

2026 - 2027

SPROUL HANDBOOK



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

Regular and punctual attendance is essential to student success. Students who attend school consistently are more likely to achieve academically, build positive relationships, and develop habits that contribute to future success.

To receive the full benefit of instruction, students are expected to attend school every day and arrive on time. Attendance is a shared responsibility between students, families, and the school.

Students who fall below 90% attendance during any quarter, regardless of the reason for the absences, are not eligible to receive Spartan Pride recognition.

Definition of an Absence

An absence occurs when a student misses one or more class periods during the school day. School administration determines whether an absence is excused or unexcused.

Whenever a student's schedule differs from the regular school day, the student must:

- Sign out through the front office before leaving campus.
- Sign back in through the front office upon returning.
- Students arriving late to school must report to the front office before going to class.

Reporting an Absence

Parents/guardians should notify the attendance office as soon as possible when a student will be absent. Whenever possible, absences should be reported by 10:00 a.m. on the day of the absence. A phone call from a parent/guardian serves as the student's excuse, and a written note is not required.

Returning After an Absence

Students returning from an absence should report directly to class unless directed otherwise by the front office.

Leaving School During the Day

Once a student arrives on campus, they may not leave without permission.

To check a student out of school:

- A parent/guardian must contact the front office by phone or written note.
- The student must sign out before leaving campus.
- Upon returning, the student must sign back in through the front office.

Failure to follow the checkout procedure may result in the absence being recorded as unexcused.

Prearranged Absences

Parents/guardians should notify the school as early as possible when a student will miss school for planned reasons. District procedures require requests for prearranged absences to be made at least two weeks in advance whenever possible. Approval is determined by school administration based on the student's attendance history, academic performance, and the reason for the request. Prearranged absences at the end of a semester or school year are strongly discouraged.

Excused Absences

Administrative approval is required for an absence to be considered excused. Excused absences may include:

- Illness, injury, or medical, mental health, or emotional health concerns.
- Approved prearranged absences.
- Participation in a school-sponsored activity.
- Participation in an approved work-study program.
- Other extenuating circumstances approved by school administration.

Administration may require documentation to verify an absence.

Make-Up Work

Students are responsible for completing all assignments, assessments, and classroom activities missed during an excused absence.

- Students have two school days for each day absent to complete missed work.
- Assignments announced before a prearranged absence are expected to be completed upon returning to school.
- Students are responsible for communicating with their teachers regarding missed work.

A visit to the Counseling Center is considered an excused absence when the student has a valid pass.

Students who miss more than one-half of the school day due to an absence may not participate in or attend extracurricular activities, practices, or athletic contests that day unless approved by administration.

Unexcused Absences

An unexcused absence is any absence that does not meet the requirements for an excused absence. Examples include, but are not limited to:

- Missing the bus
- Oversleeping
- Skipping class (truancy)
- Forged notes or false parent phone calls
- Failure to follow school attendance procedures

Parents/guardians will be notified of unexcused absences.

UNEXCUSED ABSENCE INTERVENTION

The district uses a progressive intervention process designed to support improved attendance while

addressing barriers that may prevent students from attending school regularly.

**Unexcused
Absences**

School Response

1st	Attendance office contacts parent/guardian and explains future attendance expectations.
2nd–3rd	Parent/guardian contacted, student conference with an administrator or counselor, and possible assignment of lunch detention.
4th–6th	Phase I Truancy: Habitual Truant Risk letter, possible In-School Detention, and parent meeting to develop an Attendance Support Plan.
7th–8th	Continued attendance monitoring, parent follow-up, and possible In-School Detention.
9th–10th	Phase II Truancy: Truancy letter issued, Attendance Support Plan reviewed, and possible additional disciplinary consequences.
11 or More	Phase III Truancy: Referral to the WSD3 Truancy Officer and mandatory parent meeting.

HOW FAMILIES CAN HELP

Families play an important role in student attendance. Parents/guardians are encouraged to:

- Emphasize the importance of attending school every day.
- Schedule appointments outside the school day whenever possible.
- Notify the school promptly when a student is absent.
- Support school attendance expectations and procedures.
- Partner with school staff if attendance concerns arise.

BICYCLES/ROLLERBLADES/SCOOTERS/SKATEBOARDS

Students are required to park and lock their bicycles/e-bikes in the bicycle rack. Students may not ride or operate motor vehicles on school grounds. Bicycles, e-bikes, 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. Student-athletes who arrive with athletic equipment (e.g., football pads and helmets, softball gear, etc.) should line up at the 8th-grade doors with their equipment and will be allowed to enter the building first to store their gear in their assigned gym lockers before reporting to their designated morning location.

Students who are eating breakfast will be permitted to enter the cafeteria beginning at 7:05 AM through the quad entrance. 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.
- 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 & REGULATIONS:

Waiting For/Departing the Bus:

- Be on time at your designated bus stop. To avoid missing the bus, it is recommended that students arrive 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 on the Bus: 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 seated at all times, follow directions, and use voices that do not distract the driver. Bus drivers will assign students to a specific seat. Do not distract the driver. Keep the aisle clear. Talk quietly while on the bus. Be completely silent at all railroad crossings.
- Students may use personal electronic devices on the bus, including cell phones, tablets, and other portable devices. Earbuds or headphones may be used for listening to audio at a volume that does not prevent students from hearing the bus driver's instructions. Electronic device use must not interfere with the safe operation of the bus, distract the driver, or disrupt other passengers. The bus driver may restrict or prohibit device use at any time to maintain safety and order.
- 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 bus driver. Sharp objects (pens, pencils, etc.) 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 administrators.

Possible disciplinary actions include, but are not limited to:

- Immediate loss of transportation may occur depending on the severity of the violation. School bus transportation is a privilege, not a right; school bus transportation can be suspended for willful misconduct or endangering the overall safety of the school bus, its occupants, or others.

First Incident:

- The bus driver will address the student at the earliest opportunity.
- The driver will contact the parent and request assistance in correcting the student's misconduct.
- A copy of the "Bus Conduct Report" will be sent to the school transportation point of contact, the Dean of Students.

Second Incident:

- The driver will address the student at the earliest opportunity.
- The driver will contact the parent and request assistance in correcting the student's misconduct.
- A copy of the "Bus Conduct Report" will be sent to the school transportation point of contact, the Dean of Students.
- The student may receive an in-school consequence.

Third Incident:

- The driver will address the student at the earliest opportunity.
- A copy of the "Bus Conduct Report" will be sent to the school transportation point of contact, the Dean of Students.
- An administrator will contact the parent and request assistance in correcting the student's misconduct.
- The student will receive an in-school consequence and/or may lose all district-provided transportation privileges for a period to be determined by an administrator.
- Parents are responsible for their child's transportation to and from school during this time.

Fourth Incident:

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

Additional 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 will be 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

Colorado Revised Statute § 19-3-304 requires school employees to report suspected child abuse or neglect. If a school employee has reasonable cause to know or suspect that a child has been abused or neglected, they are required to make a report as soon as reasonably possible, but no later than 24 hours after receiving the information.

School employees are mandated reporters, meaning the responsibility to report belongs to the individual who has the concern. This responsibility cannot be delegated to an administrator, counselor, or another staff member. While staff should notify administration according to district procedures, they must make the report themselves.

Reports may be made to the appropriate county department of human services, local law enforcement, or the Colorado Child Abuse and Neglect Hotline.

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. 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 Registrar, 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. Leaving campus without authorization may result in disciplinary action and loss of extracurricular activities.

CMAS TESTING

Colorado administers the Colorado Measures of Academic Success (CMAS) assessments to middle school students each year. Students in grades 6-8 participate in English Language Arts and Mathematics assessments, and students in grade 8 participate in Science assessments. In some years, selected students may also participate in a Social Studies assessment as determined by the Colorado Department of Education. Assessment results are provided to parents/guardians each year and may be used by the school and district to evaluate student progress and instructional programs.

COUNSELING

The Sproul counseling center is designed to support the academic, social, emotional, and career development needs of students. School counselors work collaboratively with students, families, staff, and community resources to help students achieve success in school and beyond. Students may request to meet with a counselor at any time. Counselors will make every effort to meet with students as soon as possible; however, response times may vary depending on student needs, emergencies, and counselor availability.

Parents/guardians may contact their student's assigned school counselor directly:

Students with last names A–K are assigned to Counselor A-K at 719-391-3234.

Students with last names L–Z are assigned to Counselor L-Z at 719-391-3235.

CRISIS PROCEDURES

Sproul Junior High regularly reviews and practices emergency procedures with students and staff throughout the school year. All staff members are provided with crisis response procedures and receive training on emergency protocols.

Lockdown: A lockdown may be initiated when there is a potential threat to the safety of students or staff. During a lockdown, classrooms and building entrances will be secured, and no one will be admitted to or released from the building until it is safe to do so.

Secured Perimeter: A secured perimeter may be used when there is a concern in the surrounding area. Exterior doors will be locked and access to the building will be restricted while school operations continue inside the building.

If students need to be released during or after an emergency, they will ONLY be released to a parent/guardian or emergency contact listed in the student's records. Identification WILL be required. If an evacuation is necessary, families will be notified with student pickup instructions.

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.

Grade-Level Course 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

Dances are an opportunity for Sproul students to socialize and have fun. Students will be expected to maintain proper school conduct and to follow the dress code. School dances are intended to provide students with a fun and age-appropriate social activity. Students should dress in a manner consistent with school expectations and the school dress code. All dances are for Sproul students only.

Dances are held from 3:00 PM to 4:30 PM. Attendance at school dances is a privilege. Students may be ineligible to attend due to disciplinary concerns, attendance concerns, or academic performance. Students who are absent for more than one-half of the school day, assigned to ISD on the day of the dance, or have served an out-of-school suspension during the current quarter may be ineligible to attend. All students must be picked up or leave school grounds within 15 minutes of the conclusion of the event. Failure to do so may result in loss of eligibility to attend future school-sponsored events.

Students who fail to meet school expectations for behavior, attendance, or academics may be restricted from attending school dances or other extracurricular events.

DETENTION

Students may be assigned In-School Detention (ISD) or lunch detention for violations of school rules and expectations. ISD is assigned by an administrator, while lunch detention may be assigned by a teacher or administrator. Students assigned to ISD must turn in their cell phones to the supervising staff member upon arrival.

DISCIPLINE GUIDELINES

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

Philosophy

In accordance with Colorado law, every student has the right to learn in a safe, supportive, and orderly environment that is conducive to learning and free from unnecessary disruption. Students are expected to follow school rules, demonstrate respect for others, and comply with the reasonable directions of school staff. Behaviors that interfere with the learning environment or the safety and well-being of others may result in disciplinary action. (Colorado Revised Statutes, C.R.S., 22-32-109.1)

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 (updated 6/3/2026):

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.

STUDENT DISCIPLINE PROCEDURES

I. Disciplinary Action

Disciplinary action may include, but is not limited to, warning, parent contact, loss of privileges, lunch detention, in-school detention, suspension, transfer to another class, or referral to an outside agency, a Remedial Discipline Plan, placement in an Alternative Education Program, or expulsion. The disciplinary, preventive, or corrective action selected will be determined by the appropriate school official based on the nature and severity of the incident, the student's disciplinary history, and the circumstances of the situation, in accordance with district policy and procedure. (Board Procedure JK-R, JKD/JKE).

II. Remedial Discipline Plan

An administrator 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 administrator may arrange a meeting with the student, the student's parent/guardian, and any staff members whose involvement is appropriate. A written plan may be developed to address the student's behavior, educational needs, and the steps necessary to support the student's success in school. The plan may include interventions, supports, incentives, and consequences, and may be documented in the form of a contract signed by the student and parent/guardian. (Board Procedure JK-R).

III. Habitually Disruptive Student

A student may be declared habitually disruptive if he or she is involved in three significant incidents during a school year that cause a material and substantial disruption in the classroom, on school grounds, or at school activities or events. Following appropriate notification to the student and parent/guardian, the district may initiate disciplinary procedures in accordance with Board Policy and Procedure JK-R, including consideration of expulsion.

IV. Disciplinary Removal from the Classroom

It is the policy of the Board of Education to maintain classrooms in which student behavior does not interfere with a teacher's ability to teach or other students' ability to learn. Students are expected to follow the Student Code of Conduct and any classroom expectations established by the building principal and/or classroom teacher to maintain a safe, orderly, and productive learning environment. Students who violate the Student Code of Conduct or classroom expectations may be subject to removal from class and/or other disciplinary action in accordance with district policy. (Board Policy JKBA).

STUDENT DRESS CODE

Sproul Junior High follows Widefield School District 3 Board Policy JICA regarding student dress and appearance. A safe and orderly learning environment is essential to student success. Student attire should support learning, minimize distractions, and promote the safety and well-being of all students and staff.

Any student determined to be in violation of the dress code may be required to change into appropriate attire or make arrangements to have appropriate clothing brought to school. Students may also be subject to disciplinary action as outlined in the Student Code of Conduct.

The following attire is not permitted at school or school-sponsored activities:

Clothing, accessories, jewelry, grooming, body adornments, or other items that:

- Refer to or promote drugs, tobacco, alcohol, weapons, or other prohibited activities;
- Are of a sexual nature;
- Denote membership in or affiliation with gangs that advocate drug use, violence, or disruptive behavior;
- Are obscene, profane, vulgar, lewd, or legally libelous;
- Threaten the safety or welfare of any person;
- Promote activities prohibited by the Student Code of Conduct; or
- Cause a material and substantial disruption to the educational environment.
- Clothing that exposes undergarments or does not adequately cover the stomach, buttocks, breasts, or other private body areas.
- Students may wear hats, caps, or other head coverings while inside the building, provided they remain fully identifiable and the headwear does not disrupt the learning environment. Hoods and sunglasses may not be worn inside the building unless approved for medical or school-authorized purposes.

Sproul Junior High Expectations

In addition to District policy, the following expectations are in place to promote safety and minimize distractions:

- Slippers or footwear without a solid sole are not permitted.
- Large coats and bulky outerwear may be required to be stored in lockers during the school day.
- Undershirts designed to be worn as undergarments may not be worn as outerwear.
- Wallet chains or chains attached to clothing that may create a safety concern are not permitted.

Exceptions

- Appropriate athletic attire may be worn in physical education classes.
- Clothing worn for school-sponsored activities may be worn when approved by the sponsor or coach.

Building principals, in conjunction with the School Accountability Committee, may develop and adopt school-specific dress code expectations that are consistent with district policy. (Board Policy JICA).

SPECIFIC POLICIES ON GANGS, WEAPONS, ALCOHOL, DRUGS, TOBACCO, BULLYING, AND CHARACTER EDUCATION

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 that advocates or regularly engages in drug use, violence, illegal acts, disruptive behavior, or similar activities. Students shall 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 and non-students may not:

- Recruit or assist in the recruitment of gang members.
- Wear or display clothing, accessories, symbols, or signs that indicate membership in or affiliation with a gang.
- Threaten, intimidate, or engage in behavior intended to threaten or intimidate students, staff, or others lawfully present on school property or attending school-sponsored activities.
- Engage in any activity that promotes, assists, or furthers gang or gang-related activities or purposes. (Board Policy JICF).

Dangerous Weapons

The Board of Education has determined that the possession, use, or threatened use of a weapon is detrimental to the safety and welfare of students and staff.

The use, possession, carrying, or threatened use of a dangerous weapon on school property, in a school vehicle, at a school-sponsored activity, or in any situation that has a reasonable connection to the school environment is prohibited unless authorized by the school or district.

For purposes of this policy, a dangerous weapon includes, but is not limited to:

1. Firearms, whether loaded or unloaded;
2. Pellet guns, BB guns, or similar devices;
3. Fixed-blade knives with a blade exceeding three inches;

4. Spring-loaded knives or pocketknives with a blade exceeding three and one-half inches; and
5. Any object, device, instrument, material, or substance that is used or intended to be used to inflict death or serious bodily injury.

In addition, the possession or use of any knife on school property, in a school vehicle, or at a school-sponsored activity is prohibited unless authorized by school administration.

Firearm facsimiles, imitation firearms, or other items that could reasonably be mistaken for an actual firearm are also prohibited unless authorized by school administration.

Violations of this policy will be addressed on a case-by-case basis and may result in disciplinary action, including suspension, expulsion, and/or referral to law enforcement, in accordance with district policy and applicable law. (Board Policy JICI).

Alcohol/Drug Abuse

Widefield School District 3 is committed to providing a safe and healthy learning environment. Students are prohibited from possessing, using, selling, distributing, exchanging, or being under the influence of alcohol, drugs, controlled substances, drug paraphernalia, or substances represented to be controlled substances. This prohibition applies on school property, in school vehicles, at school-sponsored activities or events, and in situations that have a reasonable connection to the school environment.

Violations of this policy may result in disciplinary action, including suspension, expulsion, referral to law enforcement, and/or participation in intervention programs in accordance with District Policy JICH. Students involved in the sale, distribution, or exchange of controlled substances may be subject to more severe disciplinary consequences. Additional procedures regarding investigations, interventions, drug contracts, and disciplinary consequences are outlined in District Regulation JICH-R.

Tobacco-Free Policy

To promote the health, welfare, and well-being of students and staff, the use or possession of tobacco products, nicotine products, electronic cigarettes, vaping devices, or other smoking or smokeless tobacco products by students is prohibited on school property, in district vehicles, and at school-sponsored activities or events. Students who violate this policy may be subject to disciplinary action in accordance with district policy. (Board Policy JICG).

Bullying Prevention and Education

Widefield School District 3 is committed to providing a safe, positive, and respectful learning environment free from bullying, harassment, intimidation, and threats. Bullying, retaliation against individuals who report bullying, and knowingly making false accusations of bullying are prohibited. Bullying is the use of coercion or intimidation to cause physical, mental, or emotional harm to another person. Bullying may include written or verbal expressions, physical acts or gestures, electronic acts (cyberbullying), or a pattern of such behaviors.

This policy applies on school property, at school-sponsored activities and events, in district vehicles, and in situations that have a reasonable connection to the school environment. Students who engage in bullying, retaliation, or other prohibited behaviors may be subject to disciplinary action, including detention, loss of privileges, in-school detention, suspension, expulsion, and/or referral to law enforcement. The severity and pattern of behavior, if any, will be considered when disciplinary decisions are made.

Students who believe they have been the target of bullying, or who witness bullying, are encouraged to report the incident to a teacher, counselor, or administrator. Reports of bullying will be investigated in accordance with district policy and procedures.

The district is committed to prevention, education, intervention, and support for students affected by bullying. (Board Policy JICDE).

Student Search and Seizure

The district has a responsibility to maintain a safe and orderly learning environment. School officials may search a student, the student's personal property, lockers, desks, or other school property when there are reasonable grounds to suspect that the search will uncover evidence of a violation of law, district policy, or school rules, or reveal an item that poses a threat to the safety or welfare of students or staff.

Lockers, desks, and other school storage areas remain school property and may be inspected at any time, with or without notice. Students are responsible for the contents of lockers and other school-assigned storage areas. Students who realize they have brought a prohibited item to school should immediately turn the item in to the front office or a school administrator.

The district may utilize trained drug-sniffing dogs in cooperation with law enforcement to conduct sweeps of school property, including lockers, parking lots, and other areas. Such sweeps may be conducted in accordance with district policy and applicable law. Items found during a search that violate district policy, school rules, or the law may be confiscated and may result in disciplinary action and/or referral to law enforcement.

- School officials may interview students regarding potential violations of school rules or district policy. Law enforcement officers conducting interviews, searches, or arrests are responsible for complying with all applicable legal requirements. (Board Policy JIH).

Use of Physical Intervention and Staff Immunity

Physical Intervention/Violent or Aggressive Behavior

The district is committed to maintaining a safe learning environment for all students and staff.

District employees may use reasonable and appropriate physical intervention, consistent with state law and district policy, when necessary to:

1. Protect students, staff, or others from physical injury;
2. Obtain possession of weapons or other dangerous objects;

3. Prevent the destruction of property that could result in physical injury; or
4. Act in self-defense.
 - a. Corporal punishment is prohibited and shall not be administered by any district employee or volunteer.
 - b. Restraint may only be used in accordance with state law and district policy when necessary to protect the safety of the student or others. Restraint shall never be used as a form of discipline, punishment, or for the convenience of staff. Parents/guardians will be notified of restraint incidents as required by law and district policy. (Board Policy JKA).

Immunity for Enforcement of Discipline Code

- a. District employees acting in good faith and in accordance with district policy and procedures are afforded the protections provided by law when carrying out their professional responsibilities. (Board Policy JK).
- b.
- c. Additional information regarding student discipline, suspension, expulsion, denial of admission, and student rights and responsibilities can be found in the applicable Widefield School District 3 Board Policies and Regulations. Current district policies are available through the district's online policy portal or by contacting the school office.

Character Education

The Board of Education believes that parents and guardians are the primary and most important moral educators of their children, and that schools and the community should support and reinforce these efforts. The District's character education program is designed to help students develop positive character traits, habits, and skills that prepare them to become responsible citizens and positive contributors to society. These traits include honesty, respect, responsibility, courtesy, integrity, respect for parents, home and community, compliance with the law, a strong work ethic, conflict resolution skills, patriotism, and community service. Staff members are expected to model and promote these character traits throughout the school community. (Refer to Policy IHAK).

EMERGENCY SCHOOL CLOSING

When weather or other emergency conditions warrant, the Superintendent may implement a delayed start, early dismissal, or school closure. Decisions will be made with the safety of students and staff as the primary consideration. Families will be notified as soon as possible through the district's communication systems, website, and other appropriate communication channels. During a delayed start, school start times, bus pickup times, and other applicable schedules will be adjusted accordingly. A two-hour delayed start may be utilized when conditions allow for schools to open later in the day rather than close entirely.

Parents/guardians are encouraged to establish an emergency plan for their student in the event of a delayed start, early dismissal, or school closure. Students should know what to do and where to go if school is dismissed early.

Parents/guardians are expected to:

- Determine whether weather and travel conditions are safe for their students to attend school.
- Monitor district communications regarding school closures, delayed starts, or early dismissals.
- Ensure their student knows what to do and where to go in the event of an early dismissal.
- Be prepared for schedule changes due to severe weather or other emergencies.
- Maintain current emergency contact information with the school.
- Avoid relying on last-minute telephone arrangements during severe weather or emergency situations, as communication systems may become overloaded or unavailable.

Questions regarding emergency closures, delayed starts, or early dismissals should be directed to the school office at (719) 391-3215.

MANDATORY ACADEMIC STUDY HALL

Student grades are reviewed each Monday. Students with two or more failing grades, (F's), will be assigned MASH (Mandatory Academic Study Hall) for the remainder of the week.

MASH is an academic support program, not a punishment. It provides students with dedicated time during lunch to complete missing work, improve grades, and seek assistance from teachers before academic concerns become more significant. Students are removed from MASH once they no longer meet the criteria for placement.

FIRE DRILLS AND TORNADO WARNINGS

Fire Drills and other emergency drills are conducted monthly throughout the school year. When an alarm or emergency signal is activated, students are expected to follow all staff directions promptly and safely.

During a fire drill or evacuation:

- Exit the classroom in an orderly, single-file manner.
- Remain quiet and attentive to instructions.
- Walk quickly; do not run.
- Follow the designated evacuation route posted in each classroom.
- Move to the assigned location and remain with your class until directed to re-enter the building.

In the event of a tornado warning or other severe weather emergency, students will be directed to designated shelter areas. Students are expected to remain calm, follow staff directions, move quietly and safely to the assigned location, and remain there until the all-clear is given.

GRADING

Sproul uses a standard grading system for scholastic work.

- A – Superior Work
- B – Above Average Work
- C – Average Work
- D – Below Average Work

F – Failing Work
I – Incomplete Work

Advanced math courses may receive weighted grades.

Students are responsible for completing all missed assignments. Teachers will communicate expectations and timelines for makeup work in accordance with school and district guidelines.

Midterm grades will be issued midway through each grading period. Report cards will be issued following each nine-week quarter. The teachers, counselors, and administrators are available to assist students with their academic progress. Students, parents/guardians, or school staff may request a conference whenever it is believed such a meeting would benefit the student. Parents/guardians wishing to schedule a conference with their student's teachers should contact the counseling office at 719-391-3236.

Parents/guardians are encouraged to monitor academic progress regularly through the Infinite Campus Parent Portal.

HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a staff member or have a valid hall pass in their possession. Hall passes are limited to one student per pass unless otherwise authorized by a staff member. Students should not be in the hallways before school, after school, or during lunch without permission from a staff member.

Hall passes are a privilege intended to support legitimate student needs. Students who misuse hall pass privileges, repeatedly violate hallway expectations, or demonstrate a pattern of inappropriate behavior while out of class may have hall pass privileges restricted or revoked. In such cases, students may be placed on a restricted hall pass list and required to obtain administrative approval before leaving class. Hall pass restrictions are intended to promote student safety, accountability, and classroom attendance.

HALL/STAIRWAY TRAFFIC

Students are expected to move through the hallways in a safe, respectful, and orderly manner at all times. To ensure a safe and efficient transition between classes, students should keep moving, stay to the right, and avoid blocking hallways, doorways, or stairwells. For safety and traffic flow, the stairway by the art room is designated as one-way down during passing periods. Running, horseplay, and excessive noise are not permitted.

Students are expected to arrive at class on time. Passing periods are four minutes in length.

Students share responsibility for maintaining a clean school environment and should dispose of all trash and other materials in appropriate receptacles.

HOMEWORK

Homework is an important part of the educational process and is intended to reinforce learning, provide additional practice, develop responsibility, and help students build effective study habits and time-management skills.

Homework may include practice assignments, projects, research, reading, or other activities that extend classroom learning. Students are expected to complete assignments on time and to communicate with their teachers regarding missed work due to absences.

Parents/guardians are encouraged to support their student's learning by providing an appropriate time and place for study and by monitoring academic progress.

Students who are absent remain responsible for obtaining and completing missed assignments. Teachers will communicate expectations and timelines for makeup and late work in accordance with school and district guidelines.

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

Students who become ill during the school day must obtain permission from their teacher before reporting to the health room. After being assessed by the health technician or other designated staff member, the student may return to class, rest in the health room, or have a parent/guardian contacted if the student's condition warrants dismissal from school.

Students should not contact parents/guardians directly to arrange dismissal without first reporting to the health room.

INFINITE CAMPUS

The Infinite Campus Parent and Student Portal provides access to attendance, assignments, schedules, grades, and other important student information. Parents and students are encouraged to monitor academic progress regularly throughout the school year.

Teachers update grades and assignment information on a regular basis. Updated information is typically available for parents and students by the end of each week.

Because student information is confidential, access to the Parent Portal is limited to parents/guardians and other individuals authorized by the student's parent/guardian. Parents/guardians who need access to the portal should contact the school office for account activation information.

Verification of Status forms remain valid throughout a student's enrollment at Sproul Junior High unless otherwise updated by the parent/guardian.

PARENT SQUARE

ParentSquare is the district's primary communication platform for school, classroom, athletic, and district information. Parents/guardians are encouraged to maintain an active ParentSquare account to receive important announcements, reminders, emergency notifications, and updates regarding school events and activities.

ParentSquare may be used for attendance notifications, school and district announcements, athletic communications, event reminders, and other important information throughout the school year.

Parents/guardians are responsible for ensuring their contact information remains current in Infinite Campus so they can receive ParentSquare communications in a timely manner. If you need assistance accessing ParentSquare, please contact the school office, 391-3218.

INTERSCHOLASTIC ATHLETICS

Sproul Junior High offers a variety of interscholastic athletic opportunities for students in grades 6-8. Athletic programs are designed to promote skill development, teamwork, sportsmanship, leadership, and school pride. Participation in athletics is a privilege and carries additional expectations for academics, attendance, citizenship, and conduct.

Athletic Participation Requirements

Prior to participation, student-athletes must complete all district-required athletic registration materials, including:

- Parent/guardian permission forms
- Current physical examination documentation as required by the district
- Emergency contact information
- Any additional forms required by the district or athletic department

Student-athletes and parents/guardians are expected to review and comply with the Widefield School District 3 Athletic Handbook and all team expectations.

Physical Examination

Student-athletes must have a current physical examination completed by a licensed healthcare provider before participating in interscholastic athletics. Physicals must remain valid for the entire academic year of participation.

Academic Eligibility

Eligibility periods run from Wednesday through the following Wednesday. Student-athletes are responsible for monitoring their grades and maintaining academic eligibility throughout the season. Eligibility determinations are based on grades posted at the time eligibility reports are generated.

Students who become ineligible may submit an Athletic Eligibility Appeal when qualifying circumstances exist. Appeals are intended for situations beyond a student's control, such as illness, medical appointments, family emergencies, school-related absences, or assignments that were

turned in on time, but have not yet been graded. Appeals are not intended for students who are failing due to missing assignments, incomplete work, or a lack of academic effort. Athletic Eligibility Appeals must be submitted to the Athletic Director no later than 12:30 p.m. each Tuesday in order to be considered for the upcoming eligibility period.

Student-athletes who are declared academically ineligible during two separate eligibility periods within the same season will be removed from the team. Students and parents are responsible for monitoring grades through Infinite Campus.

Leaving a Team

Any student considering leaving a team should first meet with the coach to discuss the situation. Parents/guardians may be included in the discussion when appropriate.

Social Standing & Conduct Expectations

Student-athletes represent Sproul Junior High School and are expected to demonstrate good citizenship, sportsmanship, and respect for teammates, opponents, coaches, officials, staff, and school property at all times. Behavior that violates school rules, team expectations, district policies, or the Athletic Handbook may result in disciplinary action, suspension from competition, or removal from a team. Any athlete ejected from a contest will be subject to applicable league, district, and team consequences.

Athletic Participation and Suspensions

Students who receive any Out-of-School Suspension (OSS) regardless of the reason or length of the suspension, will be removed from the athletic team for the remainder of that sporting season. This policy applies to students who are participating in tryouts, practices, or competitions, regardless of when the suspension occurs during the season.

In-School Suspension (ISD) and Athletic Participation

Students assigned to In-School Suspension (ISD) may attend and participate in team practices during the days they are serving ISD. However, students may not participate in any athletic contest, performance, competition, or school-sponsored activity while serving ISD.

Athletic eligibility will be reinstated on the first school day after the student has successfully completed their ISD assignment, provided all other eligibility requirements have been met.

Transportation

Student-athletes traveling to athletic contests are expected to travel with their team under the supervision of school personnel unless alternative arrangements have been approved in advance by the coach and parent/guardian.

Equipment and Uniforms

Students are responsible for the proper care and timely return of all school-issued uniforms and equipment. Students may be charged replacement costs for lost, damaged, or unreturned items.

Outstanding athletic fees or equipment charges may result in restrictions on participation in future athletic programs and may affect a student's ability to purchase items such as yearbooks or participate in other school-related purchases or activities until the obligation is resolved.

LIBRARY MEDIA CENTER

The Library Media Center is the repository for a wide array of learning materials and a safe, relaxing area for students. Learning to make effective use of it is essential for any student wishing to get the most out of school. 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 unless the library is being used by a class. Students must pick up a grade level lunch pass on the day they'd like to come in for lunch. (During wrestling 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 two 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.
- 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 Widefield School District 3 have access to free breakfast and lunch through Colorado's Healthy School Meals for All program. Families are encouraged to complete the annual meal benefits

application, as this information helps the district secure available federal funding and support additional educational programs and services. All information provided is confidential and protected by law.

School menus are available through the District Nutrition Services Department. Families with special dietary needs or food allergies should contact the school nurse.

A la carte items may be purchased using cash or funds available in a student's nutrition account. Questions regarding meal services may be directed to Nutrition Services at 719-391-3560.

Students may enter the cafeteria beginning at 7:05 a.m. for breakfast. Students should enter and exit through the cafeteria doors located in the quad. Students are expected to eat promptly and report to their first class on time. Late passes will only be issued to students arriving on a late bus.

CAFETERIA EXPECTATIONS

Students are expected to conduct themselves in a safe, respectful, and orderly manner during lunch.

- Walk at all times.
- Follow directions from staff members.
- Remain in designated lunch areas and stay on school grounds at all times. Sproul operates a closed campus.
- Do not save places, cut in line, or switch lunch lines after entering the cafeteria.
- Food and beverages, other than water, may not be taken outside the cafeteria.
- Remain seated while eating and clean up your area before leaving.
- Restroom use and locker access should occur before or after lunch.

During inclement weather, students may be permitted to remain in designated indoor areas, including the cafeteria, quad, or gym. School administrators will determine indoor lunch procedures based on weather and safety conditions. Once students have moved to an outdoor lunch area, permission from a staff member is required to re-enter the building.

QUAD BEHAVIOR EXPECTATIONS

Behavior expectations remain in effect during lunch and other outdoor activities. Students are expected to conduct themselves in a safe, respectful, and orderly manner. Running, horseplay, roughhousing, and other unsafe behavior are not permitted.

Students must remain in their designated lunch area and may not leave the quad area without permission from a staff member. Students should bring appropriate outerwear when going outside, as re-entry to the building may be limited during the lunch period except with staff permission.

MEDICATIONS

Students may not possess or use prescription or over-the-counter medications at school unless authorized in accordance with district policy and applicable law. Certain medications, including emergency medications, may be self-carried and self-administered when approved through the appropriate district procedures.

School personnel may administer medication only when the required authorization forms are on file and all district requirements have been met.

Students should not share medication with others. Unauthorized possession, use, or distribution of medication may result in disciplinary action.

Cough drops are permitted only if they do not contain an active medicinal ingredient.

MONIES OWED

Students who do not return their athletic uniform or pay the replacement cost will be required to do so before another athletic uniform will be issued. Students with any outstanding school balance, including athletic uniforms, library materials, lost or damaged books, fees, or other school-related expenses, will not be permitted to purchase a yearbook at the end of the school year until all fees are paid in full. Any unpaid balances will carry over with the student to high school.

SPARTAN ELITE

Spartan Elite recognizes eighth-grade students who demonstrate excellence in scholarship, leadership, citizenship, service, and character. Selection takes place each spring.

To be eligible, students must have a 3.8 cumulative GPA or higher (not rounded) based on the first three quarters of their eighth-grade year. Eligible students are then evaluated by their teachers in the areas of leadership, citizenship, service, and character. Teachers rate students on a 1–5 scale, and students must meet the minimum scoring requirements in each category to be selected.

Students must also demonstrate positive behavior and consistently meet the expectations of Sproul Junior High. Significant or repeated discipline concerns may make a student ineligible for Spartan Elite. Final selections are based on a student's academic performance, teacher evaluations, and behavior record.

OFFICE

The main office serves as the central location for student and parent services. Students may use the office telephone when necessary and with staff permission.

Office hours are 7:00 a.m. to 3:15 p.m. during the school year. Summer office hours are 7:30 a.m. to 2:30 p.m.

PERMISSION TO LEAVE SCHOOL

Students who become ill during the school day must report to the health room. If a student is too ill to remain at school, a parent/guardian or emergency contact will be notified and arrangements will be made for the student to be picked up.

Parents/guardians are responsible for keeping emergency contact information current so the school can reach a responsible adult when needed.

Students who need to leave school for reasons other than illness must have parent/guardian permission and check out through the attendance office before leaving campus.

Students who leave school without proper authorization or without checking out through the attendance office may be considered truant.

PHYSICAL EDUCATION

Physical Education/Health is a required course for all seventh-grade students unless an approved opt-out request has been submitted in accordance with school procedures. Students are required to provide appropriate clothing for physical education classes. Physical education attire must be separate from clothing worn during the regular school day. Students are assigned physical education lockers and are encouraged to keep an extra set of clothing available.

Parents/guardians may excuse a student from participation in physical education for up to three consecutive class periods by providing a written note. A written medical excuse from a licensed healthcare provider is required for absences extending beyond three class periods.

Parents/guardians should notify the school of any medical condition or physical limitation that may affect a student's participation in physical education activities.

PUBLICATIONS (SCHOOL & NONSCHOOL PUBLICATIONS)

Students have the right to express their views through publications and other forms of expression, subject to the limitations established by district policy and applicable law. Non-school-sponsored publications or materials may not be distributed on school property or at school-sponsored activities if the material is obscene, defamatory, violates the privacy rights of others, promotes unlawful conduct, threatens violence, or would cause a material and substantial disruption to the educational environment. School-sponsored publications are supervised by school staff and must be consistent with the educational goals of the school and district.

Questions regarding student publications or the distribution of materials should be directed to school administration. (Board Policies JICE/JICE-R).

SPARTAN PRIDE PROGRAM

The Spartan Pride Program recognizes students who demonstrate academic achievement, positive attendance, and responsible behavior. The program is designed to encourage and celebrate student success both inside and outside the classroom.

To qualify, students must maintain at least a 90% attendance rate, have no D's or F's, and have no ISD assignments, OSS assignments, or office referrals during the grading period.

Platinum cards:

- *4.0 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

Gold cards:

- *3.7 – 3.9 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 retain constitutional rights to freedom of expression while at school; however, student expression must be consistent with district policy and may not materially disrupt the educational environment or interfere with the rights, safety, or well-being of others.

Students may not turn in, present, publish, or distribute expression that is obscene, defamatory, profane, false, threatening, discriminatory, advocates illegal activity, violates the privacy rights of others, or creates a material and substantial disruption to the orderly operation of the school.

Violations of this policy may result in disciplinary action in accordance with district policies and procedures. (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

Sproul Junior High offers students opportunities to participate in a variety of curriculum-related and noncurriculum-related clubs and organizations.

Curriculum-Related Organizations

Curriculum-related clubs and organizations are connected to the school's educational program and are designed to extend learning beyond the classroom. These organizations operate in accordance with state law, district policy, school procedures, and the goals of the educational program. (Board Policy JJA).

Noncurriculum-Related Organizations

Students in grades 6-8 may organize and participate in noncurriculum-related student organizations during noninstructional time in accordance with district policy. Student groups must obtain administrative approval, comply with school rules and procedures, and meet any applicable district requirements regarding supervision, scheduling, and use of school facilities.

All student organizations must be open to eligible students. Fraternities, sororities, secret societies, and hazing activities are prohibited. (District Policy JJAB-R).

STUDENT SEXUAL HARASSMENT

Sproul Junior High is committed to providing a safe, respectful, and inclusive learning environment for all students. Harassment, discrimination, sexual harassment, bullying based on a protected class, and retaliation are prohibited and will not be tolerated.

Prohibited conduct includes unwelcome verbal, written, physical, visual, or electronic behavior that interferes with a student's ability to participate in school, creates an intimidating, hostile, or offensive educational environment, or is directed at an individual based on a protected characteristic, including race, color, national origin, sex, disability, religion, age, gender identity, sexual orientation, or other protected status under law.

Any student who believes they have been subjected to harassment, discrimination, sexual harassment, or retaliation, or who witnesses such conduct, should report the incident immediately to a counselor, administrator, trusted staff member, or the district's designated compliance officer.

All reports will be investigated and addressed in accordance with district policies, regulations, and applicable state and federal law. Retaliation against any individual who reports a concern or participates in an investigation is prohibited.

Questions regarding harassment, discrimination, or sexual harassment may be directed to school administration or the district's designated compliance officer. (Board Policy AC-R-1).

SUBSTITUTE/GUEST TEACHERS

Substitute teachers are valued members of the Sproul community who help ensure learning continues when a regular teacher is absent. Students are expected to treat substitute teachers and all guests with the same respect, courtesy, and cooperation they would show their regular teachers.

Students are expected to follow all classroom rules, directions, and school expectations while a substitute teacher is present. Disruptive, disrespectful, or inappropriate behavior may result in disciplinary consequences, including removal from class, parent contact, lunch detention, ISD, or other disciplinary action as determined by school administration.

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

Students are responsible for their personal belongings. Sproul Junior High is not responsible for lost, stolen, or damaged personal property, including electronic devices and other items not required for school. Students who lose an item should notify a teacher or school administrator as soon as possible. To help identify and return lost items, students are encouraged to clearly label personal belongings with their name. Students are encouraged to leave valuable items and large amounts of money at home whenever possible.

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 at the main office upon arrival and obtain a visitor badge before entering other areas of the school. Visitors are expected to conduct themselves in a manner that supports the educational environment. Individuals whose presence or behavior disrupts school operations or instruction may be asked to leave campus.

To maintain a safe and secure learning environment, student visitors are not permitted during the school day. Students may not bring siblings, relatives, friends, or other guests to school.

Individuals meeting students after school, whether arriving by vehicle or on foot, should remain outside the building.

Pets are not permitted on school grounds or at school-sponsored events, including athletic events, unless specifically authorized by the school or required as a service animal under applicable law.

NOTIFICATION PURSUANT TO SECTION 22-1-124, C.R.S. (INFORMATION CONCERNING SEX OFFENDERS)

In accordance with Colorado law, parents/guardians have the right to obtain information regarding registered sex offenders. This information is maintained by law enforcement agencies and the Colorado Bureau of Investigation (CBI). Parents/guardians may request information regarding whether a specific individual is listed on the Colorado Sex Offender Registry and may obtain information made available to the public concerning registered sex offenders as permitted by law.

Colorado Bureau of Investigation (CBI)
Sex Offender Unit
690 Kipling Street, Suite 3000

Lakewood, CO 80215
Phone: 303-239-4201
Sex Offender Registry Information: 303-239-4222
Website: <https://cbi.colorado.gov/sex-offender-unit>

El Paso County Sheriff's Office
Office of the Sheriff
27 East Vermijo Avenue
Colorado Springs, CO 80903
Phone: 719-520-7333
Website: <https://epcsheriffsoffice.com/services/sex-offender-search/>

Notification of registered sex offenders residing in the community is the responsibility of law enforcement agencies in accordance with state law. Families seeking current information are encouraged to contact local law enforcement or access the Colorado Sex Offender Registry online.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The Protection of Pupil Rights Amendment (PPRA) provides parents/guardians and eligible students (students who are 18 years of age or emancipated minors) certain rights regarding student surveys, the collection and use of information for marketing purposes, and certain physical examinations and screenings.

Parents/guardians have the right to review and inspect, upon request:

- Surveys that ask students about protected topics, including political beliefs, mental or psychological issues, sexual behavior or attitudes, illegal or self-incriminating behavior, critical appraisals of family members, privileged relationships, religious beliefs, or family income.
- Instruments used to collect personal information from students for marketing or distribution purposes.
- Instructional materials used as part of the educational curriculum.

Parents/guardians also have the right to receive notice and, when permitted by law, opt their student out of:

- Certain surveys that collect protected information.
- The collection, disclosure, or use of personal information for marketing, sales, or distribution purposes.
- Certain non-emergency, invasive physical examinations or screenings that are not necessary to protect the immediate health or safety of a student and are not otherwise required by law.

Widefield School District 3 complies with all requirements of the Protection of Pupil Rights Amendment and will provide annual notice of these rights in accordance with federal law. Parents/guardians seeking additional information regarding PPRA rights, district policies, or procedures should contact the school or district administration.

Parents/guardians or eligible students who believe their rights under the Protection of Pupil Rights Amendment (PPRA) have been violated may file a complaint with the U.S. Department of Education. Current complaint procedures and contact information are available on the U.S. Department of Education website.

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 assigned In-School Detention (ISD) or Out-of-School Suspension (OSS) may be placed on the No After-School Activities List and may be restricted from participating in after-school activities. Students assigned ISD are not eligible to participate in after-school activities during the duration of their ISD assignment. Students assigned OSS are not eligible to participate in after-school activities for the remainder of the quarter in which the suspension occurred. Removal from the No After-School Activities List is at the discretion of school administration.

ACCESS TO DISCIPLINARY RECORDS

Teachers and counselors may review disciplinary records maintained by the school administration for students with whom they have a legitimate educational interest and direct professional responsibility. Parents and guardians may review their student's disciplinary records in accordance with Board policy and applicable state and federal law. Access to disciplinary records will be provided within a reasonable period of time following a request. Parents, guardians, and staff members will be notified annually of their rights regarding access to student records. Disciplinary records are confidential. Staff members may review records as necessary to fulfill their professional responsibilities but may not copy, remove, or disclose disciplinary records or information contained within those records except as authorized by law, district policy, or school administration.

Description	Intervention
Academic Dishonesty: Academic dishonesty includes, but is not limited to, cheating on assignments, quizzes, tests, or projects; plagiarism; unauthorized use of artificial intelligence (AI), electronic devices, notes, or other resources; copying another student's work; allowing another student to copy work; or unauthorized collaboration on an assignment intended to be completed independently. Students are expected to demonstrate honesty and integrity in all academic work. Academic dishonesty includes the use of social media, electronic communications, artificial intelligence tools, online resources, or other digital platforms in violation of teacher expectations or school rules. Board Policy: (JICDA)	Teacher conference regarding academic honesty expectations Teacher conference regarding the appropriate use of artificial intelligence (AI) in school Academic Honesty Reflection sheet Redo assignment with teacher support Mini-lesson on plagiarism, citations, and academic integrity Digital citizenship lesson on responsible technology and AI use Video Here Parent/guardian notification or conference Administrative conference Academic Integrity Contract for repeat offenders
Alcohol Related: Students are prohibited from possessing, using, distributing, exchanging, selling, being under the influence of, or being in possession of substances represented to be alcohol while on school property, in school vehicles, at school-sponsored activities, or in any circumstance covered by district policy. Board Policy: (JICH; JKD/JKE)	Counseling or Education Intervention as appropriate.

Bullying: Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental, or emotional harm. Bullying may include written, verbal, physical, or electronic acts (cyberbullying), or a pattern of behavior intended to intimidate, threaten, humiliate, or harm another student. Retaliation against an individual who reports bullying and knowingly making false reports of bullying are also prohibited. Bullying may occur in person, through social media, electronic communications, text messages, online platforms, or other digital means. Board Policy: (JICDE; JKD/JKE)	Counseling or Education Intervention as appropriate.
Bus Misconduct: Students are expected to follow all school and transportation rules while riding district transportation. Failure to follow directions, excessive noise, inappropriate language, horseplay, throwing objects, standing while the bus is moving, or other disruptive behavior may result in disciplinary action and/or loss of bus privileges. Board Policy: (JICDA; JKD/JKE)	Administrative.
Criminal Conduct/Law Enforcement Referral: Student conduct that may violate local, state, or federal law may result in school disciplinary action and referral to law enforcement. School disciplinary consequences are separate from and independent of any criminal or juvenile justice proceedings. Note: Any behavior that may constitute a violation of law may be referred to law enforcement. School disciplinary consequences may be imposed regardless of whether criminal charges are filed. Board Policy: (JICDA; JKD/JKE)	Administrative.
Damage to School Property/Vandalism: Students are expected to respect and properly use school property. Damage to school property includes, but is not limited to, defacing, destroying, damaging, misusing, or tampering with school buildings,	Administrative.

equipment, furniture, technology, textbooks, vehicles, grounds, or other school property. Students may be required to pay restitution for damaged property. Unauthorized markings, graffiti, writings, or drawings placed on school property may be considered vandalism. Board Policy: (JICDA; JKD/JKE)	
Detrimental Behavior: Conduct that is detrimental to the welfare, safety, or security of students, staff, or the school environment. Examples may include, but are not limited to, conduct that creates a significant safety concern, encourages dangerous behavior, interferes with school operations, or places others at risk. This category may be used when student behavior does not fall under a more specific violation of the discipline matrix. Writings, drawings, or communications that suggest violence, self-harm, threats, weapons, criminal activity, or other safety concerns may result in immediate administrative investigation. Board Policy: (JICDA; JKD/JKE)	Administrative.
Disruptive to Learning Environment: Behavior that materially and substantially interferes with teaching, learning, classroom management, school activities, or the orderly operation of the school. Board Policy: (JICDA; JKD/JKE)	Discipline Flow Chart - Parent/guardian notification - Student reflection sheet - Restorative conversation or problem-solving conference - Teacher-student conference - Administrator conference - Lunch detention - Behavior contract - Safety plan (when appropriate) - Hall pass restriction or placement on the No Hall Pass List (when behavior occurs during hall pass use) - Check-in/check-out with an administrator, counselor, or designated staff member - Counseling referral, when appropriate - Student Support Team/MTSS review for repeated concerns - Temporary loss of school privileges, activities, or events
Disrespectful Behavior (Directed): Behavior that demonstrates a lack of respect toward students, staff, visitors, or school property. Examples may include inappropriate comments, arguing, rude or discourteous language, sarcasm directed at others, profanity	Discipline Flow Chart Tier 1 Interventions: - Restorative conversation with the teacher (conducted during non-instructional time) - Behavior reflection sheet

directed toward another person, disrespectful gestures, mocking, taunting, or conduct that undermines a positive school environment. This category does not include threats, harassment, bullying, intimidation, fighting, or failure to comply with a reasonable staff directive, which are addressed elsewhere in the discipline matrix. This may include inappropriate writings, drawings, or messages directed toward students, staff, visitors, or school property. Board Policy: (JICDA)	Check-in/check-out with teacher or administrator Counselor or administrator-facilitated restorative conference De-escalation and self-regulation strategies Teacher-student restorative conference with counselor or administrator to rebuild relationships and establish expectations Tier 2 Interventions: Parent/guardian conference Written, verbal, or video apology when appropriate Staff mentor assignment to provide guidance, accountability, and support Behavior contract with clear expectations and goals Counseling referral, when appropriate Check-in/check-out with a designated staff member MTSS/Student Support Team review for repeated concerns Social skills, conflict resolution, or communication skill development
Dress Code Violation: Students are expected to dress in a manner that supports a safe, orderly, and positive learning environment. While students may express themselves through dress and personal appearance, clothing and accessories may not be disruptive or potentially disruptive to the educational environment. The following items are not permitted at school or school-sponsored activities: • Clothing that bares or exposes traditionally private parts of the body, including but not limited to the stomach, buttocks, back, or chest. • Sunglasses and/or headwear worn inside the building during the school day, unless approved for religious, medical, educational, or school-sponsored purposes Any clothing, paraphernalia, grooming, jewelry, accessories, or body adornments that: • Refer to or promote drugs, tobacco, alcohol, vaping products, or weapons; • Are of a sexual nature; • Denote gang affiliation or gang-related activity; • Are obscene, profane, vulgar, lewd, or legally libelous; • Threaten the safety or welfare of any person;	Tier 1 Interventions: Review of dress code expectations Student reflection sheet Parent notification Administrator conference Tier 2 Interventions: Parent conference Dress code reflection activity "What's Appropriate?" visual guide review during advisory, lunch detention, or intervention time Behavior contract for repeated violations

• Promote activity prohibited by the Student Code of Conduct; or • Otherwise create a material and substantial disruption to the educational environment Additional Sproul Expectations: • Clothing must provide appropriate coverage throughout the school day and during normal school activities. • Undergarments shall not be visible. • Clothing shall be worn as intended (e.g., pants worn at the waist, both arms through sleeves, etc.). • Chains or accessories that create a safety concern are prohibited Students who violate the dress code will be asked to correct the issue by modifying the clothing, covering the item, changing clothes, or contacting a parent/guardian to bring appropriate attire. Students may also be subject to disciplinary action in accordance with the Student Code of Conduct. Board Policy: (JICA/JICDA)	
Drug Related: Students are prohibited from possessing, using, selling, distributing, exchanging, being under the influence of, or possessing substances represented to be drugs, alcohol, controlled substances, or drug paraphernalia while on school property, in school vehicles, at school-sponsored activities, or in circumstances covered by district policy. Board Policy:(JICH: JKD/JKE) Administrative Regulation: (JICH-R)	Administrative.
Electronic Communication Devices: To maintain a focused academic environment, cell phones and other electronic communication devices must be turned off or silenced and remain out of sight during the school day. Devices may not be seen, heard, or used inside the building during school hours unless specifically authorized by school administration. Students may use cell phones before and after school while outside the building. Cell phones may not be used during class, passing periods, lunch, assemblies, or other school activities unless specifically authorized by administration.	Tier 1 Interventions: - Review of cell phone policy - Parent notification - Digital responsibility lesson - Reflection sheet Tier 2 Interventions: - Parent conference - Technology Use Contract - Device stored in locker during the school day - Device checked into the main office daily - Device left at home

Electronic communication devices with cameras or recording capabilities are prohibited in locker rooms, restrooms, or other areas where privacy is expected. The district is not responsible for the loss, theft, or damage of electronic devices brought to school. Students who violate this policy will be subject to confiscation of the device and disciplinary action. Board Policy: (JICJ; JICDA)	Administrative check-in/check-out
Electronic Communication & Social Media: Students may be subject to disciplinary action for social media activity, electronic communications, text messages, emails, online postings, photographs, videos, or other electronic content that materially and substantially disrupts the educational environment, threatens the safety of students or staff, violates district policy, or otherwise interferes with school operations. This includes, but is not limited to: - Bullying or cyberbullying - Harassment or intimidation - Threats of violence - Inciting or encouraging fights - Sharing inappropriate or sexually explicit material - Recording or distributing student altercations - False accusations - Impersonation of students or staff - Academic dishonesty - Conduct that substantially disrupts the school environment Misuse of district technology includes inappropriate use of social media, electronic communications, websites, applications, messaging platforms, or other digital resources while using district devices, accounts, or networks. Board Policy: (JICDA)	Parent notification Parent conference Digital citizenship lesson Reflection sheet Restorative conference (when appropriate) No-contact agreement Safety plan Counseling referral Behavior contract Law enforcement referral when appropriate Know the difference: A student posting "School sucks" might get a conference. A student posting a fight video might get ISD/OSS. A student posting a threat could get 5 days OSS, police involvement, and possible expulsion.
Extra-Curricular Events Violation: Attendance at extracurricular activities, dances, athletic events, and other school-sponsored events is a privilege. All school rules and expectations remain in effect during extracurricular activities. Students may not leave and re-enter an event without administrative approval.	Administrative conference Parent conference Reflection sheet Restorative conference, when appropriate Behavior contract for repeated violations

Board Policy: (JICDA)	
Failure to Comply: Students are expected to comply with reasonable requests and directions from school staff. Failure to comply, refusal to follow directions, or open defiance of school authority may result in disciplinary action. Board Policy: (JICDA)	Tier 1 - Administrative conference - Parent notification - Reflection sheet - Restorative conversation - Review of expectations Tier 2 - Parent conference - Behavior contract - Check-in/check-out - Staff mentor - MTSS review - Counseling referral, when appropriate
Failure to Report to Main Office: Students are expected to report directly to the main office, discipline office, or other assigned location when directed by a staff member or administrator. Failure to report, delaying arrival, or leaving the assigned location without permission may result in disciplinary action. Board Policy: (JICDA)	- Parent notification - Parent conference - Reflection sheet - Behavior contract - Check-in/check-out - Administrative re-entry meeting - Hall pass restriction or No Hall Pass List placement, when appropriate
Failure to Sign In/Out of Attendance Office: Students are required to sign out through the attendance office before leaving campus and sign back in upon returning to school. Students will only be released from school with parent/guardian or emergency contact permission. Board Policy: (JICDA)	- Review of attendance procedures - Parent notification - Parent conference - Attendance contract - Check-in/check-out procedures - Attendance team review (if repeated) - Loss of off-campus privileges related to school activities
Failure to Serve Administrative Consequence: Students are expected to report on time and comply with all assigned disciplinary consequences, including lunch detention, PM detention, administrative detention, and In-School Detention (ISD). Board Policy: (JICDA)	- Parent notification - Reflection sheet - Behavior contract - Check-in/check-out with admin

Fake Note, Forgery, or Telephone Call: A parent/guardian is the only person authorized to excuse a student's absence. Creating, altering, forging, or using fraudulent notes, signatures, emails, or telephone calls is prohibited. Board Policy: (JICDA)	Reflection sheet Parent conference Attendance contract Behavior contract
Food & Drink Violations: Food is permitted only in designated areas. Snacks and other food items are not permitted in classrooms unless specifically authorized through a documented accommodation, health plan, IEP, 504 Plan, or administrative approval. Water is permitted throughout the school day. Students may chew gum unless privileges are revoked for inappropriate use. Board Policy: (JICDA)	Parent notification Reflection sheet Administrative conference Review of accommodations or medical needs Parent conference for repeated violations
Gambling: Students are prohibited from participating in games of chance or wagering money, personal property, food, services, or other items of value while at school or during school-sponsored activities. Board Policy: (JICDA)	Administrative.
Gang-Related Behavior (See Gang-Related Activity Policy): Gang-related behavior includes, but is not limited to, the display of gang symbols, signs, gestures, drawings, pictures, writings, clothing, jewelry, accessories, or other items associated with gang affiliation or gang-like activity. Gang-related intimidation, recruitment, threats, tagging, or disruption of the educational environment are strictly prohibited. Gang-related activity communicated, displayed, promoted, or distributed through social media, electronic communications, photographs, videos, or online platforms may be subject to disciplinary action. This includes gang-related writings, drawings, symbols, graffiti, markings, hand signs, electronic communications, photographs, videos, or other materials associated with gang affiliation or gang-like activity. Board Policy: (JICDA)	Parent notification Parent conference Reflection sheet Gang awareness/prevention education Counseling referral Behavior contract Safety plan when appropriate Law enforcement consultation when appropriate

Harassment, Threats, and/or Intimidation: Students are prohibited from engaging in harassment, threats, intimidation, or other conduct that creates an intimidating, hostile, abusive, or unsafe educational environment. This includes verbal, written, physical, electronic, or nonverbal conduct directed toward another student, staff member, or visitor. Conduct involving a student's protected class, discrimination, retaliation, or sexual harassment may be investigated in accordance with district harassment and nondiscrimination procedures. Harassment, threats, or intimidation communicated verbally, in writing, through drawings, symbols, notes, social media, electronic communications, text messages, emails, photographs, videos, online platforms, or other digital or physical means are prohibited. Conduct that harasses, threatens, intimidates, targets, or creates a hostile, intimidating, or unsafe environment for another individual may result in disciplinary action. Board Policy: (JICDA; AC; AC-R; JKD/JKE)	Parent notification Parent conference Reflection sheet Restorative conference (when appropriate) No-contact agreement Safety plan Counseling referral Behavior contract Schedule changes when appropriate Compliance officer referral for discrimination/harassment complaints Law enforcement referral when appropriate
Hazing Activities: Students are prohibited from engaging in hazing activities. Hazing includes any willful or reckless act committed by an individual or group for the purpose of subjecting another person to humiliation, intimidation, degradation, coercion, physical harm, threats of harm, social ostracism, embarrassment, or other conduct that jeopardizes a student's physical or emotional well-being. Students may not participate in, encourage, assist, plan, organize, or knowingly allow hazing activities. Board Policies: (JICDA; JJA; JJAB; JKD/JKE)	Parent conference Reflection activity Restorative conference (when appropriate) No-contact agreement Safety plan Counseling referral Removal from leadership positions Removal from clubs, activities, or teams Behavior contract Law enforcement consultation when appropriate
Habitually Disruptive: A student may be declared Habitually Disruptive if three times during the course of the school year the student causes a material and substantial disruption in the classroom, on school grounds, in school vehicles, or at school activities or events, as defined by district policy. Prior to being declared Habitually Disruptive, the student and parent/guardian will be notified of each qualifying disruption and informed that the behavior may count toward Habitually Disruptive status. The school may develop a remedial discipline plan, behavior	Remedial Discipline Plan Behavior Contract Parent Conference MTSS/Student Support Team Review Check-In/Check-Out Counseling Referral Staff Mentor Safety Plan (when appropriate) Attendance/Behavior Monitoring

contract, safety plan, or other interventions designed to address the student's behavior and support the student's success in school. Board Policies: (JICDA; JKD/JKE)	
Horseplay: Physical behavior that is unsafe, disruptive, or has the potential to cause injury to self or others. Examples may include play fighting, wrestling, chasing, pushing, shoving, roughhousing, throwing objects, inappropriate physical contact, or other reckless behavior that creates a safety concern but does not rise to the level of fighting or assault. Board Policy: (JICDA)	Review of safety expectations Parent notification Reflection sheet Increased supervision as needed Seating/proximity adjustments Restorative conversation Behavior contract for repeated incidents Check-in/check-out when appropriate
Inappropriate Computer Use/Technology Misuse: Students are expected to use district technology resources responsibly, appropriately, and for educational purposes. Misuse of district technology may include, but is not limited to, gaming, off-task browsing, unauthorized use of websites or applications, bypassing or attempting to bypass district internet filters or security settings, misuse of accounts, unauthorized access to files or information, or other violations of district technology expectations. Damage to district technology, theft, vandalism, hacking, cyberbullying, threats, harassment, academic dishonesty, or viewing/transmitting inappropriate content may be addressed under additional sections of the discipline matrix and applicable district policies. Board Policy: JICDA	Parent notification Technology reflection sheet Digital citizenship lesson Technology use contract Temporary loss of device privileges Restricted internet access when appropriate Counselor referral when appropriate Parent conference Check-in/check-out of device Staff monitoring plan
Inappropriate Language/Gestures: (Lewd, Obscene, Profane) Non-Directed: Students are expected to use appropriate language while at school and during school-sponsored activities. The use of profanity, vulgar language, obscene gestures, sexually explicit language, or other inappropriate expressions that are not directed toward a specific individual is prohibited. This category applies to language or gestures that are general in nature and do not constitute harassment, threats, bullying, intimidation, or disrespect directed at another person. Board Policy: (JICDA)	Reflection sheet Restorative conversation Parent notification Parent conference Social skills instruction Counseling referral when appropriate Behavior contract for repeated violations

Instigating Fights/Conflicts: Instigating is the act of encouraging, promoting, arranging, organizing, provoking, recording for the purpose of encouraging, or otherwise contributing to a conflict or physical altercation between students. This includes spreading rumors, making inflammatory statements, encouraging retaliation, arranging fights, "hyping up" a conflict, or using social media, electronic communications, text messages, videos, or online platforms to provoke, advertise, organize, or encourage a confrontation. Board Policy: (JICDA)	Parent notification Parent conference Reflection sheet Restorative conference (when appropriate) Conflict-resolution intervention Social media/digital citizenship lesson Behavior contract No-contact agreement Counseling referral Safety plan when appropriate
Lying / Untruth: Students are expected to provide truthful information to school employees. Lying, intentionally misleading others, providing false information, making false statements, submitting fraudulent documentation, or knowingly withholding information during a school investigation is prohibited. This includes false information provided verbally, in writing, through social media, electronic communications, text messages, emails, online platforms, or other digital means, as well as written or electronic statements that intentionally provide false information to school personnel. Board Policy: (JICDA)	Parent notification Parent conference Reflection sheet Restorative conversation Relationship repair activity Behavior contract Counseling referral Check-in/check-out Social media/digital citizenship lesson (when applicable)
Misconduct In ISD: Students assigned to In-School Detention are expected to follow all ISD expectations, complete assigned work, remain respectful, and comply with directions provided by staff. Disruptive behavior, refusal to work, inappropriate language, unauthorized use of electronic devices, sleeping, leaving the assigned area without permission, or failure to follow ISD expectations may result in additional disciplinary action. Board Policy: (JICDA)	Parent notification Parent conference Reflection sheet Restorative conversation Behavior contract Additional ISD assignment Check-in/check-out Loss of privileges
Out of Designated Area: Students are expected to remain in their assigned location unless they have permission from a staff member to leave. When issued a hall pass, students must travel directly to their destination, conduct their business promptly, and return immediately to their assigned area. Hall passes may only be used for their intended purpose.	Review of hall pass expectations Parent notification Parent conference Reflection sheet Check-in/check-out procedures Placement on the No Hall Pass List Escort-only pass status

Students found outside their assigned area without permission, in unauthorized locations, misusing hall passes, using another student's pass, remaining out of class beyond a reasonable amount of time, leaving class without permission, or otherwise failing to follow location expectations may be subject to disciplinary action. Board Policy: (JICDA)	Behavior contract Administrative conference Attendance review when applicable
Physical Altercation/Fighting: Students are prohibited from engaging in physical altercations or fighting. Fighting includes, but is not limited to, hitting, kicking, punching, slapping, shoving, pushing, wrestling, striking another person, or any other physical act intended to cause harm, injury, intimidation, or disruption. Physical altercations create significant safety concerns and substantially disrupt the educational environment. Students who engage in a physical altercation may be subject to disciplinary action regardless of who initiated the incident. Students who engage in a physical altercation may be subject to disciplinary action regardless of who initiated the incident. Board Policy: (JICDA)	Parent notification Parent conference Restorative conference (when appropriate) No-contact agreement Safety plan Counseling referral Conflict-resolution intervention Behavior contract Check-in/check-out Law enforcement referral when appropriate
Public display of affection (PDA): Students are expected to maintain appropriate boundaries while at school and during school-sponsored activities. Excessive or inappropriate public displays of affection are not permitted. Examples may include prolonged embracing, kissing, sitting on another student's lap, intimate physical contact, or other behavior that is inappropriate for the school setting. Board Policy: (JICDA)	Review of expectations Parent notification Parent conference Reflection sheet Seating adjustments when appropriate Behavior contract for repeated concerns Counseling referral when appropriate
Reckless or Unsafe Behavior: Students are expected to conduct themselves in a manner that promotes the safety and well-being of themselves and others. Reckless or unsafe behavior includes actions that create a significant risk of injury, harm, or danger to students, staff, visitors, or property, but do not fall under another specific category of the discipline matrix. Board Policy: (JICDA)	Administrative.

Skipped Teacher Detention: Students assigned a teacher detention are expected to report to the designated location on time and remain for the duration of the detention. Failure to serve a teacher-assigned detention may result in additional disciplinary action. Board Policy: (JICDA)	Additional teacher detention Parent notification Parent conference Reflection sheet Behavior contract Check-in/check-out Administrative conference Use of pink detention slips and proper documentation is essential before administrative consequences are assigned.
Tobacco, Vape, and Nicotine Products: The use, possession, distribution, or delivery of tobacco products is prohibited on school property, in district vehicles, and at school-sponsored activities. Electronic cigarettes, vape devices, and other nicotine-delivery devices will be treated as tobacco products in accordance with district policy. Board Policy: (Tobacco-Free Policy; JICDA)	Parent notification Parent conference Tobacco/nicotine education program Reflection sheet Health education intervention Counseling referral Behavior contract Check-in/check-out Loss of privileges
Student Conflict/Verbal Altercation: Students are expected to resolve disagreements respectfully and appropriately. Student conflict includes verbal disputes, arguments, name-calling, insults, derogatory remarks, rumor-spreading, confrontational behavior, or other conduct that disrupts the educational environment or interferes with positive student relationships. This category does not include bullying, harassment, threats, intimidation, discriminatory conduct, or physical altercations, which are addressed elsewhere in the discipline matrix. Student conflicts initiated, escalated, or continued through social media or electronic communications may be addressed under this section when they materially affect the school environment. Board Policy: (JICDA)	Restorative conference Peer mediation Reflection sheet Parent notification Parent conference Conflict-resolution skill development Counseling referral Apology letter or restorative activity (when appropriate) Check-in/check-out Staff mentor Behavior contract MTSS/Student Support Team review for repeated concerns
Tardies: A tardiness occurs when a student is not in their assigned location when the bell rings to begin class. If a student misses more than one-half of the assigned class period, the tardy will be considered an absence. Tardies are classified as either excused or unexcused.	Teacher-student conference Parent/guardian notification or conference Attendance improvement plan Check-in/check-out Tardy tracking and goal setting Counselor referral Attendance team review

Excused Tardies Detained by a teacher, counselor, administrator, or other staff member (must be verified by the staff member). Other circumstances approved by administration. Unexcused Tardies Unexcused tardies include, but are not limited to: Missing the bus Oversleeping Spending excessive time traveling between classes Use of a telephone without permission Taking care of personal or school business without permission Running late due to student or parent delay Administration reserves the right to determine whether a tardy is excused or unexcused based on the circumstances and available documentation. Board Policy: (JHB; JH-RB)	Staff mentor Loss of privileges for excessive tardiness Other research-based attendance interventions as determined by administration
Theft/Possession of Stolen Property: Students are prohibited from stealing, attempting to steal, possessing, receiving, concealing, or distributing stolen property. Board Policy: (JICDA)	Parent notification Parent conference Restitution Reflection sheet Restorative conference Behavior contract Law enforcement referral when appropriate
Unauthorized Entry and Computer Access and/or Use: Students are prohibited from gaining or attempting to gain unauthorized access to district technology systems, accounts, networks, files, applications, devices, buildings, rooms, or other restricted areas. Students may not use another person's account, password, or credentials without authorization. Board Policy: (JICDA)	Parent notification Technology use contract Temporary loss of technology privileges Digital citizenship lesson Reflection sheet Parent conference
Unexcused Absences: An unexcused absence is any absence not approved under district attendance policy. Examples include, but are not limited to: Oversleeping Missing the bus Truancy Skip days Leaving class or campus without permission	Parent notification Parent conference Attendance contract Attendance improvement plan Check-in/check-out Attendance team review Counselor referral Staff mentor MTSS intervention Referral to district attendance resources

Babysitting or childcare responsibilities Fake notes or fraudulent parent contacts Failure of a parent/guardian to excuse the absence within required timelines A student may be identified as a habitual truant if they have four unexcused absences in one month or ten unexcused absences during a school year, in accordance with state law and district policy. Board Policy: (JHB; JH-RB)	
Unprepared for Class: Students are expected to come to class prepared with required materials, assignments, and supplies. Repeated failure to bring necessary materials may interfere with learning and classroom instruction. Board Policy: JICDA	Teacher-student conference Parent/guardian contact Organizational checklist Assignment planner/check system Locker organization support Backpack/materials check Staff mentor Counselor referral Check-in/check-out Academic support plan MTSS/Student Support Team review
Weapons Related: Carrying, bringing, using, possessing, or threatening to use a dangerous weapon, firearm, knife, explosive device, look-alike weapon, or other prohibited weapon on school property, in a school vehicle, or at a school-sponsored activity is prohibited. Board Policy: (JICI; JICDA; JKD/JKE)	Parent conference Safety assessment Re-entry meeting Safety plan Counseling referral
Willful Disobedience or Open and Persistent Defiance: Students are expected to comply with reasonable requests, directions, and expectations provided by school staff. Continued willful disobedience, deliberate refusal to comply, or open and persistent defiance of proper authority may result in disciplinary action. Board Policy: (JICDA)	Parent notification Parent conference Behavior contract Check-in/check-out Staff mentor Counseling referral MTSS review Restorative conference
Other Prohibited or Disruptive Items: The following items may disrupt the educational process, create safety concerns, or interfere with the learning environment and may result in disciplinary action and/or temporary confiscation: Large sums of money. If it is necessary to bring a large sum of money to school, students should secure it through the main office.	

- Matches, lighters, laser pointers, and other potentially dangerous items.
- Large bags, backpacks, or other items prohibited by building procedures from being taken into classrooms.
- Any other item determined by administration to be disruptive to the educational process or school environment.

Board Policy: (JICDA)

ACCESS TO DISCIPLINARY RECORDS

Teachers and counselors may review disciplinary records maintained by the school administration for students with whom they have a legitimate educational interest and direct professional responsibility. Parents and guardians may review their student's disciplinary records in accordance with Board policy and applicable state and federal law.

Access to disciplinary records will be provided within a reasonable period of time following a request. Parents, guardians, and staff members will be notified annually of their rights regarding access to student records.

Disciplinary records are confidential. Staff members may review records as necessary to fulfill their professional responsibilities but may not copy, remove, or disclose disciplinary records or information contained within those records except as authorized by law, district policy, or school administration.