

Limon Middle School



Home of the Badgers!

Parent/Student Handbook

2008-2009

LIMON MIDDLE SCHOOL AT A GLANCE...

Limon Middle School consists of grades 6-8. Students spend three years attending to six core academic areas; reading, English, math, science, social studies, and technology. Seventh and eighth grade students participate in junior high athletic and academic competition. Enrollment in grades 6-8 is estimated to be 110 for the 2008-09 school year.

Limon does not discriminate on the basis of race, color, creed, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its educational programs or activities. Inquires concerning Title VI, Title IX, and section 504 may be referred to the school administration.

Limon is a drug free workplace. All employees and students of the school agree to abide by the requirements in the Federal Drug-Free Workplace Act and Colorado State Law.

Limon Public Schools Mission Statement

Limon Public Schools strive to provide a safe environment and develop responsible and productive citizens who have the knowledge and skills to seize their chosen opportunities.

**Limon High School's mascot is the Badger.
School colors are Black and White.**

**Limon Junior-Senior High School
874 F Avenue
P.O. Box 249
Limon, Colorado 80828
(719) 775-2350**

Superintendent of Schools – Mr. Scott Vratil – Extension 361
Secondary Principal (6-12)– Mr. Chris Selle – Extension 355
Athletic Director – Mr. Don Bailey – Extension 325
Counselor – Mrs. Shirelle Bandy – Extension 321
Administrative Assistant—Mrs. Cassandra Vernie—Extension 360

Teachers

**Reading – Mrs. Linnea Carpenter – Extension 331
English – Mrs. Carrie Bennett – Extension 336
Social Studies – Mrs. Cindy Stone – Extension 376
Science – Mrs. Jan Vratil – Extension 319
Math – Mrs. Kendell Kropp – Extension 326
Technology – Mr. Rocky Rockwell – Extension 352
Special Education Services – Mrs. Tammy LeValley – Ext. 343**

GENERAL INFORMATION

Office Hours

The Limon Middle School office hours are from 7:30 a.m. to 4:30 p.m. The automated phone system is available for voice messages on a twenty-four hour basis.

Visitors in the School

Any visitor to Limon Junior-Senior High School must register and obtain a visitor's pass from the high school office. **Visitors will only be allowed to visit for half of the school day.** Visitors must observe all school rules and regulations while visiting Limon Public Schools. The principal reserves the right to deny visitation privileges at any time.

Financial Systems

Any fine or bill owed by a student (or organization) shall be paid in the high school office and the student shall receive a receipt for amount paid. Students should keep all receipts (or organization) until the end of the school year.

Breakfast is available to the students of Limon Middle School from 7:45 a.m. to 8:00 a.m. at \$1.00 per student. Lunch costs are \$2.25 per student. Students who qualify for free and reduced lunches also qualify for the breakfast program. Students are issued ID numbers to track their accounts. The food program is on a computerized system and bills are to be paid in the district office. Checks are to be made payable to **Limon Public Schools** and cannot be combined with any other bills. Statements are mailed to families periodically and payments can be made in the district office.

Textbook Responsibility

Students who have lost or misplaced a book during the school year may check out a replacement from the teacher who issued the original book. Students are responsible for all books or materials, which have been checked out to them; and the identification numbers on the materials or books checked in to the teacher must match the numbers of those checked out. Students will pay for lost or damaged books before being allowed to check out from the district.

Lockers

Each student is assigned a locker for his/her personal use. It is the student's responsibility to secure his/her personal belongings and materials. Lockers are school-owned property leased to the student. Lockers will be assigned by the secretary at registration in the fall and checked by advisors for cleanliness in the spring. If the contents of a student's locker are believed to be in violation of C.R.S. 22-33-106, that student's locker may be searched.

Bicycles

Students riding bicycles must park their bicycles in the rack next to the superintendent's office. Bicycles are to be *walked* into and out of the circle to avoid injuries. It is recommend that a chain and lock be used to secure bicycles. The school is not responsible for loss or theft.

Bus Rules

Conduct on school buses is held to the same standard as conduct in the classroom. Inappropriate conduct or insubordination by a student may result in the student's loss of bus-riding privileges. Consult the student's route driver for the driver's specific rules.

Athletic Passes

Student Athletic Passes cost \$35.00 and may be purchased at the time of enrollment in the district office. This card will admit one LHS student (6-12) into all high school, home athletic contests. There is a \$1.00 replacement fee for a lost card. The student must bring his/her Athletic Pass to all the athletic events, be on the activity gate list, or pay the regular student admission price. **NO EXCEPTIONS!** Other athletic passes are available through the district office: Family Athletic Pass - \$95.00, Adult Pass - \$50.00, Student K-5 - \$30.00. Passes for Union Pacific League contests are available at no charge to Senior Citizens (65 and over).

Media Resource Center

Circulation rules for books:

- A. Books may be checked out for a two-week period.
- B. Books may be re-checked out for two weeks when deemed necessary.
- C. Reference books do not leave the Media Resource Center unless authorized by the Media Specialist.
- D. Any book overdue 30 days or more shall be considered lost and the student will pay the list price and the processing cost of the book.

THE SCHOOL DAY

Hours

School will be in session from 8:00 a.m. until 4:00 p.m. on school days. School doors will be open allowing students into the cafeteria for breakfast at 7:45 a.m.

Middle School Bell Schedule

1 st Hour	8:00 – 8:50	5 th Hour	11:42 – 12:32
2 nd Hour	8:54 – 9:44	Lunch	12:32 – 1:07
Activities/ Acad. Assistance	9:44 – 9:54	6 th Hour	1:12 – 2:02
3 rd Hour	9:58 – 10:46	7 th Hour	2:07 – 3:01
4 th Hour	10:50 – 11:38	8 th Hour	3:06 – 4:00

Leaving School Grounds - Procedure

Middle school students may not leave the school grounds during the school day without a "Blue Pass" from the high school office. Students must sign out when leaving the school with a "Blue Pass" and sign back in when returning using a "Blue Pass" in the high school office.

Cancellation of School and Delayed Start

If inclement weather threatens the educational process, Limon Junior-Senior High School will use the following procedure:

- *If a delayed start was called and the conditions continue, school will be canceled for the day. The announcement for delayed start or canceling of school will be made over KOA radio 850, or KUSA Channel 4 on TV. (The Limon Information Channel 12 will be used when possible.)*
- *If the threat of severe weather warrants the cancellation of school after students are already in class, major employers in town are notified, notice of cancellation is posted in *The Limon Leader* window, and buses will run on their regular routes. (The Limon Information Channel 12 will be used when possible.)*

Delayed starts and cancellations will also be announced on the automated phone system at 775-2350 extension #1.

ATTENDANCE POLICY and PROCEDURES

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.

In accordance to *Board Policy JH*, the following shall be considered **excused absences**:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a *serious nature* that cannot be taken care of outside of school hours.
2. A student who is absent for an extended period due to physical, mental or emotional disability.
3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.

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

NOTE: A student who has an unexcused absence for any part of the school day OR has not reported his or her excused absence to the high school office by 9:30 a.m. for a morning absence or by 1:30 p.m. for an afternoon absence will not be allowed to practice or compete in any athletic or extra-curricular activity that day. Absences can be reported to the automated phone system by dialing 775-2350 ext. 3. If the parent has not contacted the school before the student returns, the student must provide a written notice, signed by the parent/ guardian, allowing the absence.

Attendance policies – cont..

Make-up work shall be provided for any class in which a student has an *excused absence* unless otherwise determined by the building administrator. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class. The student is allowed the number of days absent, plus one day, to complete the make-up work, *i.e., if a student is absent two days, he or she will be allowed three days to gather and complete missed assignments*. Each additional day taken to make up assignments will be subject to grading penalties. Make-up work not turned in prior to a unit final is subject to receive no credit. When the student has a test assigned by a teacher to be taken at a future date and the student is absent on the test day, the student is expected to take the assigned test on the first day he/she returns to school.

Make-up work shall be allowed following an unexcused absence with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. However, this work may be subject to grading penalties. Additionally, a student may receive a 1% reduction in his or her overall semester grades for each unexcused absence. The Attendance Officer may determine whether absences are excused or unexcused when reviewing cases and making a recommendation.

Excessive Absences - Procedures

After a student's sixth (6th) absence from one or more classes per semester, a letter from the building principal will be sent to the parent/guardian. This letter shall emphasize the importance of regular school attendance as well as explain the procedure followed by the district for excessive absences.

After the student's tenth (10th) absence from a class for the semester, the parent/guardian will be notified in writing that their student may receive a 10% reduction in that class (or classes) for excessive absences and asked to meet with the Principal to devise a written plan to improve attendance.

After the student's sixteenth (16th) absence from a class, the parent/guardian will be notified in writing the student may be denied credit for that particular semester class.

After a student has been absent twenty-four (24) days or has 8 unexcused absences, the Superintendent will review the case and decide whether to make a recommendation to the Board of Education to pursue legal action against the parent, as mandated by the Compulsory School Attendance Law, C.R.S. 22-33-104.

Appeal Process: In the event of a serious circumstance (e.g., prolonged illness, family emergency, etc.), a review committee consisting of the principal, counselor, and student's teacher (s) may be petitioned by the student and his/her parent (s) for the purpose of reviewing all circumstances surrounding the absences and rendering a decision as to whether or not the grade consequences shall be waived. The review committee's decision will be binding and final.

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, penalties shall be imposed for excessive tardiness. After four unexcused tardies for each period, the student will receive one detention. A fifth unexcused tardy will result in another detention. All additional unexcused tardies will result in consequences determined by the building principal. Students are allowed four excused tardies from a parent for first period **only**.

A student detained by another teacher or administrator shall not be considered tardy to his/her next class if a pass has been provided.

Ensuring All Students Meet Standards (Policy IKE)

The Board believes that early identification of students who are not making adequate progress toward achieving standards and effective intervention are crucial. In accordance with the Board's policy on grading and assessment systems, teachers shall assess the teaching and learning process on a continual basis. Teachers shall identify students early in the school year who are not making adequate progress toward achieving state and district content standards and implement an individual learning plan for each such student.

Each semester, students with individual learning plans shall be reassessed in the content areas covered by the plan. The plan shall remain in place until the student meets or exceeds all applicable state and district content standards.

Except in special circumstances, as determined by the principal, students not meeting applicable state and district content standards shall not be promoted to the next grade level or allowed to graduate. When students are retained in the same grade level, the teacher shall evaluate the previous teaching and learning experiences of the student, including whether specific aspects of the individual learning plan were appropriate and effective. Based on this evaluation the teacher shall modify the plan to ensure that the student's needs will be met and that the student's educational experience from the previous year is not merely repeated.

Retention due to social, emotional or physical immaturity shall be used on a very limited basis. After consulting with the student's parents/guardians, teacher and other professional staff, the principal shall determine whether it is in the best interests of the student to be retained for such reasons. Retention referrals will be finalized by June 30th of each school year.

Homework

It is important that students come to class prepared and ready to learn. In general, research shows a strong link between successful completion of homework and academic success. Additionally, if a student has not completed his/her homework, then that student is not ready to move on with the rest of the class. A teacher shall recommend detention for a student who repeatedly fails to complete his/her homework. Late homework is subject to grade reduction.

Grading Scale and System

The school year at Limon Junior High School is divided into four grading periods (quarters). The grades earned are assigned as A, B, C, D or F. The Limon Jr.-Sr. High School Grading Scale is as follows:

- A – 90 to 100
- B -- 80 to 89
- C -- 70 to 79
- D -- 60 to 69
- F -- 59 down

Some classes are given only an "S" or "U"; an "S" is given for the satisfactory completion of a course, and a "U" is given for unsatisfactory performance in a course or failure of the course.

Only semester grades are recorded on the student's permanent record.

CONDUCT, DISCIPLINE POLICIES, PROCEDURES and PROTECTIONS

Philosophy -

We believe that effective student discipline is a prerequisite for sound educational practice and productive learning. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline and socially acceptable behavior.

Goals of the discipline program:

1. To guide students toward a sense of self-discipline and a sense of personal responsibility
2. To ensure a safe and effective environment for all students within an atmosphere of *mutual respect*

3. To have students experience consequences for their behavior and ownership of their problems while maintaining their dignity

STUDENT RIGHTS

1. To receive quality instruction appropriately geared to their ability level
2. To have adequate and appropriate personnel, materials and resources
3. To attend those classes as offered by the Board of Education
4. To participate in appropriate and approved school activities in a safe, healthy and positive environment
5. To be informed of all standards, expectations and evaluation procedures

STUDENT RESPONSIBILITIES

1. To be present and actively engaged during all regularly scheduled classes
2. To refrain from any practices which result in a disruption of the learning process
3. To follow the prescribed rules, regulations, guidelines and policies of the district
4. To relate to others in a manner which is characterized by courtesy, respect for the property and person of others
5. To approach their involvement in the school with an attitude and spirit of cooperation

SPECIFIC CONDUCT CODE AND CONSEQUENCES FOR VIOLATION

LEVEL I OFFENSE: (To be handled by the teacher)

- A. Disruption of learning process through student's actions or language.
- B. Use of profanity, vulgar language, or obscene gestures on school grounds
- C. Disrespect directed towards teachers or students
- D. Being in unauthorized areas - Being in unauthorized areas without permission is prohibited.
- E. Food, pop, and candy are prohibited in the classroom. Water is permissible.
- F. Not on task, loitering.
- G. Excessive displays of affection (hand holding is the only acceptable physical display of affection)
- H. Not properly returning school materials
 - a. School materials must be returned promptly and in accordance with all library and classroom rules.
 - b. In addition, parents assume financial liability.
- I. Electronic devices (*i.e. cell phones, PSPs, mp3 players, iPods, laptop computers, etc...*) may not be used while classes are in session
 - a. The first violation of this policy will result in confiscation of the electronic device for the day.
 - b. The second violation of this policy will result in a conference with the student's parents.
 - c. Additional violations of this policy will be dealt with as per the building principal's discretion

LEVEL II OFFENSE:

- A. Habitual secondary offenses (4 secondary = 1 Major)
***After 4 secondary offenses for the same sort of offense, e.g. classroom disruption subsequent offense of similar nature will be written as a "Major" offense.**
- B. Cheating - This is defined as copying the words or ideas of others and submitting them as your own; sharing or using inappropriate or unauthorized materials is not allowed. Student will also receive a zero for that assignment.
- C. Computer violations – accessing inappropriate Internet sites, and other violations of the student Internet agreement
- D. Willfully disobeying or defying supervisors, teachers, administrators, or other school personnel
- E. Engaging in verbal abuse, such as name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence
- F. Tardies – 4 unexcused tardies in one class during a semester.
- G. Cutting class(es) (truancy) - Truancy is defined as not being present in an assigned classroom(s) as scheduled and not having appropriate permission.
- H. Unauthorized leaving of the classroom or school grounds - All students are required to have a pass, signed by a teacher, administrator or authorized school employee, when leaving a classroom.
- I. Failure to attend a scheduled detention.

- J. Defiance/disrespect to school personnel, students, and visitors - All students are required to obey school rules and follow the instructions and directions of teachers, administrators, and other school personnel.
- K. Personal threats/intimidation - Personal threats are defined as verbal or physical intimidation. This includes any act that extorts, injures, degrades, or attempts to injure, degrade or disgrace a fellow student or person attending Limon Public Schools.
- L. Sexual Harassment – Detailed explanation can be found in a separate area
- M. Dress code violations - Detailed explanation of the dress code can be found in a separate area.
- N. Gambling - Gambling in any form while at school or at a school activity is prohibited.
- O. Giving false information to the school
 - 1. This includes forgery, falsifying, or altering parental correspondence, passes or readmits.
 - 2. Giving false information when being referred for a disciplinary action is also included.
- P. Possession, use, or distribution of tobacco within school jurisdiction is not allowed.
- Q. Being in possession of fireworks - Possession or use of firecrackers or other fireworks is prohibited.

Major offenses will result in:

1st Major offense - result in a student/principal conference in which the inappropriate behavior is identified and is discussed, and the school discipline code is reviewed. A consequence such as detention or cleanup may be assigned, and if circumstances warrant, the student may be suspended. Parents will be notified of the infraction.

2nd Major offense - Parents will be notified that the student has incurred a second major offense. The principal will visit with the student to review the consequences for continued misbehavior, and to examine potential resolutions for behavior modification. A consequence such as detention or cleanup may be assigned, and if circumstances warrant, the student may be suspended.

3rd Major offense - may result in suspension up to 5 days. A conference with the student, parent(s), principal, and other school personnel present as needed, will take place to examine potential resolutions for behavior modification.

4th Major offense – school suspension for up to 10 days pursuant to Board Policy JKD/JKE. A conference with parent, student, teacher, principal, counselor and/or other resource personnel will be required, at which time a behavior contract may be implemented.

This conference will also include a review of circumstances and actions taken in the first three levels, and a preview of level 5 consequences.

5th Major offense - out of school suspension for up to 10 days pursuant Board Policy JKD/JKE. The school principal may initiate proceedings for expulsion in accordance with district policy (JKD/JKE), student suspension and expulsion. Parents may request a hearing with the superintendent regarding expulsion or placement out of the regular school setting or in an alternative educational plan.

LEVEL III OFFENSE:

- A. Fighting - Intentionally causing or attempting to cause physical injury to another person
- B. Fire-setting - Fire-setting or attempted fire setting, including the activation of false alarms or tampering with emergency equipment is prohibited.
- C. Disruption of school or school activities - Willful disruption of the school or interfering with the peaceful conduct of the activities of the school is a violation of the discipline code.
- D. Intentionally causing or attempting to cause damage to school or private property, stealing or attempting to steal school or private property. Parents assume financial liability for damages incurred.
- E. Theft of personal or school property
 - 1. Theft is defined as the unlawful taking of personal or school property. Being in possession of another person's property without permission is prima facie evidence of theft. Law enforcement will be enlisted when the theft exceeds \$50.00 in value in one or more thefts, whenever items are not recovered, when in the judgment of the administration it is warranted or would be beneficial. Restitution may be a necessary condition for a satisfactory conference for re-admittance.
 - 2. In addition, parents assume financial liability for the stolen items.
- F. The use or possession of paraphernalia or distribution of illegal chemical substances (including alcohol) and the misuse of legal drugs and substances
 - 1. This section covers any student who drinks or uses illegal chemical substances at school or a school activity, has intoxicating beverages or illegal chemical substances in his possession at a school activity, or attends school or a school activity having consumed alcoholic beverages or illegal chemical substances.

2. This section also includes misuse of legal medicines and other chemical substances.
3. This section also includes possession of drug related paraphernalia
- G. Carrying, bringing, using or possessing of any knife, regardless of the length of the blade, in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity. *If said knife fits the “dangerous weapon” criteria C.R.S. 22-33-106 because of size or intent, mandatory expulsion will be initiated pursuant to C.R.S. 22-33-106.
- H. Substantive threats of great bodily injury, or against the lives or property of any student, teacher, staff, or community member.
- I. Computer violations- Hacking of any sort.
- J. Sexual Harassment – Detailed explanation can be found in a separate area
- K. False Reporting of a staff member – Detailed explanation can be found in “Staff Protection” area

Mandatory 3-day Suspension:

Intimidating/threatening behavior to school staff - This includes physical attack, upbraiding, insulting, threatening or verbally abusing teachers or other school personnel.

Extreme offenses will result in:

1st Extreme offense - may result in a suspension up to 10 days. When appropriate, a one-day in-school suspension with the parent present to review the student’s educational progress will be offered in place of a one-day out-of-school suspension.

2nd Extreme offense - school suspension for up to 10 days pursuant to Board Policy JKD/JKE. A conference with parent, student, teacher, principal, counselor and/or other resource personnel will be required. This conference will include: (1) a review of circumstances and actions taken in level one, (2) implementation of a behavior contract, (3) a preview of level 3 consequences.

3rd Extreme offense - out of school suspension for up to 10 days pursuant Board Policy JKD/JKE. The school principal shall initiate proceedings for expulsion in accordance with district policy (JKD/JKE), student suspension and expulsion. Parents may request a hearing with the superintendent regarding expulsion or placement out of the regular school setting or in an alternative educational plan.

Pursuant to Board Policy and Colorado Law, the following behaviors will result in mandatory expulsion:

- A. Possession of dangerous weapons on school grounds or at school activities
 1. A firearm, whether loaded or unloaded, or a firearm facsimile that could reasonably be mistaken for an actual firearm;
 2. Any pellet or “bee-bee” gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air;
 3. A fixed blade knife with a blade that measures longer than three inches in length or a spring loaded knife or a pocket knife with a blade longer than three and one-half inches; or;
 4. Any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury.
- B. Sale of illegal chemical substances, including alcoholic beverages - Colorado State Law requires that any person selling such substances be expelled from school.
- C. Habitually disruptive students - These are students who are continually disruptive regardless of the efforts of the teachers to correct his or her behavior. Colorado State Law requires that such students face expulsion for their behavior.
- D. Committing an act which if committed by an adult would constitute robbery or assault, as defined by state law; robbery pursuant to Part 3 of Article 4 of Title 18, C.R.S., or assault pursuant to Part 2 of Article 3 of Title 18 C.R.S. other than the commission of an act that would be third degree assault under section 18-3-204, C.R.S. if committed by an adult.

Expulsion shall be mandatory for student age ten years or older.

Sexual Harassment

Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws that prohibit sex discrimination. A learning environment that is free from sexual harassment shall be maintained. It shall be a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature.

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's

- educational development.
2. Submission to or rejection of such conduct by an individual if used as the basis for education decisions affecting such individual.
 3. Such conduct has the purpose of affecting or unreasonably interfering with an individual's educational performance or creating an intimidating, hostile or offensive educational environment.

Sexual harassment as defined above may include but is not limited to:

1. Sex-oriented verbal "kidding," abuse, or harassment.
2. Pressure for sexual activity.
3. Repeated remarks to a person with sexual or demeaning implications.
4. Unwelcome touching, such as petting, pinching or constant brushing against another body.
5. Suggesting or demanding sexual involving, accompanied by implied or explicit threats concerning one's grades or similar personal concerns.

Students may file a formal grievance of sexual harassment through the use of the following grievance procedure. If the individual accused of harassment is the principal with whom a grievance routinely would be filed, the student may file the grievance with the counselor. All matters involving sexual harassment complaints shall remain as confidential as possible. Filing of a grievance or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect grades.

Sexual Harassment (Grievance Procedure)

1. Students who believe that they have been subject to sexual harassment will report the incident to the Principal, who will be referred to as the grievance officer.
2. The grievance officer will attempt to resolve the problem, if warranted, in an informal manner through the following process:
 - First, the grievance officer will confer with the charging party to obtain a clear understanding of the basis of the complaint.
 - Next, the grievance officer will then attempt to meet with the charged party to obtain a response to the complaint.
 - Then, the grievance officer may hold as many meetings with the parties as is necessary to gather facts, and will obtain statements from witnesses if available.
3. On the basis of the grievance officer's perception of the situation, the grievance officer may:
 - Attempt to resolve the matter informally through conciliation.
 - Report the incident and transfer the record to the superintendent or his designates, and so notify the parties by certified mail.
4. After reviewing the record made by the grievance officer, the superintendent or designates may attempt to gather any more evidence necessary to decide the case and from then on impose any sanctions deemed appropriate including a recommendation to the Board for disciplinary action.

Inappropriate Display of Affection

Any inappropriate display of affection (more physical contact than holding hands) by any student shall not be permitted. This rule includes inappropriate displays of affection in the hallways during the school day, on the bus, and any other time that students are under school supervision.

Staff Protection

The following procedures shall be followed in instances of assault, disorderly conduct, harassment, knowingly false allegations of child abuse, or alleged criminal offense by a student directed towards a teacher or school employee.

A student shall follow these procedures in instances of damage to the personal property of a teacher or school employee occurring on school district premises.

The teacher or employee shall file a written complaint with the building principal, the superintendent's office and the Board of Education.

The principal, after receipt of both the complaint and adequate proof of the charges, shall suspend the student for three days in accordance with established procedures.

The superintendent shall initiate procedures for the further suspension or expulsion of the student when injury or property damage has occurred.

The superintendent or his designee shall report the incident to the district attorney or the appropriate

local law enforcement agency to determine the appropriateness of filing criminal charges or initiating delinquency proceedings.

A copy of this policy shall be distributed to each student in the student handbook.

Students Complaints and Grievances

Any student aggrieved by a decision or condition falling under the guidelines of Federal Anti-Discrimination legislation has the right to file a formal written complaint. The first step is to file the complaint with the compliance officer, who is the school's counselor. A grievance is a complaint in writing presented by student to the compliance officer indicating one or more of the following:

1. The rule is unfair; and/or
2. That the rule in practice discriminates against or between students; and/or
3. That the school personnel used an unfair procedure in assessing a form of punishment against a student.

Dress Code

Students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school. Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. In this case, there shall be no further penalty.

If a student cannot promptly obtain appropriate clothing, on the first offense, the student shall be given a written warning and the principal shall notify the student's parents/guardians. On the second offense, the student shall remain in the principal's office for the day and do school work and a conference with parents/guardians shall be held. This day is considered an unexcused absence. On the third offense, the student may be subject to suspension.

The following guidelines will be followed in school buildings, on school grounds, or at school activities:

1. Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length will not be allowed
2. Sunglasses and/or head attire will not be worn inside the building
3. Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, pants worn low enough to reveal undergarments, etc.) that bare or expose traditionally private parts of the body will not be allowed
4. Tank tops or other similar clothing with straps narrower than 1.5 inches in width will not be allowed
5. Pajamas or other types of sleepwear will not be allowed
6. Shoes will be required at all times
7. Hair must be kept clean, tidy and in a condition that will not prove to be a distraction to others in the school. Male students must be clean-shaven at all times.
8. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
 - Refer to drugs, tobacco, alcohol, or weapons
 - Are of a sexual nature
 - By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
 - Are obscene, profane, vulgar, lewd, or legally libelous
 - Threaten the safety or welfare of any person, i.e. chains, choke collars and bracelets with spikes or rings
 - Promote any activity prohibited by the student code of conduct
 - Otherwise disrupt the teaching-learning process
9. Any visible body piercing jewelry except earrings

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

Secret Societies/Gang Activities

Limon Public Schools desire to keep district students free from the threats of harmful influences of groups or gangs that advocate the use of drugs, violence or disruptive behavior. The presence on school premises, in school vehicles or at school related activities of any apparel, jewelry, accessory, notebook or manner of grooming, which by virtue of its color, arrangement, trademark or any other attribute denotes membership in gangs that advocate drug use; violence or disruptive behavior is prohibited by Limon Public Schools.

ELECTIVE, ATHLETIC, CLUB and ACTIVITY INFORMATION

Participation in extra-curricular activities is a privilege, not a right. Participant's attitudes and conduct should reflect this point.

Music Department Uniforms, Fees and Rentals

Many letters of information are sent home with students throughout the year with regard to special performance/concert dates, musical opportunities, practice schedules and deadlines. Students are responsible for communicating that information with parents. The following information is important for an efficient year in the music department.

CADET BAND UNIFORM REQUIREMENTS

Regular Band Members: Black dress pants, white button-down long-sleeved shirt, Black canvas tennis shoes (cheap!), black socks

Flag Corps: same as above

Twirlers: Must rent a special uniform for \$10.00

All Cadet Band Members: Must rent a Cadet Band jacket and hat for \$10 total. This hat and coat may only be worn for official Cadet Band events such as home football games and parades and MUST be returned in the Spring. Replacement cost for a lost uniform: Jacket - \$30.00; Hat - \$8.00

SENIOR BAND UNIFORM REQUIREMENTS

All Senior Band Members: Must rent a complete band uniform for \$15.00.

All new Senior Band Members: Must buy band shoes for \$25.00 (from the school). *Twirlers:* *Twirlers* (if any): Must also rent twirler uniforms for \$10.00.

CADET BAND AND SENIOR BAND CONCERT REQUIREMENTS

All Senior Band and Cadet Band Members must wear the following for concerts and contests:

Senior Band: Full Uniform minus the hat.

Cadet Band: Black slacks (no jeans), white button-down long-sleeved shirt or blouse, black dress shoes, and black dress socks. Boys must wear a tie.

LIMON HIGH SCHOOL CHOIR UNIFORM REQUIREMENTS

Men: Long-sleeved white dress shirt with a dark, conservative tie, black slacks, black socks, black dress shoes, and belt

Ladies: Long-sleeved white shirt/blouse, long black skirt (mid-calf to ankle), black hose, black dress shoes/sandals (If the skirt has a slit, it may not go higher than the knee)

Please refer to the Choir Syllabus for additional information on concerts, attendance, lettering requirements, etc...

OTHER SPECIAL FEES OR RENTALS

1. Students who participate in Honor Choir and/or the CHSAA Solo and Ensemble Festival will be charged a small fee for both events.
2. Choir students may be responsible for purchasing a supplemental book and/or for costume rentals.
3. Students are responsible for buying or renting their instrument(s) from either a private instrument company or the school.
4. Students are responsible for purchasing equipment necessary for the proper use of their instruments, i.e., books, reeds, valve oil, sticks, etc. (Available from the Music Department.)
5. Additional fees may be assessed for the misuse, loss or damage of books, music, equipment, uniforms or other department materials of value.
6. Band Bills will be posted quarterly and are to be paid in the Principals or Superintendent's office.

Athletic Eligibility

Limon Middle School eligibility rules comply with those of the Colorado High School Activities Association (CHSAA), of which our school is a member. The coaches/sponsors and the Activities Director establish training rules and other rules governing athletics and organizations beyond those above. Students will be informed at the beginning of the various seasons of these rules and regulations.

Class Organization

It is the policy to organize classes to carry on the class activities throughout the year. Each of these classes will organize early in the school year by electing a President, Vice-President, Secretary, Treasurer, and Student Council Representative(s).

Middle School Student Council

The purposes of Student Council is to:

1. Promote fellowship among students and cooperation between the students and faculty.
2. Help show the responsibility of the student body to the community.
3. Serve the students as a governing body.
4. Elevate the standards of scholarship, leadership, citizenship, and school spirit.

The Student Council is regulated by school policy according to the administration and the Colorado High School Activities Association with the principal and Student Council sponsors having the power of veto. The membership of middle school student council consists of the elected officers, one representative each from grades 6 through 8, and each class president from grades 6-8. All clubs and organizations recognized by the administration and according to the school policies having received Student Council approval of their constitution will be represented. The membership of middle school student council consists of elected class officers and elected representatives from first hour classes. All the above representatives must be elected within two weeks after the start of school.

School Social Activities Code

- A. All activities, dances and other affairs sponsored by various classes or the Student Council and Principal must approve organizations at least two weeks before the event.
- B. School dances and parties are to be conducted by and for Limon Middle/High School students.
The only exceptions to this rule are as follows:
 1. *For students of opposing school athletic contests.*
 2. *For college students home on vacation and alumni who may be invited by tickets signed by the sponsor of the affair or the principal.*
 3. *Public dances for moneymaking projects.*
- D. If students leave a dance they are not allowed to return.

Activity Transportation and Conduct

All students who participate in school activities must ride the bus to and from such activities. The sponsor may release a student to travel with his or her parent/guardian if the student gives the sponsor a request dated and signed by the student's parent/guardian. Students will be released ONLY to their parent/guardian following a school activity unless other travel arrangements have been made with the principal at least a day before the activity. Conduct on school buses is held to the same standard as conduct in the classroom. Inappropriate conduct or insubordination by a student may result in the student's loss of bus riding privileges. Each sponsor will state, in the rules of conduct for that activity, what procedure will be used to determine any penalty to be imposed. Specific penalties may be listed. Sponsors may also meet, as a group, during a trip to determine which penalties will be imposed. School board policy dictates that use of alcohol and/or drugs during a school activity will result in immediate suspension from school. Limon High School policy, as approved by the School Board, provides for a five (5) day suspension if there is a violation of the above policy concerning the use of alcohol or drugs. Sponsors are obligated to inform students of this policy.

School Crisis Team

In light of the events that have occurred across our nation, we feel that it is very important to reassure our community that our school has a crisis plan and a crisis team that meets annually. Our Crisis plan has been in place since 1999. In 2001 our administration gathered numerous crisis plans to develop our own school crisis plan. Each year since 2001 our local plan has been updated. The staff is also updated and trained each year with crisis simulations and information. In 2003 our school crisis team went through an extensive one day training with the CSSP (State-wide Crisis Response) entitled Developing Consistency in School Crisis Response. In 2005, Mrs. Bandy was fortunate to attend a training session with Platte Canyon and Columbine's counselors that provided information about the lessons that they have learned. This information was shared with the crisis team and our current plan was updated with these suggestions. Last year our school participated in an extensive Critical Incident Training with local law enforcement as well as participating in the National Incident Management System trainings offered throughout this year.

Crisis Team Members Consist Of:

School Administration	School Rep from each school	Plains Medical Counselors
School Counselor	Medical Rep.	Police Support Representatives
District Secretaries	Lincoln Community Hospital Rep.	Head Custodian
Parent Rep.	Centennial Mental Health Counselor	Social Services Rep.
Victims Advocate Rep.	Community College Rep	Fire Department Rep.

In the Event of a Crisis Situation

- Please do not call or go to the school (this will only intensify the crisis situation)
 - Look at our website for updates!

www.limonbadgers.com

The relocation facilities are...

- **Elementary** (Grades KD—5) is the Life in Christ Church located at 630 E Ave. (formerly known as the First Baptist Church)
- **Middle School** (Grades 6-8) is the Methodist Church located at 770 B Ave.
- **High School** (Grades 9-12) is the Hi-Plains Baptist Church located at 1001 H Ave.

You may go to these facilities in the event you hear there is a situation at the school and updates will be provided through these facilities.

Limon school district has an open school policy which allows parents and board members reasonable access to observe classes, activities and functions at a public school with check in procedures at the administration office.