

HONOR

Rocky Ford Junior Senior High School was built in 1963 for the students and community of Rocky Ford. Education is a life-long process. An education equips a person for an always changing, never static world. Rocky Ford Junior Senior High School provides a good foundation to meet the world's challenges. **Learning begins at home and is perpetuated from the home.**

TRADITIONS

School Colors.....Red and Gold
School Mascot.....Meloneer

School Song

Hail the mighty red and gold.
Hail the Meloneers, brave and bold.
Hail Rocky Ford High,
Sing her praises to the sky.
To her, we will ever sing.
To her, highest honor bring.
In the future, as of old,
Hail the mighty Red and Gold.

INTRODUCTION

Welcome to Rocky Ford Junior Senior High School

This handbook has been prepared to inform students and parents of information to help students become successful members of Rocky Ford Junior Senior High School. We hope you will take the time to review it carefully so you can provide the support your student needs at home. This is a time of great change for your child: educationally, emotionally, socially, and physically. We encourage you to become a member of the Rocky Ford Junior Senior High School Team by being involved in your child's educational growth.

Rules are for "The greatest good of the greatest number"; they stand only so that our students can proceed with the serious business of learning and safety. **Know and do what is expected of you here, so that the spirit and substance of school will be with you always.** The staff hopes you will find this school year to be memorable and exciting.

MISSION STATEMENT

The purpose of Rocky Ford School District R2 is to ensure individual success and learning of all students within a safe environment.

MOTIVATE EDUCATE GRADUATE

LEARNER OBJECTIVES/OUTCOMES

Rocky Ford High School graduates will:

- Be proficient in learning, speaking, reading, writing, mathematics and the use of technology.
- Apply knowledge, concepts, and processes acquired through the study of the arts, sciences, and social sciences.
- Select and use thinking skills, individually and in groups, to solve problems and to make decisions.
- Be able to find, evaluate, and use information.

STUDENT LOAD

Students are required to take seven classes each semester. Students who are using a class period for an OJC class must be in the cafeteria, computer lab, library or sign out in the office to leave campus.

STUDENT ACADEMICS

Graduation Requirements: In order to qualify for a diploma from Rocky Ford High School, a student must:

- Meet specific course requirements
- Earn a specific number of credits

1. Course Requirements: See the RFJSHS Registration Guide for more details.
2. Transfer Students: When a student transfers from another high school, credit requirements for graduation will be evaluated and approved by the principal on an individual basis. In all cases, the required classes/credits must be successfully completed.
3. Graduation Ceremony: **Students who have not met the graduation requirements may NOT participate in the promotion ceremony. Students must not have failed any classes during their 8th grade year in order to participate in the 8th grade promotion ceremony. Students will have the opportunity to recapture the credit which will allow them to participate in the promotion ceremony.**

ACADEMIC RESPONSIBILITY FOR STUDENTS

Students are expected to complete and turn in all classroom and homework assignments on time. The late work procedure is as follows:

- Late work will be worth 70% of the original grade up to three days late.
- College classes are exempt from this procedure – assignments are due when they are due.
- Firm dates are exempt from this procedure – assignments are due on the original date.

- Students have one day for each day absent to make up work for class. The late work procedure goes into effect once the appropriate amount of time is given for the absences.
- Teachers will not enter a 0 for a grade if the student is absent until the student has had the appropriate amount of make-up time.

High school students can opt out of final exams if the following criteria are met:

- Students are required to take at least **three (3)** exams; if a student has only five classes at RFJSHS, then two exams must be taken.
- All post-secondary and concurrent exams must be taken.
- Students who have an “A” average in a class and no more than eight (8) absences may be excused from the semester exam for that class.
- Students who have a “B” average in a class and no more than two (2) absences may be excused from the semester exam.
- Students who have accumulated ten (10) or more tardies for the semester are not eligible to opt out for any class.

***NOTE:** A student may choose to take an exam (even if he or she is exempt) in an effort to raise the grade for that class. However, if they take the exam when they are exempt, the results of the exam will be used to raise their grade, but will NOT be used to lower a grade in existence before the exam.*

With the new changes in the teacher evaluation process, several classes will not offer the opt out option.

RESPONSE TO INTERVENTION

Rocky Ford Junior Senior High School is committed to supporting student success, and uses the Response to Intervention Model to achieve that goal. The Response to Intervention (RtI) process is a multi-step approach to providing services and interventions to students with specific academic or behavior needs. Universal strategies/curriculum will be provided to your student. When academic or behavior needs are not met by universal strategies/curriculum, your student will be provided targeted and/or intensive strategies based on diagnostic data and student needs. The planning and monitoring of these strategies may be accomplished through the Problem-Solving Team. The purpose of the Problem-Solving Team (PST) is to share information and discuss how we can work collaboratively with you to provide support for your student. It is important for school personnel and parents to work together in the Response to Intervention process.

RFJSHS ADVISORY

Rocky Ford Junior Senior High School operates an advisory program for all students. Rocky Ford Junior Senior High School students are assigned an advisory teacher for the year. Students meet with their advisory teacher Monday, Tuesday, Thursday and Friday. The advisory teacher:

- makes home visits to the seventh through ninth grade students in his/her group
- monitors academic progress and attendance
- fosters positive relationships with parents and students
- develops NWEA and TCAP goals with students

GRADING SYSTEM & REPORT CARDS

The following grading system has been approved by the Board of Education:

▪ A	90-100	Excellent
▪ B	80-89	Good-Above Standard
▪ C	70-79	Average-Meets Standards
▪ D	65-69	Poor-Below Standard/Yet Passing
▪ F	Below 65	Failure-Does not meet Standard

1. **Grade Reporting:** Reporting is done on a quarterly basis. Each quarter grade is figured independently and will be worth 40%, the final exam worth 20%, totaling 100% for the semester grade. Junior High semester grades will be calculated with each quarter worth 50%.
 - Grades are recorded on the student's official transcript at the end of each semester; credit is given to students in courses where the final grade is a 'D' or higher. Semester classes equal .5 credit.
2. **Parent/Teacher Conferences** are held at mid-quarter in September, November and February. The primary and intermediate schools parent/teacher conferences are held at different times than our conferences.
3. **Make-Up Work** is allowed for all absences. It is the responsibility of the student to pick-up assignments and return assignments completed upon his/her return or in a time as determined by the teacher. Students have one day for every day absent to makeup work.
4. **Incomplete Grades:** An incomplete grade is given in those cases where illness, emergency, or by prearrangement, the student has not been able to complete his/her assignments near the end of the quarter. Incomplete grades are to be made up within two weeks after the end of the quarter or an agreed upon time established by the counselor or principal. After two weeks or the established time period, the grade automatically becomes an 'F' if the work has not been completed.
5. **Fees/Fines:** Report cards of students who owe money to the school will be held if the money is not paid. Colorado law (1999) states student's grades, transcripts, and/or promotion can be withheld for failure to return books or pay required fees or fines.

HONOR ROLL AND CLASS RANK

Student Honor Rolls are identified at the close of each semester's grading period.

1. **The Superintendent's Honor Roll** contains the names of students who have received all 'A' grades in their classes. (4.0 GPA)
2. **The Principal's Honor Roll** contains the names of students who have maintained a 3.5 – 3.99 grade point average.

Valedictorian and Salutatorian Requirements

The criteria for valedictorian/salutatorian include the following:

- The students earning the highest two GPA's, to the thousandths, based on the first seven semesters of high school attendance.
- Attend Rocky Ford Junior Senior High School for three consecutive semesters prior to and including the seventh semester (must have transferred at the beginning of their junior year).
- Accumulate nine college preparatory class credits:
College credit (concurrent or post-secondary)

Geometry	World History	Business Publications
Human Anatomy	World Geography	Physics
Computer Technology II	Band	Agricultural Mechanics
Spanish I and II		

REGISTRATION AND SCHEDULING

Registration and scheduling occurs with the counselor during the second semester of each year. The student, his/her parents, and counselor will select the student's classes for the next school year. A course description describing the courses offered is available to assist the student with course selections. It is impossible to accommodate every course request for every student due to the number of offerings at RFJSHS. If necessary, the principal and/or counselor will make the final decision regarding student schedules.

ASSESSMENT / COMPETENCY EXAMINATIONS

- 7th – TCAP (Reading, Writing, Math), Colorado Summative Assessment Social Studies
- 8th - TCAP (Reading, Writing, Math), Colorado Summative Assessment Science, EXPLORE
- 9th - TCAP (Reading, Writing, Math), EXPLORE
- 10th - TCAP (Reading, Writing, Math), PLAN
- 11th – ASVAB, ACT, PSAT (optional)
- 12th – ASVAB (optional) Fall 2014 all seniors will take the Colorado Summative Assessment in Social Studies

NWEA is administered three times per year for students in Language Arts, Math, Reading and General Science.

STUDENT PROGRESS REPORTS

Parents/Guardians can access grades/attendance/behavior on goedustar. Please contact the office at 254-7431 for further information.

FACILITIES – BEFORE AND AFTER SCHOOL TIMES

1. After arriving on the school grounds, students are not to leave school grounds without permission.
2. No student should be in the building after 4:30 pm, unless requested by a teacher or participating in a supervised activity or sport.

3. Groups using the building in the evening must use only the section reserved for them and leave all rooms and equipment in proper condition to resume school the next day.

THE USE OF THE SCHOOL BUILDING AFTER REGULAR SCHOOL HOURS

1. All events scheduled after school hours must be approved through the principal's office.
2. All events scheduled after school hours by non-school groups must be approved through the principal's office and abide by Board Policy concerning the use of facilities.
3. Faculty sponsors must be present for all after hour activities and parties.
4. Cleaning up premises following activities will be the responsibility of the group involved and done promptly following the event.

OPEN CAMPUS

Rocky Ford Junior Senior High School has an open campus during lunch for **11th and 12th** grade students. This means that those students may leave campus, on foot or in cars, for the lunch period. Parents should be aware that students who do not drive might also travel with other students. The district assumes no liability for students who travel during the lunch period. ***NOTE: Students remaining on campus are to be in the cafeteria or courtyard. No 7-10th grade students are allowed to leave campus during lunch.***

Consequences for 7-10th grade students who choose to leave for lunch:

- **1st offense: warning and phone call to parents**
- **2nd offense: 5 days of lunch detention – served on school grounds during lunch**
- **3rd offense: 1 day of ISS**
- **4th offense: 2 days of ISS**
- **5th offense: 1 day of OSS**

PARKING LOT

1. Student parking is limited to the North parking lot. Parking behind the kitchen or in the Shop/Ag area is not permitted without prior approval from the principal.
2. The parking lot is off limits to all students unless you are entering or leaving campus or during the lunch period. Sitting in cars before school or during the school day is **prohibited**.
3. **Speeding, reckless operation, or making excessive noise on school property may result in a police citation and/or loss of driving privileges.**
4. **Student pick-up and drop-off is clearly marked at the east end of the parking lot. (not the bus lane or in front of the main entrance)**

SAFETY

Students who walk to school are asked not to trespass on lawns, or gardens, or in any way cause damage to other people's property. Extreme care should be used in crossing streets. If you must walk on the road, always walk on the left side and in the interest of safety; avoid walking in a large group.

BAD WEATHER / SNOW DAYS

In the event of extreme weather conditions, announcements relative to the closing, early dismissal or late start of school will be made on radio stations and through the goeustar messenger service. It is imperative that parents provide the office with valid and correct emergency numbers and make arrangements for their children in the event of early dismissal.

CITIZENSHIP RESPONSIBILITY FOR STUDENTS

Students have the responsibility to behave in a manner appropriate to good citizenship in addition to passing grades to maintain eligibility for extracurricular activities.

SUPPLEMENTAL SERVICES

Recognizing that all students do not learn in the same way or rate and that some students have academic or economic disadvantages which may interfere with success, supplemental services are available for all students. 7th and 8th grade students have access to academic tutoring in Meloneer Academy on Monday, Tuesday and Thursday from 3:30pm – 5:00pm and Wednesday from 2:30pm – 4:00pm. This will be held in the library. 9th – 12th grade students have access to academic tutoring according to the tutoring schedule for each month. The tutoring schedule will be posted outside the main office. Parents/Guardians may call the office for a tutoring schedule.

SPECIAL EDUCATION OR RESOURCE

Referral to a special education program is determined by the extent of the student's inability to attain full potential in a regular classroom environment due to an emotional, physical, or intellectual handicap. The resource is the Rocky Ford Junior Senior High School Special Education Staff and referral can be made at any time following the pre-referral process. Contact the principal or the special education staff member for more information.

THE STUDENT CLASS SCHEDULE

RFJSHS 9th - 12th Grade 2013 - 2014 Bell Schedule

Monday, Tuesday, Thursday, Friday			
Hour	Begins	Ends	Length
1	7:55 AM	8:45 AM	50 min.
2	8:49 AM	9:38 AM	49 min.
Break	9:38 AM	9:49 AM	11 min.
3	9:53 AM	10:42 AM	49 min.
4 - Advisory	10:46 AM	11:28 AM	42 min.
5	11:32 AM	12:21 PM	49 min.
Lunch	12:21 PM	12:51 PM	30 min.
6	12:55 PM	1:44 PM	49 min.
7	1:48 PM	2:37 PM	49 min.
8	2:41 PM	3:30 PM	49 min.

Wednesday - Early Release			
Hour	Begins	Ends	Length
1	7:55 AM	8:42 AM	47 min.
2	8:46 AM	9:31 AM	45 min.
Break	9:31 AM	9:45 AM	14 min.
3	9:49 AM	10:34 AM	45 min.
5	10:38 AM	11:23 AM	45 min.
6	11:27 AM	12:12 PM	45 min.
Lunch	12:12 PM	12:42 PM	30 min.
7	12:46 PM	1:31 PM	45 min.
8	1:35 PM	2:20 PM	45 min.

RFJSHS 7th & 8th Grade 2013 - 2014 Bell Schedule

Monday, Tuesday, Thursday, Friday				Wednesday - Early Release			
Hour	Begins	Ends	Length	Hour	Begins	Ends	Length
1	7:55 AM	8:45 AM	50 min.	1	7:55 AM	8:42 AM	47 min.
Break	8:45 AM	8:56 AM	11 min.	Break	8:42 AM	8:56 AM	14 min.
2	9:00 AM	9:49 AM	49 min.	2	9:00 AM	9:45 AM	45 min.
3	9:53 AM	10:42 AM	49 min.	3	9:49 AM	10:34 AM	45 min.
4 - Advisory	10:46 AM	11:28 AM	42 min.	5	10:38 AM	11:23 AM	45 min.
Lunch	11:28 AM	11:58 AM	30 min.	Lunch	11:23 AM	11:53 AM	30 min.
5	12:02 PM	12:51 PM	49 min.	6	11:57 AM	12:42 PM	45 min.
6	12:55 PM	1:44 PM	49 min.	7	12:46 PM	1:31 PM	45 min.
7	1:48 PM	2:37 PM	49 min.	8	1:35 PM	2:20 PM	45 min.
8	2:41 PM	3:30 PM	49 min.				

TEACHER TO PARENT COMMUNICATION

All teachers are encouraged to communicate as promptly as possible with parents on student progress. We will communicate by telephone, email, or through the mail. In addition, parents are encouraged to contact teachers and administration with any concerns that may arise. Parents can access grades, behavior and attendance via goedustar.com. Please contact the office to sign up for this service – 254-7431.

GENERAL TECHNOLOGY RULES AND PROCEDURES FOR STUDENTS

1. Students must not act in a way that causes damage to the networking system or that would result in disruption of the educational process.
2. Students must not change, delete, or modify the operation systems, application software or documents on any of the computers at Rocky Ford Junior Senior High School.
3. Students must not load or install any unauthorized software.
4. Students must not have any food or drink in the technology lab, library media center or around classroom computers.
5. **Students are not allowed to access E-Mail during school time.**
6. **Students are not allowed to access chat rooms, blogs or any networking site of any kind. (MySpace, FaceBook, etc.)**
7. Misuse, abuse, or causing damage to any equipment may result in loss of computer privileges, suspension from school, criminal charges and monetary compensation.

STUDENT ELIGIBILITY

All students will be subject to the eligibility rules that are found in the Colorado High School Activities Association Handbook and BOE Policy. Per BOE policy JJJ, an "activity" is defined as any extra-curricular or interscholastic activity including but not limited to any academic, artistic, athletic, recreational, or other related activity offered by a public school.

- A student who has two or more "F's" will be ineligible to participate in any extra-curricular activities for that week. This includes FFA, FBLA, Dances, Prom, etc...
- Eligibility depends on whether the student's academic effort and performance in each class the previous week failed to earn him/her the privilege of participation in extracurricular activities. The principal certifies eligibility of students. Students will not be certified if their conduct does not promote the best interest of Rocky Ford School District.
 - Eligibility is checked on a weekly basis.
 - Teachers post grades on a cumulative basis. This means the accumulation of grades from the beginning of the quarter until the end of the quarter.
 - A student who is failing two (2) of his/her classes is deemed ineligible.
 - Eligibility is turned in every Monday for the current week's activities.
 - Students declared ineligible will not be allowed to compete from Monday through Saturday of that week.

STUDENT CODE OF CONDUCT

PLEASE REFER TO STUDENT DISCIPLINE CODE HANDBOOK PROVIDED BY ROCKY FORD SCHOOL DISTRICT R2.

Behavior Consequence Matrix for the 2013-2014 school year

Behavior List	Consequence List
1. Stealing of School or Private Property	OSS
2. Damage to School or Private Property	ISS/OSS Restitution & Repair
3. Weapons Violation	ISS/OSS/Expulsion
4. Drugs/Alcohol Use Violation	OSS/Partnership for Progress
5. Sale of Drugs or Alcohol	Expulsion
6. Violent or Aggressive Behavior(Hands Off)	Detention/ISS/OSS
7. Use of Tobacco	Warning/Detention/ISS/OSS
8. Sexual Harassment	Detention/ISS/OSS
9. Throwing Objects With or Without Injury	Detention/ISS/OSS
10. Throwing Objects Damaging School or Private Property	Detention/ISS/OSS
11. Directing Profanity @ Staff, Students or Visitors	OSS
12. Profanity not Directed @ Staff, Students or Visitors	Detention/ISS
13. Extortion, Coercion or Blackmail	ISS/OSS/Expulsion
14. Lying to Staff or Administration	Detention/ISS/OSS
15. Cheating (On Homework or Test)	Zero/ISS/OSS

16. Defiance (Deliberate Refusal)(Violation of Classroom Rules)	Detention/ISS/OSS
17. Repeated Interference With Educational Process	Detention/ISS/OSS
18. Hazing	Detention/ISS/OSS
19. Verbal/Written Harassment	Detention/ISS/OSS
20. Bullying	Detention/ISS/OSS
21. Dress Code	Warning/Detention/ISS/OSS
22. Public Display of Affection (PDA)	Warning/Detention/ISS/OSS
23. Arson	Expulsion
24. Bomb Threat	Expulsion
25. Electronic Device Violation	Parent Signature/ISS/OSS
26. Inciting Violence	ISS/OSS
27. Truancy	Reported to Court
28. Documentation	

*A student who is serving ISS will not be allowed to participate in any before or after school activities/sports for the day. If an ISS carries over to the next week, the student will not be allowed to participate in weekend activities/sports.

STUDENTS AND SUBSTITUTE TEACHERS

Our school is fortunate in having capable people to help us whenever our regular teachers are ill or are attending conferences. A substitute teacher is an important visitor whose impressions of our school will be carried into our community. **Our expectations for the behavior of our Rocky Ford Junior Senior High School students toward substitute teachers exceed our already high expectations for daily behavior with our regular teachers.**

DRESS CODE

Students are expected to dress in good taste. Any attire that detracts from the learning environment is not acceptable. The principal is responsible for making decisions relevant to the dress code and has the final say on what is or is not appropriate. Students who violate the dress code will be offered an alternative article of clothing.

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Board recognizes that students have a right to express themselves through dress and personal appearance; however, students 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.

The following criteria will be expected of Rocky Ford students with regard to dress:

- Dress must be clean, in good repair, and appropriate for the occasion. Judgments regarding appropriateness will be determined by the school administration.
- No headwear is to be worn in the building during the school day. This includes caps, hoods, bandanas, and sunglasses.
- Body adornments and shirt slogans may not include or insinuate profanity, sex, alcohol, drugs, gangs or otherwise offensive materials, (i.e., but not limited to: South Pole, ICP.) Necklines must be high enough to allow no cleavage to show. Armholes cannot be more than two inches below the armpit. No bra straps can show. Tank tops must have straps two inches or three finger-widths across the shoulders. No midriff can show and

the belly button must not be seen. See-through tops such as mesh and fishnet are not allowed.

- Inappropriately sheer, tight or low-cut clothing, (i.e., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts are unacceptable.
- No sagging pants; waist of pants must cover all undergarments (to include boxers).
- Shorts, dresses, skirts or other similar clothing shorter **than two inches above the knee** are unacceptable.
- Sleepwear (including slippers) may only be worn on days specified during spirit weeks.
- Heavy winter coats, heavy parkas, and heavy hooded jackets are not appropriate for in-building/classroom wear.
- No jewelry or belts that could cause injury (i.e., wallet chains). All long belts must fit within belt loops.
- No gang-related clothing such as bandanas, rags, gloves or gang-related decorative articles.
- No visible gang-related tattoos, including ink tattoos.
- Shirts will not be longer than the point at which a student's longest finger reaches when the student's arms and hands are resting at the sides of their body.

Dress Code Violation Consequences

1st offense: warning and change of clothes

2nd offense: after school detention (30 minutes)

3rd offense: one day in ISS

4th offense: one day of OSS

5th offense: two days of OSS

Each additional offense results in an additional day of OSS

*****Students who are in violation of dress code will be offered a t-shirt that states "DCV" (dress code violator) to wear for the remainder of the school day. T-shirts need to be returned at the end of the day. If the t-shirt is not returned, a charge of \$5.00 will be assessed to the student. If the student chooses not to wear the t-shirt, the student will be sent home for the remainder of the day with an unexcused absence.*****

CELL PHONES

Cell phones are allowed in the building under the following conditions:

- Students may use cell phones prior to the first bell and after the last bell of the day. 9th – 12th grade students may use their phone or electronic device in the courtyard during lunch. No 7th or 8th grade students may use their phone or any other electronic device during lunch.
- Students who choose to use their cell phone or electronic devices from 7:55am to 3:30pm (7:55am to 2:20pm on early release Wednesday) will have the cell phone confiscated. On the first offense, the parent/guardian will be contacted and required to pick up the phone from the office. Any further offenses will result in requiring the parent/guardian to pick up the phone from the office and/or more severe consequences.

- Teachers may choose to have a class use their cell phone for educational purposes. This is at the discretion of the individual teacher.

STUDENT CONDUCT ON SCHOOL BUSES

General rules for all bus passengers.

- a. The student will observe the same conduct as in the classroom. Keep the bus clean, no eating or drinking on the bus, and no destructive behavior.
- b. The student will stay in his/her seat and keep his/her head, hands, and feet inside the bus.
- c. The student will be courteous and cooperative with the bus driver. Profane language and gestures will not be tolerated.
- d. Students who abuse the bus-riding privilege will be referred to the school administration and disciplinary actions will be taken.
 - First referral – verbal warning to the student and written notification to the parent/guardian.
 - Second referral – loss of all school bus privileges for the remainder of the school year. This includes school activities.

PUBLIC DISPLAYS OF AFFECTION

Students are reminded that the school has a “Hands Off” policy. This means no holding hands, arms around one another, kissing, or other inappropriate displays of affection.

Public Display of Affection Violation Consequences

1st offense: warning and documentation

2nd offense: after school detention (30 minutes)

3rd offense: one day in ISS

4th offense: one day of OSS

5th offense: two days of OSS

Each additional offense results in an additional day of OSS

STUDENT SEARCHES

The school administration retains control over lockers and desk space loaned to the students and regulates admission or persons on school property. Administration has the right and duty to inspect and search student lockers and desks if there is a reasonable suspicion that drugs, weapons, dangerous items, illegal or prohibited matter, or stolen goods are likely to be found. The student’s person may be searched in exercise of the school’s duty to enforce discipline and protect the health and safety of the offending student and/or student body. The fruits of such search may be turned over to the police and the offending student may be subject to criminal or juvenile court prosecution and/or school disciplinary proceedings. The district may contract with a company, which brings “Contraband Dogs” into the building to look for illegal drugs and contraband.

TOBACCO

It is a violation of Board Policy and State Law for students and staff to use tobacco products on campus. This policy is in effect for students while in or on school properties, or under the school's jurisdiction during school hours, or while participating in a school-sponsored event. In addition, it is a violation of the RFJSHS Athletic Training Rules.

STUDENT ATTENDANCE POLICY

Parents/Guardians please contact the school office as soon as possible at 254-7431 to excuse your child if he/she will not be attending school because of illness, appointments, funerals, etc. Goedustar (student information system) has a feature that makes automated phone calls to parents if their child is marked absent. These phone calls are usually made at 10 am. Documentation of appointments or pre-arranged forms are required in order to administratively excuse an absence. Excessive truancy will be filed with the county court system for students who accumulate more than four unexcused days in one month, or ten unexcused days throughout the school year. *(Please Refer to the Student Discipline Code Handbook provided by the Rocky Ford School District R2.)*

STUDENT TARDIES

Tardiness

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that 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. In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter his/her next class. Teachers shall honor passes presented in accordance with this policy. Tardies of more than ten (10) minutes are considered to be an absence. These absences may be considered truanancies when a student who has been in regular attendance is more than ten (10) minutes tardy to class without an excuse. The truancy policy will be in effect for these situations.

Students who have no tardies during the quarter will be recognized at the quarterly celebrations with the following:

7/8th graders – free homework pass

9/10th graders – one off campus lunch pass

11/12th graders – free homework pass

Tardy Violation Consequences

5 TARDIES

- PARENT NOTIFICATION
- LUNCH DETENTION
- AFTER SCHOOL DETENTION ASSIGNED FOR FAILURE TO SERVE THE LUNCH DETENTION
- ONE DAY OF ISS FOR FAILURE TO SERVE AFTER SCHOOL DETENTION

10 TARDIES

- STUDENTS LOSE LUNCH PRIVILEGES FOR THE REMAINDER OF THE CURRENT QUARTER. STUDENTS WILL SIT IN THE CAFETERIA FOR THE ENTIRE LUNCH PERIOD. TARDY STUDENTS WILL BE LAST IN LINE TO RECEIVE THEIR LUNCH.
- STUDENTS ARE NOT ELIGIBLE TO OPT OUT OF ANY FINALS AT SEMESTER.

OTHER CONSEQUENCES

- FAILURE TO SERVE THE LUNCH DETENTION
 1. **FIRST OFFENSE:** A PARENT MUST MEET WITH THE ADMINISTRATION BEFORE THE RETURNING TO SCHOOL THE NEXT DAY
 2. **SECOND OFFENSE:** ONE DAY OF ISS
 3. **THIRD OFFENSE:** ONE DAY OF OSS

NOTE: ONE DAY OF ISS WILL BE ADDED FOR EVERY MISSED DETENTION. THIS MAY LEAD TO EXPULSION. ie., A SECOND MISSED DETENTION WILL BE TWO DAYS OF OSS.

STUDENT TRUANCY (Includes leaving school grounds without permission during school hours)

Cutting classes or not following proper procedures for absences will result in disciplinary action. Students will be expected to make up time for time for truancies. **Truancy will be filed for students who miss more than four days in one month or ten days throughout the school year. Students who are truant will make up time for time before or after school.**

(Please Refer to the Student Discipline Code Handbook provided by the Rocky Ford School District R2.)

LEAVING CAMPUS

If students leave campus before the school day is over, they must be excused in advance from the office and **SIGN-OUT BEFORE** leaving the school grounds. If a student returns to campus before the school day is over, they must sign-in before returning to class.

OUT OF SCHOOL SUSPENSIONS AND EXPULSION

Please Refer to the Student Discipline Code Handbook provided by the Rocky Ford School District R2.

GENERAL STUDENT INFORMATION

Information Bulletins and Announcements: The Head Boy and Head Girl make announcements daily during 1st hour. These daily announcements inform the student body of upcoming club meetings, athletic and social events. **All announcements must be approved by the administration.**

Deliveries: The office will attempt to deliver clothing and other items brought to the office for students when it is convenient for the office to do so.

- Because of the number of office staff, students may be informed of the delivery and will be allowed to pick up the item between classes, during the lunch period or at the end of school.
- We discourage commercial deliveries to students and only allow students to pick them up at the end of school.

Hall Passes: Hall passes are required during class time. A pass must be obtained from the teacher upon leaving a room and submitted to the teacher with any appropriate signature upon return.

Telephone: The office telephone is for school business and it may be used by students only on an **EMERGENCY** basis and then only with the permission of the secretary or an administrator. This does not include calls to have lunch delivered, etc...

- Parents contacting students: Students will not be called out of class for calls received during the school day unless it is an emergency. Messages will be taken and students will be notified of calls and messages. **Request for delivery of telephone messages after 2:30pm may not be delivered to students.**
- Students will not be allowed to make telephone calls or return messages during class periods, unless ill.
- Non-parents or guardians wanting to contact students will not be allowed to do so unless it is an emergency situation, as determined by the administration, and the person is known to the office staff.

Student Lockers: Locker assignments are made in the office and may not be changed without permission. Students should keep their possessions **LOCKED** in their assigned locker.

Reminder:

- Do not bring large amounts of cash or other valuables to school. Mark your valuables to prevent loss of or theft.
- Students are responsible for their personal property.
- Students are responsible for assigned or issued school property and will be charged for missing or lost school property that is not returned.
- The school is not responsible for lost or stolen personal items.

Drills: Fire and Emergency Drills will be held on a periodic basis.

Dances (including Prom):

- Must be approved by the Student Council Sponsor, Activities Director, and Principal.
- All out of school guests must be approved by the Principal, be of high school age (no older than 21), and abide by the rules of Rocky Ford Junior Senior High School. Only junior high students who attend Rocky Ford will be able to attend the junior high dances (no out of district guests or high school students may attend). High school students must complete a guest form before their guest will be approved to attend a dance.
- Junior high students are not allowed to attend high school dances. High school students are not allowed to attend junior high dances.
- Parents will be notified if students leave the dance early.
- Children of Rocky Ford Junior Senior High School students are not allowed at dances.
- If students leave the dance, they cannot return – **NO EXCEPTIONS.**
- **Students must be eligible to attend all dances.**

Visitors:

- In order to help ensure the safety of our students and staff, **ALL VISITORS MUST REPORT TO THE OFFICE.**

- **Parents/Guardians** are always welcome to Rocky Ford Junior Senior High School. We encourage you to visit the school. If you wish to visit with the staff, please make an appointment to see a teacher or visit your child's classes.
- Rocky Ford Junior Senior High School does not allow students to have visitors (friends, relatives or students from other schools). Exception: Student exchanges or special circumstances approved in advance by the principal. ***Should a non-approved individual come to school with a student, that individual will be asked to leave. Your cooperation with this procedure will avoid embarrassment for your student and guest.***

Library-Media Center: The Library-Media Center contains books, magazines, pamphlets, and audio-visual software and equipment that is available for teacher and student use. A study area is provided. The library is open during the school day. Checkout procedures and fines are posted in the library. Library skills instruction is available through the Language Arts curriculum or on an individual basis. Library privileges are subject to restriction.

Textbooks: All textbooks are furnished by the school district free of charge for your responsible use. It is important that you take good care of your books. You are responsible for the books issued to you or used by you, and if these books are lost or damaged, you will have to pay for them. Changing, writing over, or in any way tampering with a book will result in the book being checked in without credit to the pupil, as it would be impossible to tell if this was the book issued.

- Students who refuse to pay for damaged school property can lose the privilege of using school items such as library materials, uniforms, and other articles usually loaned for school.
- Students will be assessed fines for lost or damaged school and library books. Fines will be for replacement or repair costs.
- Colorado legislation passed during the 1999 legislative session provides that student transcripts and/or graduation/promotion can be withheld if a student fails to return or pay appropriate fines for lost or damaged books and materials.

Cafeteria & Food

- Students are not allowed to take food out of the cafeteria.
- Cost for lunches are \$1.90, breakfast is \$.95.
- Federal law prohibits juice or Gatorade to be sold in the cafeteria one hour prior, during, and one hour after the lunch period. Juice, water or Gatorade may be purchased after school hours. The vending machines are turned-off during lunch and break.
- Teachers may choose to allow students to have food and drink in the classroom if they deem appropriate. ***This should be considered a privilege and not a right.***

Posters: All posters must be approved by the Principal before posting.

Health Services:

Medication-District Policy: Medications are rarely necessary for students during the school day. They are justified in some chronic health conditions.

- Students shall be permitted to take medication while at school but are only allowed to have one day's dosage on their person. The student is required to inform the office and school nurse regarding the possession of the medication. If a student is required to take medicine daily it must be given to them by a school employee designated by the School Nurse acting under specific written request of the parent/guardian and under the written instructions of the student's physician. When a parent or guardian makes such a request, a full release from the responsibilities pertaining to the administration

and consequences of such medication also must be presented to the principal by the student's parent or guardian. **Medication must be in a pharmacy labeled bottle.**

- **Immunizations:** All students are required to have certification of immunization upon admission to school. Failure to have proper certification may result in suspension from school until immunization is completed.
- **Physical Examinations:** Students who participate in athletics are required by the Board of Education to have a current physical examination.
- **School Nurse:** The school nurse will be available to Rocky Ford Junior Senior High School students. Students will only be sent to the School Nurse through the High School office.
- **Student Illness while at School:** If a student becomes ill at school, every attempt will be made to contact parents to come and get the student. Space is limited at school, thus the best place for a student who is ill, is in the home environment.

Fund Raising Activities by Student Organizations:

- The Principal and/or Assistant Principal must approve all fund raising projects.
- Projects, which involve selling merchandise to residents of our community, should be kept to a minimum.
- Tickets or articles of any kind other than those associated with school-sponsored activities are not to be sold on school property by students or outside organizations.

Change of Address and Phone Number: When a student has a change of address and/or telephone number, records should immediately be changed by informing the building secretary.

Lost and Found: If you lose something, check with the secretary to see if the item has been turned in.

- **Mark all of your clothing for P.E., Activities, and Sports.**
- The school cannot be responsible for items that are left unattended or unsecured.
- Locks are provided to students for their assigned lockers or P.E. lockers.
- Students are encouraged not to bring large quantities of money or valuables to school.

STUDENT ASSEMBLIES

Students are responsible for their own behavior during assemblies. Applause is welcome at appropriate times; whistling and shouting, talking during a performance, and leaving one's seat during a performance are not appropriate.

STUDENT ACTIVITIES

Student Athletics: Rocky Ford Junior Senior High School offers as many athletic programs as is deemed appropriate by the Board of Education.

Junior High School:

FALL SPORTS: Football, Volleyball, Boys and Girls Cross Country

WINTER SPORTS: Boys and Girls Basketball and Wrestling

SPRING SPORTS: Boys and Girls Track

High School:

FALL SPORTS: Football, Volleyball, Boys and Girls Cross Country, Boys Golf, and Softball

WINTER SPORTS: Boys and Girls Basketball and Wrestling

SPRING SPORTS: Boys and Girls Track and Baseball

- Cheerleading is available in both Fall and Winter

Often community personnel and/or school personnel will also offer camps for all students. Periodically faculty members will have camps for students. They may charge a fee for the camp to pay for camp shirts and other items. Participation in these camps is not mandatory for participation on athletic teams.

Student Activities/Clubs: Rocky Ford Junior Senior High School offers as many activities to students as is possible that meet the educational need of the student population and Rocky Ford School District.

- Student Council
- Knowledge Bowl
- FBLA
- FFA
- FCM
- NHS
- Destination Imagination (junior high only)
- MATHCOUNTS (junior high only)
- FOR Club (Friends of Rachel's)
- H.O.W. Community Service

Student Meetings: All student club or class meetings must be requested at least a week before the meeting date. The request will be submitted to the principal.

Student Sportsmanship: The Santa Fe League and Rocky Ford Junior Senior High School remind students that sportsmanship can make athletic competition a worthwhile and positive force in building community goodwill in the school and between schools. Poor sportsmanship can destroy the meaning and effect of competition and question the whole value of sports as a school function. Display good sportsmanship as fans and players.

Student Trips-Non-Athletic: Students must have a parent permission form signed and turned in to the sponsor prior to leaving on an out-of-district activity under school supervision and transportation. The teacher/sponsor of a student trip determines if a student will be eligible to participate. Student citizenship and past conduct will be a determining factor of this eligibility.

IMPORTANT TELEPHONE NUMBERS

District Office (Superintendent)	254-7423
Rocky Ford Junior Senior High School Office	254-7431
Attendance	254-7431
Rocky Ford Junior Senior High School Fax	254-7436
Guidance Office	254-7099
Guidance Fax	254-3607

EQUITY

Rocky Ford Junior Senior High School is an equal opportunity educational institution and does not unlawfully discriminate based on race, color, national origin, sex or disability or in admission or access to or treatment or employment in, its educational programs or activities. Inquiries concerning Title VI, Title IX, Section 504 and ADA may be referred to the Office of the Superintendent, Attention: Mr. Kermit Snyder or to the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Blvd., Suite 310, Denver, Co 80204, (303) 844-2991.

EQUAL OPPORTUNITY EMPLOYER:

Complaint procedures for Title IX and Section 504 have been established for students, parents, and employees. Specific complaints of alleged discrimination under Titles VI, VII, IX, Section 504, Age Discrimination, and ADA should be referred to:

Sandra Lundquist, Principal
Washington Primary School
709 South 11th Street
Rocky Ford, CO 81067
719-254-7681