer office hours are **7:30 A.M. to 2:30 P.M.**

PERMISSION TO LEAVE SCHOOL

Students who become ill and need to go home shall report their condition to the health tech. Students will be sent home with a parent/guardian or other responsible person after the parent/guardian has been notified of their illness. Parents/guardians are asked to provide the school with the name of someone who can help should it be impossible to contact the parents/guardians. Please be sure that the emergency information on the student information form is accurate so that we will always be able to reach a responsible adult when the need arises. If, for any reason other than illness, a pupil wishes to leave school he/she must have a parent/guardian call or write a request stating the exact time that student is to be dismissed, and the necessity for this absence.

Students who leave school without checking out through the attendance office will be counted as truant from class.

PHYSICAL EDUCATION

A student may be excused from three consecutive physical education classes by a written excuse from a parent/guardian. A medical excuse will be required when it is necessary for a longer period of time. Each student will furnish his/her own clothing for physical education classes. P.E. dress must be different than what was worn to school that day. Students have separate P.E. lockers and are encouraged to keep an extra pair of clothes. Parents/guardians are requested to notify the school of any physical condition that would limit the student's participation in physical education. **All students are required to take PE/Health in 7th grade unless opted out by**

parents/guardians.

PUBLICATIONS (SCHOOL & NONSCHOOL PUBLICATIONS)

Publications or non curricular materials developed and distributed by a student or students, or others, independent of school district staff, programs or resources, shall be subject to school district control when possession, circulation or other distribution on school premises or at school activities may adversely affect students, staff, program or facilities, violate the law, or threatens to disrupt or interfere with school processes in general. **(Board Policies JICE/JICEC)**

Student publications sponsored by or produced by the school district or pursuant to school district classes or activities shall be subject to the requirements set forth in **Board Policy JICE-R.**

SPARTAN PRIDE PROGRAM

The goal of the Spartan Pride Program is to provide an atmosphere that promotes excellent academic performance, attendance and appropriate behavior by all Sproul students. We believe that students who are encouraged, supported, and rewarded for achievement, and positive choices will experience greater success.

Platinum cards:

- *4.0 GPA; no D's or F's
- *90% attendance rate or higher
- *No ISD, OSS, office referrals

Gold cards:

- *3.7 – 3.9 GPA; no D's or F's
- *90% attendance rate or higher
- *No ISD, OSS, office referrals

Black cards:

- *3.2 – 3.6 GPA; no D's or F's
- *90% attendance rate or higher
- *No ISD, OSS, office referrals

White cards:

- *2.5 – 3.2 GPA; no D's or F's
- *90% attendance rate or higher
- *No ISD, OSS, office referrals

SCHOOL PROPERTY

Sproul Junior High School is a building to be proud of. It is our hope that students will develop an appreciation for the building and the surroundings and help keep them in good condition. Students defacing any desk or other school property shall pay full replacement cost for the same and may be subject to suspension.

Occasionally, unavoidable accidents will occur. Please report these to the main office or to the custodian immediately.

STUDENT EXPRESSION RIGHTS

Students shall not turn in, present, publish or distribute expression that is disruptive to the classroom environment or to the maintenance of a safe and orderly school, as follow: 1) obscene; 2) libelous, slanderous, defamatory, or otherwise unlawful under state law; 3) profane or vulgar; 4) false as to any person who is not a public figure or involved in a matter of public concern; 5) creates a clear and present danger of the commission of unlawful acts, the violation of lawful school regulations, or the material and substantial disruption of the orderly operation of the school; 6) violates the rights of others to privacy; 7) threatens violence to property or persons; 8) attacks any person because of race, color, sex, age, religion, national background, disability or handicap; 9) tends to create hostility or otherwise disrupt the orderly operation of the educational process; 10) advocates illegal acts of any kind, including the use of illegal drugs, tobacco or alcohol. **(Board Policy JICED)**

STUDENT LEADERSHIP

Student Leadership is an elective class in which students are selected through an application process based on citizenship and administrative approval.

STUDENT ORGANIZATIONS

Curriculum-Related

Secondary schools grades 6 - 12 in the district may encourage students to broaden their knowledge and citizenship by permitting the formation of clubs or other groups that relate to the subject matter addressed within the curriculum. Such organizations shall operate within the framework of state statutes, Board policy, administrative rules and the parameters of the learning program. **(Board Policy JJA)**

Non Curriculum-Related

The District sponsors a limited open forum in which students in secondary schools (grades 6-12) in this district shall be permitted to organize and conduct meetings of non curriculum-related student clubs or other groups to pursue activities outside the classroom. Such groups may be required to meet certain additional conditions not required of curriculum related organization as outlined in **District Policy JJAB-R**.

STUDENT SEXUAL HARASSMENT

Students have a right to a school environment free of sexual harassment. Widefield District 3 policy states that sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination. It shall be a violation of policy for any student to harass other students or staff through conduct or communication of a sexual nature. The school district refuses to tolerate offensive or inappropriate sexual behavior in the school, including:

- Unwelcome sexual advances
- Request for sexual acts or favors
- Verbal or nonverbal behavior, including "kidding," which is demeaning or abusive
- The use of vulgarity by anyone when addressing another, either verbally or in writing
- Hazing of any form
- Other verbal or physical contact of a harassing nature

Any student who has a complaint of sexual harassment at school shall report the incident immediately to his/her counselor or building administrator.

SUBSTITUTE/GUEST TEACHERS

Our school is fortunate to have qualified people to help us whenever our regular teachers are ill or out of school. A substitute teacher is an important visitor whose impressions of our school will be carried to other schools and into the community. Students must be certain that these are good impressions by being polite, helpful, cooperative, and considerate as they would be to their regular teacher or guests in their own homes. Students are expected to behave appropriately toward any guest at Sproul. Students may receive a minimum of 1 day ISD for being removed or written up from a substitute teacher's room for disciplinary reasons.

TEXTBOOKS

The textbooks used by students are supplied by the Board of Education and are the property of the school. Each student should take good care of the books issued to him/her. Students are responsible for the textbooks and other school-issued materials at all times and must pay for lost, stolen or damaged items.

THEFT

Sproul Junior High is not responsible for lost or stolen items, especially electronics and other items not necessary for school. Students losing property should notify their teacher or the administration as soon as the loss is discovered in case it is found. Students are encouraged not to bring valuable items or large amounts of money to school. All items brought to school should be marked for easy identification.

TRESPASSING

All Sproul Administration and School District #3 officials have the right to prohibit any person from being on school grounds for reasons deemed necessary to provide a safe environment or to protect school property. Once a person has been restricted from Sproul school grounds any further appearance shall be considered trespassing and will result in charges being filed.

VISITORS

All visitors must CHECK IN with the main office and will be issued a visitor's pass. Any visitor that causes disruptions to instruction will be discontinued and the visitor will be asked to leave. Students will not be allowed to bring their brothers, sisters, relatives, or friends to school as visitors or to baby-sit. Student visitors are not permitted at Sproul during the school day. Whether in cars or on foot, older friends/siblings who are meeting Sproul students after school should wait outside.

Pets are not permitted on school grounds at any time, including athletic events before and after school.

Notification Pursuant to Section 22-1-124, C.R.S. (Information Concerning Sex Offenders)

You have the right (a) to be informed **whether a specific named individual is listed in the central sex offender registry** maintained by the Colorado Bureau of Investigation (CBI), and (b) **to obtain the name, address, known aliases, photograph, history of sex offense convictions and other criminal convictions of all registered sex offenders who reside within the law enforcement jurisdiction of your residence.** To obtain this information you

may contact CBI at:

Colorado Bureau of Investigations
Program Support Unity/Sex Offender Unit
690 Kipling Street, Suite 4000
Denver, CO 80215
Phone: 303-239-4222
Fax: 303-233-8336

Some information is posted on the CBI website: <http://sor.state.co.us/default.asp>. This includes names, addresses, physical descriptions, and description of offenses committed by “sexually violent predators,” repeat sexual offenders, and persons required to register as sex offenders who have not registered.

Additionally, information may also be obtained from the El Paso County Sheriff’s Department, located at:

Sheriff’s Office
210 South Tejon
Colorado Springs, CO 80903
719-520-7333

The Sheriff’s Office Website is <http://shr.elpaso.com>. The home page has a link to the sex offender information. The telephone number listed above is the number for further information about sex offender management, or to obtain information about the management plan of a specific registered offender.

The Sheriff’s Department may from time to time conduct public meetings to advise key groups of a known “sexually violent predator” within the community. If you reside in an affected neighborhood, you may be invited to attend such a meeting. Notification of such meetings is the responsibility of law enforcement. If you are invited but cannot attend, you may obtain the information by contacting the Sheriff’s Department.

Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

- Political affiliations or beliefs of the student or student’s parent
- Mental or psychological problems of the student or student’s family
- Sex behavior or attitudes
- Illegal, anti-social, self-incriminating, or demeaning behavior
- Critical appraisals of others with whom respondents have close family relationships
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
- Religious practices, affiliations, or beliefs of the student or parents
- Income, other than as required by law to determine program eligibility

Receive notice and an opportunity to opt a student out of-

- Any other protected information survey, regardless of funding
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others

Inspect, upon request and before administration or use-

- Protected information surveys of students;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

Widefield School District No. 3 will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Widefield School District No. 3 will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Widefield School District No. 3 will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution
- Administration of any protected information survey not funded in whole or in part by ED
- Any non-emergency, invasive physical examination or screening as described above

Parents/eligible students who believe their rights have been violated may file a complaint with:

*Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605*

SPROUL DISCIPLINE GUIDELINES

The following disciplinary guidelines will be used by Administration at Sproul in determining consequences for students referred to the office. These are only guidelines and may be altered depending on the circumstances and severity of a given situation. Students who have been placed in In School Detention or Out of School Suspension due to their behavior will be placed on the NO AFTER SCHOOL ACTIVITIES LIST and will become ineligible to attend after school activities for an indefinite amount of time & will only be removed from the no activities list by an administrator:

Description
Academic Dishonesty: Including, but not limited to; plagiarism, cheating, and copying, or the use of any artificial intelligence when not permitted for the assignment or assessment. Plagiarism means “to present as one’s own an idea or product derived from an existing source.” (Webster’s Dictionary) *Note: Any offense may jeopardize students standing in academic affiliation/clubs.
Alcohol Related: Students are prohibited from using, possessing or distributing alcohol on school property or in connection with any school activity.

Bullying: Bullying is defined as 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 in the school building, on school grounds, in school vehicles, at school bus stops or at school activities or sanctioned events. Cyberbullying through social media, even outside of school hours, can result in school consequences when it causes a distraction at school.

Bus Related: It is a privilege, not a right to ride school district buses. Students are expected to behave appropriately and follow all bus rules while on the bus and while leaving or waiting for the bus.

-Removal and or suspension from the bus will occur when a student has received two or more bus conduct reports in one quarter, or if a student is out of school suspended.

Criminal Law Violation: Violation of criminal law, which has an immediate effect on the school or on the general safety or welfare of students or staff.

Damage to School/Private Property/vandalism: Causing or attempting to cause damage to school/private property or stealing or attempting to steal school/private property.

Detrimental Behavior: Behavior on or off school property which is detrimental to the welfare, safety or morals of other students or school personnel.

Disruptive to Learning Environment: Students shall be expected to abide by the code of conduct adopted by the Board and any other appropriate classroom rules of behavior established by the building principal and/or classroom teacher for the purpose of maintaining order and a favorable academic atmosphere.

Disrespectful: Behavior that shows a lack of respect to others.

Disrespect to staff or students in any capacity will not be tolerated at Sproul Jr. High. The administration at Sproul will proceed with more severe consequences for those students who behave in this way.

Dress Code Violation: Students are expected to observe a mode of dress and appearance that is appropriate. District policy states, "Student dress and grooming shall conform to reasonable standards of neatness, cleanliness, and modesty." Student attire and styles must not be disruptive to the learning environment and educational process or be detrimental to the welfare of others by violating reasonable standards of safety, health, hygiene, or morals.

Specifically, the following clothing/accessories will not be permitted:

ANY MANNER OF APPEARANCE DEEMED BY THE ADMINISTRATION AS DISRUPTIVE OR INAPPROPRIATE TO THE LEARNING ENVIRONMENT.

- head-wear worn within the building
 - sunglasses/dark glasses worn within the building
 - garments that expose the torso including, but not limited to, muscle shirts, tube tops, single shoulder tops, "spaghetti" straps, exposed midriffs (shirts must overlap the pants), low-cut clothing, backless clothing, sheer, fishnet, mesh, or see-through clothing, inappropriately tight clothing, undershirts worn as outer shirts.
 - straps/sleeves should be at least 2 fingers in width.
 - shorts, dresses, skirts or other similar clothing that bare or expose traditionally private parts of the body (general expectation: shorts/dress/skirts should be at mid-thigh or below the students' fingertips when in the standing position; this includes any holes in the clothing).
 - billfold chains or any chains draped from clothing, belts cannot be hanging out, etc.
 - masks, excessive markings on the face, or face paint
 - no slippers/house shoes, or shoes without a solid sole
 - clothing shall be worn in an appropriate manner (e.g. both arms in armholes, pants not sagging, etc.)
 - items traditionally worn as undergarments shall not be visible (e.g. bras, underpants, etc.)
- A. any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
1. promote drugs, alcohol, weapons, or gambling;
 2. are of a sexual nature, gang related, including innuendos;
 3. by virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior;
 4. are obscene, profane, vulgar, lewd, or legally libelous;
 5. threaten the safety or welfare of any person;
 6. promote any activity prohibited by the student code of conduct;
 7. otherwise disrupt the teaching-learning process.

Students, if you question whether or not your appearance or dress is acceptable, it is probably not in harmony with the intent of the SJHS dress expectations.

Drug Related: The Board of Education has determined that the use of illegal drugs by students in the Widefield School District No. 3 is a significant threat to the health, safety and welfare of students and the school community, and that the incidence of drug use is increasing. This regulation is supplemental to District Policy JICH (alcohol abuse and drug use by students), and the Board of Education finds that this Regulation is necessary and appropriate for the implementation of said Policy JICH.

Under this regulation, a student in possession of any amount of an illegal substance as defined by the Uniform Controlled Substances Act of 1992 as set forth in Colorado Revised Statutes, Section 18-18-101 et. Seq., will be recommended for expulsion. Students may have an opportunity to avoid expulsion by completing and adhering to a drug contract with specific and stringent guidelines. The opportunity outlined in this regulation will not apply to serious drug offenses, defined as manufacturing, distribution, and/or felony possession of a controlled substance on school premises or at a school sponsored activity. Any serious drug offense will be grounds for possible expulsion without the possibility of a contract in lieu of expulsion as provided in this regulation.

The intent of this regulation is fourfold: (1) to provide for the health and safety of all students; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; (3) to curtail drug use by providing incentives for students who use drugs to participate in drug treatment and testing programs; and (4) to provide alternatives to expulsion.

Electronic Equipment/Devices (Cell phones, headphones, video equipment, personal computing devices, laser pointers, etc.):

***Note: Confiscated items will only be released to the Parent(s)/Guardians(s).**

Electronic Equipment

The following electronic equipment and devices are **not** permitted on SJHS school grounds, at any school-related activities or functions, or other District #3 sites and schools:

- **Music Players, cameras, video equipment, and personal computing devices**
- **Cellular phones:** Although we understand that cell phones are useful tools for parent/student communication, **we must maintain an academic environment** within the building. **Cell phones are not to be seen or heard in the building and should be turned off indoors.** Students using cell phones are only permitted to use them before or after school while they are outside of the building. Cell phones that are seen or heard within the building will be confiscated and appropriate consequences will apply. Students causing a disruption within the classroom with a cell phone will be given consequences applicable to a disruptive student.
Cell phones should not be used during concerts, drama productions, or indoor events, including athletic events, unless they are being used outside of the building.

- **Laser pointers** *Note: Reports indicate that these devices may cause eye damage when improperly used.*

Such devices cause disturbances, thereby interfering with the educational process. These items will be confiscated, and students will be subject to disciplinary action. Personal technology used for academic purposes may be allowed pending approval by administration and individual classroom teacher(s).

Extra-Curricular Events Violation: Attendance at events is a privilege. School policies apply. No re-entry.

Failure to Comply/Insubordination: Students are expected to comply with expectations provided to them by staff at all times.

Failure to Report to Main Office: Students are expected to report directly to the discipline office when given a referral or sent out of class

Failure to Sign In/Out of Attendance Office: students are **required** to report to the attendance office to **sign out** and upon returning to **sign in**. **Note: Students will only be released from school with parent or guardian (or emergency contact) notification or permission.**

Failure to Serve Administrative Detention: Students that are assigned detention are expected to report on to the correct location on time.

Failure to Report to In School Detention: Students that are assigned I.S.D. are expected to report to the conference room by the tardy bell of first period.

Fake Note, Forgery, or Telephone Call: A parent or guardian is the only person that can excuse a student.

Fire Alarm: Intentionally or unintentionally triggering a false alarm.

Food & Drink: Food and drink is only allowed in designated areas. SJHS is a NO GUM school. Rules regarding the consumption of candy, and clear water bottles in the classroom will be determined by teachers. All other types of food and drink is not permitted in the classrooms.

Gambling: Students are not allowed to play games of chance or gain.

Gang Related Behavior: (See Gang-Related Activity Policy)

Including, but not limited to: symbols, signs, pictures, gestures, on or in lockers, books, notebooks, clothing and jewelry.

Hall Pass Violation: Students given passes are expected to complete their business expediently, and return to class immediately. Students given passes to the library are expected to work quietly and according to teacher instruction. Passes are to be used only for the purpose intended.
Harassment, Threats, and/or Intimidation: Behavior that communicates unwelcome verbal or physical gestures/actions that is demeaning or abusive.
Hazing Activities: Includes any willful or reckless act done by a student or group of students for the purpose of subjecting the other student(s) to indignity, humiliation, intimidation, physical harm or threats of harm, social or other ostracism, shame, or disgrace. No student shall engage in any form of hazing, nor shall any student encourage or assist any person in hazing.
Habitually Disruptive: 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 to the classroom, on school grounds or at school activities or events.
Horseplay: Excessive physical, foolish behavior
Inappropriate Behavior: Behavior that is not appropriate for school.
Inappropriate Computer Use: Behavior that is deemed inappropriate by school officials; damage to the computer or keyboard, or viewing material that is not appropriate for school.
Inappropriate language/Gestures: (lewd, obscene, profane) Non Directed: Using inappropriate language, profanity, vulgar language or obscene gestures.
Inappropriate language/Gestures: (lewd, obscene, profane) Directed: Using inappropriate language, profanity, vulgar language or obscene gestures.
Inappropriate Social Media Use: Careless use of social media by a student that has a negative effect on the school: Inciting but not limited to acts of violence, bullying, threats or sexually inappropriate material.
Inappropriate Writings or Drawings: Writing or drawings that are not appropriate for school
Instigating Fights/Conflicts: Instigating is the act of spreading rumors that someone wants to fight another person and/or actually encouraging a student(s) to fight.
Lying / Untruth: Lying or giving false information either verbally or in writing to a school employee
Misconduct In I.S.D.: Inappropriate behavior in I.S.D. is not tolerated.

Leaving class without permission: Students must have permission from their teacher to leave the classroom, or area in which their class is being held (i.e. the library, etc.).

Out of a designated area: A student who is in a place where they are not permitted to be.

Physical Altercation/Fighting: Involving physical contact (i.e. pushing, shoving, hitting, kicking, etc.)

FIGHTING HAS NO PLACE IN THE SCHOOL SETTING UNDER ANY CIRCUMSTANCES! ALL PARTIES INVOLVED WILL RECEIVE DISCIPLINARY ACTION FOR ENGAGING IN A PHYSICAL ALTERCATION...PERIOD!!!

Public display of affection (PDA): Excessive physical display of affection – (including, but not limited to, holding hands, embracing, and/or kissing)

Refusal to Participate in Class/Sleeping: Sleeping in class or refusing to participate in class.

Safety Issue: Any inappropriate behavior or actions that causes or potentially could cause injury to others.

Skipped Teacher Detention: Students who do not serve their teacher's discipline assignment will face disciplinary action.

Smoking/Possession of Tobacco Products: (As governed by Widefield School District #3 policies). State law prohibits all tobacco use on school property.

-Electronic/vapor cigarettes will be categorized and treated as tobacco products according to school district policy.

Student Conflict: Any disagreement or failure to get along appropriately with others that becomes disruptive or potentially disruptive to the school environment.

Tardies: Tardiness occurs when a student is not in his or her assigned place when a class begins. Because of the disruptive nature of tardiness, the detrimental effect upon tardy students, and the rights of non-tardy students to uninterrupted learning; penalties will be imposed for excessive tardiness. **Tardiness exceeding ½ the class period will be considered an absence.**

Excessive tardies: Multiple 4th and 5th tardies may result in more restrictive disciplinary actions.

Unexcused Tardies include (but are not limited to) the following:

- missing the bus
 - Running late due to student or parent
- oversleeping
 - Alarm clock didn't go off.

Theft/Possession of Stolen Property: Stealing or possession of stolen property.

Unauthorized Entry and Computer Access and/or Use: Access privileges may be revoked and school disciplinary action may be taken if Internet and Computer Access privileges are abused.

Unexcused Absences: Include (but are not limited to):

- Oversleeping
- Missing the bus
- Truancy
- Suspension
- Fake notes/calls
- "Skip" days
- Leaving class early
- Babysitting/Childcare
- Parental failure to notify within 48 hours

A "habitual truant" is a student who has four unexcused absences from school in any one month or 10 unexcused absences during the school year.

Unprepared for Class Student are expected to be prepared for class; Infractions include, but are not limited to failing to bring materials to class.

Verbal Altercation: Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs or derogatory statements addressed publicly to others that may precipitate disruption of the school program or incite violence.

Weapons Related: Carrying, bringing, using, or possessing any dangerous weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited.

Willful Disobedience or Open and Persistent Defiance: Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.

OTHER ACTS OR ITEMS THAT ARE DISRUPTIVE TO THE EDUCATIONAL PROCESS AND MAY RESULT IN DISCIPLINARY ACTION AND/OR TEMPORARY CONFISCATION ARE:

- ☐ Large sums of money - If it is necessary to bring a large sum of money to school, the student must check it in at the main office for the day.
- ☐ Matches, lighters, and other potentially dangerous items
- ☐ Large bags are not to be taken into the classroom. They are to be left in lockers.
- ☐ Voluntary surrender of prohibited items (excluding guns) will not result in disciplinary action provided they are turned in to school administration at start of day. Parents will be notified before item is returned to student.

ACCESS TO DISCIPLINARY RECORDS

Teachers or counselors may examine student disciplinary records maintained by the building administrator for students with whom they have direct contact. Parents and guardians may also examine student records as provided by board policy and applicable law. Access shall be granted to the teacher, counselor, or parent within a reasonable period of time following the request. Parents, guardians, and staff members shall be given written notice at the beginning of each school year regarding their opportunity to review student disciplinary records. Teachers and counselors shall not copy or take disciplinary records or information with them from the file and shall not disclose the information to any other person.