

# MITCHELL MARAUDERS

## MITCHELL HIGH SCHOOL STUDENT HANDBOOK



### MISSION

We dare to empower the whole student to profoundly impact our world.

### ACCEPT

Achievement, Courage, Caring, Excellence, Perseverance, Teamwork

### ADDRESS

1205 Potter Dr.  
Colorado Springs, CO 80909  
(719)328-6600  
[www.d11.org/Domain/26](http://www.d11.org/Domain/26)

### THIS HANDBOOK BELONGS TO:

NAME: \_\_\_\_\_

GRADE: \_\_\_\_\_

## Contents

Office Hours .....	5
Contact Information.....	5
Alternating Block Schedule .....	6
Bell Schedule .....	6
Letter from the Principal .....	6
Handbook Overview.....	8
School Board Policy Reference Table .....	8
Alternative Educational Options.....	10
Assembly Procedures .....	10
Athletics .....	10
Attendance (Policy JH) .....	10
Excused Absences .....	10
Unexcused Absences .....	11
Chronic Absenteeism.....	11
Make-up Work .....	12
Tardiness .....	12
Attendance Procedure .....	12
Extended Absences.....	13
Appointments.....	13
Tardy Stings Defined .....	13
Weather & Closing Information .....	13
Two Hour Late Start.....	14
Automobiles/Motorcycles .....	14
Bullying Prevention and Education (Policy JICDE) .....	15
Change of Address & Telephone .....	15
Conduct & Discipline Code .....	15
Colorado Safe Schools Act .....	15
Conduct and Discipline Code.....	15
Remedial Discipline Plans .....	16
Discipline of Habitually Disruptive Students.....	16
Code of Conduct.....	16
Conduct & Behavior Expectations.....	17
Code of Conduct & Discipline Reference Table .....	17

Crisis Preparation and Prevention Procedure .....	23
Demonstrations .....	24
Detention & Suspension .....	26
In-School Detention (ISD) .....	26
Out of School Suspension (OSS) .....	26
Equal Educational Opportunities (Policy JB).....	26
Extra-Curricular Eligibility .....	27
Extra-Curricular Purchases .....	27
Field Trips .....	27
Gang Activity & Prevention (Policy JICF).....	27
Guidance & Counseling (Policy JLD).....	28
Schedule Changes .....	28
Concurrent Enrollment.....	28
Homework.....	30
Free and Reduced Meals.....	30
Food Deliveries.....	30
Illness/Accidents .....	30
Internet Use & Electronic Communication (Policy JS) .....	31
Unauthorized and unacceptable uses.....	31
Safety .....	32
Vandalism .....	32
Unauthorized Software .....	32
Interviews, Interrogations, Searches & Arrests (Policy JIH).....	33
Interviews by School Administrators.....	33
Interrogations by School Administrators .....	33
Searches Conducted by School Personnel.....	33
Search of School Property.....	33
Search of the Student's Person or Personal Effects .....	33
Seizure of Items.....	34
Law Enforcement Officers' Involvement.....	34
Interrogations and Interviews.....	34
Custody and/or Arrest.....	34
Medication Administration (Policy JLCD).....	35

Monies Owed/Conditions .....	35
Parent Engagement in Education (Policy KB).....	35
Physical Intervention & Restraint (Policy JKA).....	36
Physical Intervention.....	36
Restraint .....	36
Exceptions .....	36
Sexual Harassment.....	37
Social Functions.....	37
Sportsmanship .....	38
Staff/Student Communication .....	38
Visitors .....	39
General Visitors .....	39
Student Visitors.....	39
Weapons in School (Policy JICI).....	39
Dangerous Weapons .....	39
Firearm Facsimiles .....	40
Other Resources .....	41
Cyber Safety .....	41
Safe2Tell Colorado .....	41

## Office Hours

7:00 AM – 3:30 PM  
 FAX: (719) 390-9697

## Contact Information

Attendance	(719) 328-6600 Press 1
Business Services	(719) 328-6648 Press 7
Accounting Services	(719) 328-5304 Press 7
Discipline Office	(719) 328-6685 Press 4
Health Office	(719) 328-6600
Nurse	(719) 328-6600
Principal's Office	(719) 328-6610
Counseling Office	(719) 328-6612 Press 3
Registrar	(719) 328-6615 Press 2
Athletics	(719) 328-6600 Press 6
Security	(719) 328-6600 Press 5

### MITCHELL HIGH SCHOOL ADMINISTRATION

Principal	George Smith
Assistant Principal	Renee Cockrell
Assistant Principal	DJ Latino
Assistant Principal of Discipline and Site Management	Brian Blanc
Dean of Students	Cheri Kessler
Dean of Students	TBD
Athletic Director	Amanda Wermers
Project Manager	Valarie Jordan

### MITCHELL HIGH SCHOOL COUNSELING

Maria Niichel	9 <sup>th</sup> grade
TBD	10 <sup>th</sup> grade
TBD	11 <sup>th</sup> grade
Kristen Frederick	12 <sup>th</sup> grade
TBD	College and Career
TBD	College and Career
Vernon Steele	Community Liaison
Lourdes Pico	ELL Community Liaison

## Alternating Block Schedule

High School operates on an alternating schedule with a Monday late start, in which students can take up to seven 100-minute classes that meet every other day during the semester. Monday “late starts” will also follow the alternating schedule. Here at Mitchell this alternating schedule is referred to as the “blue and orange” calendar; students must always know the color of the day.

## Bell Schedule

The bell schedules below work in concert with the blue and orange calendar. Upon return from a school cancelation, revisit and follow the blue/orange calendar.

Rotating Blue/Orange Monday				
Start	End	Minutes	Blue	Orange
7:30 AM	9:25 AM	115	Professional Learning Communities	
9:35 AM	10:45 AM	70	Block 1	Block 5
10:50 AM	12:00 PM	70	Block 2	Block 6 (CCRC/Advisory)
12:05 PM	1:15 PM	70	Block 3	Block 7
12:05 PM	12:35 PM	30	1st Lunch	1st Lunch
12:40 PM	1:50 PM	70	Block 3	Block 7
1:20 PM	1:50 PM	30	2nd Lunch	2nd Lunch
1:55 PM	3:09 PM	74	Block 4	Block 8
Blue and Orange Bell Schedule (Tuesday - Friday)				
Start	End	Minutes	Blue Blocks (Tuesday & Thursday)	Orange Blocks (Wednesday & Friday)
7:35 AM	9:15 AM	100	Block 1	Block 5
9:20 AM	11:00 AM	100	Block 2	Block 6 (CCRC/Advisory)
11:05 AM	11:35 AM	30	1st Lunch	1st Lunch
11:05 AM	12:45 PM	100	Block 3	Block 7
12:50 PM	1:20 PM	30	2nd Lunch	2nd Lunch
11:40 AM	1:20 PM	100	Block 3	Block 7
1:25 PM	3:09 PM	104	Block 4	Block 8

## Letter from the Principal

With great enthusiasm I introduce myself as Principal of Billy Mitchell's namesake, Mitchell High School. I am honored to have the opportunity to lead a school that is rich both in pride and tradition. I am humbled by the privilege to positively influence the students, staff, and community; all of whom deserve a first-rate instructional environment and educational experience. I am excited about the potential that we have as a community, to achieve our individual and collective aspirations. I am certain this achievement can be realized by cultivating a school-wide culture of trust; adopting a shared vision that guides and inspires our work; and putting into practice distributive leadership which best utilizes the diverse talents, skills, and passions of all stakeholders.

I was born on Fort Carson in 1979, and have called Colorado Springs home my entire life. Both of my parents served in the United States Army, which is what brought them and our family to the area. After earning my Bachelor of Arts in Kinesiology from the University of Northern Colorado in 2002, I obtained my Master of Arts in Education/Administration and Supervision in 2005 from the University of Phoenix. My partner Emily and I are parents to three amazing children whose ages are six, five, and three years. I consider my personal family to be part of my extended Marauder family.

I entered the public education field in 2002, and for nineteen years have diligently strived for excellence as a professional entrusted with our nation's most precious resource: our children. I have teaching, mentoring, coaching, and administrative experience ranging from middle school to high school level. I bring to the Mitchell community thirteen years of administrative and leadership experience. Although I have extensive experience in the areas of building management; safety; security; student discipline; and supervision, I pride myself and especially enjoy the challenges and rigors of instructional leadership. I understand that for a leader to excel, they must be surrounded with colleagues who are equally able. The leader must have support of community members as well. Because of this reality, my hope is that together we nurture that professional sense of cooperation and partnership, to help grow our students and one another.

I support and promote the core values as outlined in the [Colorado Springs School District 11 Strategic Plan](#). At Mitchell High School, we dare to empower the whole student to profoundly impact our world. I am committed to ensuring a safe, structured, and orderly learning environment which enables educators to develop and deliver quality instruction; educates students to accept ownership of their learning, and immerse themselves in it; results in high levels of student growth and achievement, the natural outcomes of a fertile learning environment. I welcome stakeholder involvement that is collaborative in nature; growth-oriented; solutions based; and which leads to open and honest communication focused on desired outcomes. I am confident that where excellence is the standard, and high accountability is embedded in the school's culture; teaching and learning are fun and high achievement is an organic result.

Our namesake was a man of great ability who accepted nothing but excellence from himself and his subordinates. He was dubbed father of the Air Force for a good reason; he realized how air power would be critical to the evolution of our country's armed forces and military prowess. Colonel Mitchell was successful in achieving the creation of the Air Force in despite of the naysayers and a court martial. His voice would not be quelled, and he never backed down. Colonel Mitchell is a towering role model for us to emulate as we strive together to elevate our school, and surpass every standard by which it is measured; failure is not an option.

The teacher, Anne Sullivan said, "You can't touch love, but you can feel the sweetness that it pours into everything." Her pupil, Helen Keller stated, "Alone we can do so little; together we can do so much." Our journey must be fueled by love, ultimately making the taste of success that

much sweeter. Our relationships must be rooted in trust, as this will provide stable stepping stones as we navigate our course. I look forward to partnering with you, and am eager to strive alongside each one of you. Go Marauders!

Sincerely,  
Principal Smith

## Handbook Overview

This document is a resource to parents/guardians and students. Readers must understand that much of this information is in summary form. Current policies in their entirety, including revisions that may have occurred after this document's publication, are available on the District website at <https://www.d11.org>. Policies can also be reviewed at Colorado Springs School District 1 Central Administration, located at 1115 N. El Paso Street, Colorado Springs, CO 80903. Policies are subject to change as necessary at any time during the school year. Students are expected to be knowledgeable about and comply with district and school policies, including those not included in this publication.

## School Board Policy Reference Table

JB	Equal Educational Opportunities
JBB	Student Sexual Harassment
JBB-R	Sexual Harassment for Student (Procedures)
JC	Pupil Building Assignments
JEA	Compulsory Attendance Ages
JF	Student Admissions to/Withdrawals from School
JFABD	Admission of Homeless Students
JFAB-JFABA	Admission of Nonresident Students/Tuition Charges
JFBAJFBB	School Choice – Open Enrollment and Transfer
JFBAJFBB-R-2	School Choice – Magnet Schools/Programs
JH	Student Absences and Excuses
JH-R-2	Online School Student Participation and Absences
JHB	Truancy
JHD	Exclusions and Exemptions from School Attendance
JIC	Student Conduct, Attendance and Discipline Code
JICA	Student Dress, Accessories and Grooming
JICDA	Code of Conduct
JICDE	Bullying Prevention and Education
JICE	Student Publications
JICF	Gang Activity
JICH	Drug and Alcohol Use by Students
JICR-R	Regulation to Policy JICH, Drug and Alcohol Use by Students
JICI	Weapons in the Schools
JIE	Pregnant Students
JIG	Married Students
JIH	Student Interrogations, Searches and Arrests
JIH-R	Student Interrogations, Searches and Arrests (Regulations)
JJ	Student Athletics and Activities
JJA.E	Student Organizations - Exhibit
JJA	Student Organizations
JJA.R	Student Organizations- Regulation



JJB	Student Social Events
JJC	Student Performances/Exhibits/Competition
JJG	Contests for Students
JJIA	Intramural Sports
JJIB	Interscholastic Sports
JJJ	Extracurricular Activity Eligibility
JK	Student Conduct and Discipline
JK-R	Student Discipline Regulation
JKA	Use of Physical Intervention and Restraint
JKA-E-1	Notice of Possible Use of Restraint
JKA-E-2	Use of Restraint Report - Form
JKA-E-3	Yearly Summative Use of Restraint - Form
JKA-R	Use of Physical Intervention and Restraints - Regulation
JKB	After School Detention of Students
JKBA	Formal Disciplinary Removals from Classrooms
JKBA-R	Formal Disciplinary Removals from Classrooms - Regulation
JKD.JKE	Student Suspensions/Expulsions/Denial of Admission
JKD.JKE.R	Student Suspensions/Expulsions/Denial of Admission - Regulation
JKD-JKE-2	Disciplining Students with Disabilities
JKF	Educational Alternatives for Expelled Students
JKG	Expulsion Prevention Program
JLC	Student Health Services and Requirements
JLCA	Physical Examination of Students
JLCB	Immunization of Students
JLCC	Communicable Infectious Diseases
JLCD	Administering Medications to Students
JLCDA	Response to Students with Food Allergies
JLCDB	Administration of Medical Marijuana to Qualified Students
JLCG	Response to Suspected Concussions
JLD	Guidance and Counseling
JLDAC	Screening/Testing of Students (And Treatment of Mental Disorders)
JLDBA	Suicide Prevention, Intervention and Postvention Crisis Response
JLE	Student Social Services (Contraceptive Information)
JLF	Reporting Child Abuse/Child Protection
JLF-R	Reporting Child Abuse/Child Protection - Regulation
JLIB	Closed Campus/Student Dismissal Precautions
JLJ	Physical Activity
JM	Student Awards, Honors and Scholarships
JO	Employment of Students
JQ	Student Fees, Fines and Charges
JQ-E-1	All School Student Fees
JQ-E-4	High School Student Fees
JRA.JRC	Student Records/Release of Information on Students/Student Data Privacy
JRA.JRC-R-1	Request to Review/Amend Education Records
JRA.JRC-R-2	Privacy and Protection of Confidential Student Information (Hearing and Complaint Procedures)
JRA.JRC-E	Annual Notification of Parent/Guardian Rights

JRE	Student Identification Cards
JS	Technology Resources and Internet Safety Responsible use for Students
JS-E-1	Appropriate Use of District Technology Resources and Internet Safety Responsible Use by Students
JS-E-2	Student Electronic Device Letter of Agreement
JS-E-4	Standard Repair/Replacement Prices

## Alternative Educational Options

The Roy J. Wasson Academic Campus is designed to offer a "menu of opportunities" to meet the educational needs of every student. We offer alternative education schools, an early college high school, career pathways, online education, credit acceleration, night classes, adult and family education, and additional community supports. The campus is open fourteen hours a day for academic purposes. If interested, contact the principal for an interview to learn more about what The Roy J. Wasson Academic Campus has to offer.

Speak with a counselor or administrator to inquire about other alternative education options in the Colorado Springs area or online programs.

## Assembly Procedures

Students will be expected to stand for the National Anthem/Pledge. Students having religious and/or political concerns must clear this with the school administration prior to attending any assembly or school function. Student behavior must align with event/activity etiquette.

## Athletics

Refer to the athletic handbook for detailed information, policies, and procedures

## Attendance (Policy JH)

One criterion 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. According to state law, it is the obligation of every parent/guardian to ensure that every child under their care and supervision receives adequate education and training and, if of compulsory attendance age, attends school. Every child who has attained the age of six years on or before August 1 of each year and is under the age of 17 is required to attend public school with such exceptions as provided by law. It is the parents'/guardians' responsibility to ensure attendance. Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more and are more employable after leaving school. For at least these reasons, the Board believes that a student must satisfy two basic requirements in order to earn full class credit: (1) satisfy all academic requirements and (2) exhibit good attendance habits as stated in this policy.

### Excused Absences

The following shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences shall be approved for

appointments or circumstances of a serious nature only which 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.
5. A student who is suspended or expelled.

As applicable, the district may require suitable proof regarding the above exceptions, including written statements from medical sources.

If a student is in out-of-home placement (as that term is defined by C.R.S. 22-32-138(1)(e)), absences due to court appearances and participation in court-ordered activities shall be excused. The student's assigned social worker shall verify the student's absence was for a court appearance or court-ordered activity.

#### **Unexcused Absences**

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions (e.g. car problems, missing the bus, oversleeping, job related activities, forged notes/calls, skip days, leaving class/out of designated area, parental failure to notify within 48 hours). Each unexcused absence 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.

A student's absence will be considered unexcused when the student is absent from school without the prearranged permission of the parent/ guardian or documented permission is not received from the parent/ guardian within **48 hours** from the start of the absence.

In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while unexcused. Penalties may include a warning, school detention or in-school suspension. Academic penalties, out-of-school suspensions or expulsion shall not be imposed for any unexcused absence.

The administration shall develop regulations to implement appropriate penalties. The school administration shall consider the correlation between course failure, truancy and a student dropping out of school in developing these regulations and shall implement research-based strategies to re-engage students with a high number of unexcused absences.

Students and parents/guardians may petition the Board of Education for exceptions to this policy or the accompanying regulations provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception.

The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is 10 days during any calendar year or school year.

The courts may issue orders against the child, child's parent/guardian, or both compelling the child to attend school or the parent to take reasonable steps to assure the child's attendance. The order may require the parent, child, or both to follow an appropriate treatment plan that addresses problems affecting the child's school attendance and that ensures and opportunity for the child to obtain a quality education.

#### **Chronic Absenteeism**

Occurs when a student is absent 10% or more of the days enrolled in public school during the academic year. Chronically absent students include students who are absent for any reason (e.g., illness, suspension, the need to care for a family member), regardless of whether absences are excused or unexcused. A student is absent if he or she is not physically on school grounds and is not participating in instruction or instruction-related activities at an approved off-grounds location for the school day.

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

When practicable, the student’s parent/guardian shall participate in the development of the plan. Nothing herein shall require the principal or designee to identify a student as “chronically absent” prior to declaring the student as a “habitual truant” and pursuing court proceedings against the student and his or her parents/guardians to compel the student’s attendance in accordance with state law.

#### **Make-up Work**

Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator or unless the absence is due to the student’s expulsion from school. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class. There shall be (2) two days allowed for make-up work for each day of absence. Make-up work shall be allowed following an unexcused absence or following a student’s suspension from school with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. This work may receive full or partial credit as determined by the building administrator.

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

#### **Tardiness**

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins (e.g. car problems, missing the bus, needed at home, loitering during passing periods, unprepared for class, oversleeping, etc.). Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, appropriate penalties may be imposed for excessive tardiness. Parents/guardians shall be notified of all penalties regarding 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 the next class. Teachers shall honor passes presented in accordance with this policy. The provisions of this policy shall be applicable to all students in the district, including those above and below the age for compulsory attendance as required by law.

## **Attendance Procedure**

Mitchell High School and all District 11 Campuses are considered closed campus. Students are restricted from leaving the school campus during the school day. To ensure the safety of the entire student body, students are not to be off school grounds without permission. Students must remain on campus upon arrival and should not leave campus for any reason. Students are expected to report to the Attendance Office and abide by the "sign in/out procedure" in which students sign out when leaving and sign in upon return. Failure to comply with these regulations will result in disciplinary actions.

Parents/guardians should communicate student absences on the first day of all absences. Phone service is available 24 hours a day. **Hand written notes will not be accepted in order to excuse students.** All absences must be excused within 48 hours of the absence, or it will be documented as an unexcused absence on the student's attendance record and result in disciplinary action.

#### **Open Campus Lunch**

Juniors and Seniors will have the privilege of open campus during their lunch block. Leaving campus during this unstructured time is a privilege and can be revoked. For example, if students continually return to campus late and are tardy for class will lose the ability to leave campus for lunch.

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

#### **Extended Absences**

Students who plan to be absent for three days or more must complete the steps that follow:

- Present a written parental request to the administration
- Present the prearranged absence form (obtain in the Counseling Center) to all teachers for assignments
- Return the form initialed by the teachers to the attendance office
- Complete and submit all instructional assignments prior to absence (recommended)
- Schoolwork assigned prior to the absence must be returned upon return

#### **Appointments**

Administration recommends that appointments are scheduled during non-school hours, but understands that scheduling appointments during school hours is at times unavoidable. **In these circumstances, parents/guardians should contact the attendance office in advance and students must follow the sign in/out procedure.** Students leaving early are required to sign out at the attendance office and obtain a pass when leaving early.

#### **Tardy Stings Defined**

Students who are not within their designated classroom by the time the tardy bell sounds will be administered a tardy sting slip. This slip in the student's admission into their classroom and documentation of unexcused tardies. A tiered approach to address chronic tardiness will be implemented as follows:

5 Tardies: phone call will go home

6 Tardies: 2 blocks of ISD will be assigned

7 Tardies: phone call will go home and in person parent meeting scheduled

9 Tardies: 2 days ISD will be assigned

10+ Tardies: out of school suspension (increase in days as student still continues to accrue tardies)

#### **Weather & Closing Information**

The primary method to notify all district employees, parents, and students of school closing is by local media (district website, news channels, social media pages).

D11 will:

- Make inclement weather decision(s) based on students' safety
- Make the decision as to whether school will be open and announce no later than 6:00 A.M. by notifying local media
- Not penalize students if parents keep them home or pick them up from school on questionable days

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

D11 will:

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

Parents are expected to:

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

#### **Two Hour Late Start**

D11 may use a two-hour late start as an option between closing schools or starting at the normal times. A two-hour late start may be used when a storm is passing or when additional time may be needed to prepare for students and staff arriving at their schools. Two-hour late starts will be announced by 5:30 a.m. through the same channels as a school closure. These channels include television, radio, social media, mobile app, and the district's website. When district officials announce a two-hour late start, all start times, bus pickup times and other standard schedules will be moved back by two hours.

## **Automobiles/Motorcycles**

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

Student drivers must abide by the following:

- Conscientiously practice caution and safety
- Park in designated student parking areas and marked parking places. Automobiles improperly parked are subject to towing at owner's expense; students may lose their privilege of parking on school grounds if they park improperly (STUDENTS MUST PARK ON SCHOOL GROUNDS)
- Display a parking permit sticker (parking permits are available in the Discipline Office free of charge.)
- Lock motor vehicles when parked and unattended
- Refrain from accessing the vehicle during school hours unless permission is granted by admin and obtain proper pass.

- Maintain proper insurance and registration on each vehicle

## **Bullying Prevention and Education (Policy JICDE)**

In accordance with Colorado Statute 22-33-109.1, Colorado Springs School District 11 is committed to protecting students and staff from discrimination, bullying and harassing behaviors. Bullying, hazing, intimidation, and harassment (hereafter collectively noted as “bullying”) of any kind will not be tolerated in District 11 schools, regardless of how they are communicated. District 11 defines bullying as any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student. Programs throughout the District are designed to help educate students, staff, and parents/guardians on: identifying bullying behaviors in schools; providing strategies for addressing bullying behaviors; and implementing administrative procedures for the reporting and disciplining associated with such behaviors. Any student, who commits an act of harassment or bullying, is subject to disciplinary action. Student should report bullying and unsafe behavior immediately to school staff, the school principal or principal’s designee, online through safe2tell, or by calling 1-877-542-SAFE.

## **Change of Address & Telephone**

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

## **Conduct & Discipline Code**

### **Colorado Safe Schools Act**

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

### **Conduct and Discipline Code**

Colorado Revised Statute § 22-32-109.1 (a) requires all school districts in the state of Colorado to develop a written code of student conduct. The enforcement of the code should be uniform, fair, and consistent for all students. Copies of the code of conduct must be available and kept on file at all district schools. The District Posts a copy of this handbook at [www.d11.org](http://www.d11.org). In accordance with safe school reporting requirements, each school should make reasonable efforts to ensure all students gain familiarity. The purpose of the Student Conduct, Discipline and Attendance Handbook is to provide a brief summary of the policies and procedures that guide student conduct and attendance for all schools in Colorado Springs School District 11. This handbook is a resource and guide for students, parents/guardians and staff, and provides procedures and clarity for all discipline related issues throughout the District. The Student Conduct and Discipline Code sets guidelines:

- To foster for sound educational practice and productive learning, equip every student in the District for success, develop in every student a positive attitude toward self-discipline, regular attendance, and socially acceptable behavior;
- To help every school in the District maintain a learning atmosphere that is safe, conducive to learning, and free from unnecessary disruption; and
- To serve as a guide for district employees and community members regarding reasonable and appropriate interventions and consequences for unacceptable behavior and attendance.

All Board-adopted policies and Board-approved regulations containing the letters "JK" in the file name constitute the discipline section of the legally required code.

#### **Remedial Discipline Plans**

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

#### **Discipline of Habitually Disruptive Students**

"Material and substantial disruption" means any infraction that will be presumed to be initiated, willful, and overt on the part of the student. Any student suspended for causing a material or substantial disruption in the classroom, on school grounds, in school vehicles, or at school activities or events shall be required to participate in an individual Remedial Discipline Plan (RDP) for "material and substantial disruption." "Habitually disruptive student" is defined in state law as a student who has been suspended three times during the course of the school year for causing a "material and substantial disruption." "A RDP for 'material and substantial disruption' " means a written plan, which addresses the child's disruptive behavior, his or her educational needs, and the goal of keeping the child in school.

#### **Code of Conduct**

**In accordance with applicable law and board policy concerning student suspensions, expulsions and other disciplinary interventions, the principal may suspend or recommend expulsion of a student who engages in one or more of the following activities while in school buildings, on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district sponsored activity or event and off school property when the conduct has a nexus to school or any district curricular or non-curricular event.**

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Willful destruction or defacing of district property.
4. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
5. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
6. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
7. Engaging in "hazing" activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.



8. Violation of the district's policy on bullying prevention and education.
9. Violation of criminal law which has an effect on the district or on the general safety or welfare of students or staff.
10. Violation of district policy or building regulations.
11. Violation of the district's policy on weapons in the schools. Expulsion shall be mandatory for using or possessing a firearm, in accordance with federal law.
12. Violation of the district's alcohol use/drug abuse policy.
13. Violation of the district's violent and aggressive behavior policy.
14. Violation of the district's tobacco-free schools' policy.
15. Violation of the district's policy on sexual harassment or other harassment.
16. Violation of the district's policy on nondiscrimination.
17. Violation of the district's dress code policy.
18. Violation of the board's policy on gangs and gang-like activity.
19. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
20. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
21. Lying or giving false information, either verbally or in writing, to a school employee.
22. Scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
23. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
24. Behavior on or off school property which is detrimental to the welfare or safety of other students or school personnel.
25. Repeated interference with the school's ability to provide educational opportunities to other students.
26. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff. *Board Policy JICDA*

## Conduct & Behavior Expectations

Positive Behavioral Interventions and Supports (PBIS) is a broad range of systemic and individualized strategies for achieving important social and educational outcomes while preventing problem behavior with all students.

ACCEPT promotes Achievement, Courage, Caring, Excellence, Perseverance, and Teamwork as core values in an effort to support the PBIS philosophy. ACCEPT Behavior Matrix outlines school wide behavioral expectations and norms while the Behavioral Management Process details how problem behaviors are addressed and managed.

## Code of Conduct & Discipline Reference Table

It is the goal of Mitchell High School Administration to be fair and consistent when processing disciplinary referrals and when considering consequences for behavioral infractions. Mitchell High School Administration has the authority to enforce disciplinary consequences that may differ from what is detailed in the table that follows. The following are common Major behavior infractions, expectations, and consequences, but do not reflect all possible infractions and consequences. In severe cases, MHS Administration will request from the D11 Superintendent an extension for out of school suspensions beyond the maximum five days.

DESCRIPTION	CONSEQUENCES
<p><b>Academic Dishonesty or Academic Misconduct:</b> Any type of cheating that occurs in relation to a formal academic exercise. It can include but is not limited to plagiarism (the adoption or reproduction of ideas or words or statements of another person without due acknowledgment).</p> <p><b>Note: Offenses may impact student standing/status in affiliated teams, clubs, and/or organizations (e.g. National Honor Society).</b></p>	<p>Determined by severity (low to high):</p> <ul style="list-style-type: none"> <li>- Teacher defined</li> <li>- 2 blocks ISD</li> <li>- 1-5 days ISD</li> <li>- 1-5 days OSS</li> </ul> <p><b>Example: in-class assignment (less severe), standardized test misadministration (most severe)</b></p>
<p><b>Administrative Mediations:</b> The administrative staff at MHS likes to take a proactive approach to resolve student conflict. Student involved in an administrative mediation will have an opportunity to settle differences. Once an administrative mediation is complete all students agree to follow directions without consequences.</p>	<p>1<sup>st</sup>: Mediation and parent contact            2<sup>nd</sup> : 1 Block ISD            3<sup>rd</sup> : 2 Blocks ISD            4<sup>th</sup> : 1-3 Days ISD            5<sup>th</sup> : 3-5 Days OSS</p> <p><b>Law enforcement will be notified/Referral to Neighborhood Justice mediation</b></p>
<p><b>Alcohol Related:</b> Students are prohibited from using, possessing or distributing alcohol on school property or in connection with any school activity. <i>Board Policy JICH, JICH-R</i></p>	<p>3-5 Days OSS</p> <p><b>Law enforcement will be notified</b></p>
<p><b>Bullying:</b> Bullying is defined as any <b>pattern</b> of written or verbal expression, physical act or gesture, that is intended to cause distress upon one or more students in the school buildings, on school grounds, in school vehicles, at school bus stops, and at school activities or sanctioned events.</p>	<p>1-5 days ISD or OSS depending on severity</p>
<p><b>Bus Related:</b> It is a privilege to ride district provided transportation. Students are expected to demonstrate appropriate conduct and follow all rules while on the bus and at bus stops. <i>Board Policy EEAE</i></p>	<p>1<sup>st</sup>: 1 Block ISD            2<sup>nd</sup>: 2 Blocks ISD            3<sup>rd</sup>: 1-3 Days ISD            4<sup>th</sup>: 3-5 Days OSS</p> <p><b>Note: Transportation may suspend student bus privileges for periods of time. Transportation will make parent/guardian contact and also notify the school.</b></p>
<p><b>Chronic Minor Infractions:</b> Students who compile a total of four minor behavior infractions in a classroom will receive a major referral and the behavior will be considered chronic minor infractions.</p>	<p>1<sup>st</sup>: 1 Block ISD            2<sup>nd</sup>: 2 Blocks ISD            3<sup>rd</sup>: 1-3 Days ISD            4<sup>th</sup>: 3-5 Days OSS</p>
<p><b>Criminal Law Violation:</b> Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of students or staff.</p>	<p>3-5 days OSS</p>
<p><b>Defacing Property (public/private), Vandalism and/or Graffiti:</b> deliberate mischievous or malicious destruction of property or damage to the appearance of property.</p>	<p>Restitution of damages, 1-5 days ISD or OSS depending on severity            *If parent/guardian and admin approved student can clean area(s) of school where damage is caused</p>
<p><b>Detrimental Behavior:</b> Behavior on or off school property which is detrimental to the welfare, safety or morals of other students or school personnel.</p>	<p>2-5 days OSS</p>
<p><b>Disciplinary Removal from the classroom /Disrupting Learning Environment:</b> Students shall be expected to abide by the code of conduct adopted by the Board and any other appropriate classroom rules of behavior established by the building principal and/or classroom teacher for the purpose of maintaining order</p>	<p>1<sup>st</sup>: 2 Blocks ISD            2<sup>nd</sup> : 1-3 Days ISD            3<sup>rd</sup> : 1-3 Days ISD            4<sup>th</sup>: 3-5 Days OSS</p>

<p>and a favorable academic atmosphere. Any student who violates the code of conduct or other classroom rules may be subject to removal from class and/or disciplinary action.</p>	
<p><b>Dress Code Violation:</b> 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.</p> <p>Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. The student may also be subject to other disciplinary action as outlined in the school discipline code.</p> <p>If the student cannot promptly obtain appropriate clothing, on the first offense, the student shall be given a written warning and an administrator shall notify the student's parents/guardians. On the second offense, the student shall remain in the administrative office for the day and do schoolwork and a conference with parents/guardians shall be held. Classes missed as a result of a second offense will be considered unexcused absences. On the third offense, the student may be subject to suspension or other disciplinary action as outlined in the school discipline code.</p> <p><b>Unacceptable Items</b></p> <p>The following items are deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school and are not acceptable in school buildings, on school grounds, or at school activities:</p> <ol style="list-style-type: none"> <li>1. Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length or shorter than fingertips with arms extended to the side.</li> <li>2. Sunglasses and/or hats worn inside the building, during the school day. Hats may be worn indoors at after school activities, unless they become a disruption</li> <li>3. Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops, tank 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.</li> <li>4. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that: <ul style="list-style-type: none"> <li>- refer to drugs, tobacco, alcohol, or weapons</li> <li>- are of a sexual nature</li> </ul> </li> </ol>	<p><b>The expectation is for the student to change their clothes, and if that is not possible, they will remain in ISD until the dress code violation can be corrected.</b></p> <p>1<sup>st</sup>: Opportunity to correct the violation, warning and parent contact  2<sup>nd</sup> : 1 Block ISD  3<sup>rd</sup> : 2 Blocks ISD  4<sup>th</sup> : 1-3 Days ISD  5<sup>th</sup> : 3-5 Days OSS</p>

<ul style="list-style-type: none"> <li>- by virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior</li> <li>- are obscene, profane, vulgar, lewd, or legally libelous</li> <li>- threaten the safety or welfare of any person</li> <li>- promote any activity prohibited by the student code of conduct</li> <li>- otherwise disrupt the teaching-learning process.</li> </ul> <p><b>Exceptions</b>  Appropriate athletic clothing may be worn in physical education classes. Clothing normally worn when participating in school-sponsored extra-curricular or sports activities (such as cheerleading uniforms and the like) may be worn to school when approved by the sponsor or coach  Building principals, in conjunction with the school accountability committee, may develop and adopt school-specific dress codes that are consistent with this policy. <i>Board Policy JICA</i></p>	
<p><b>Drug Related:</b> Colorado Springs School District 11 has no tolerance for the use, possession, purchase, or distribution of alcohol, controlled substances, * or drug paraphernalia. Students who are in violation of this policy will be suspended from school immediately and may receive additional consequences from civil authorities. A student may also be referred for drug and alcohol counseling or to the Office of Student Support and Engagement for expulsion from school. Students and parents/guardians must also observe the district Medication Administration Policy. <i>Board Policy JICH, JICH-R, JICH-RA, JLCD</i></p>	<p>5 days OSS  <b>Law enforcement will be notified/possible recommendation for expulsion</b></p>
<p><b>Electronic Equipment/Devices: (cellular phones, music devices, earbuds, headphones, laptops, and tablets):</b> Cell phones, earbuds, and headphones are not to be seen, used, or heard within the instructional environment, unless explicitly permitted by the classroom teacher for instructional purposes.  <b>Designated times for allowed usage are as follows:</b>  <b>1. Before 7:25 AM 2. Lunch periods 3. After school and at extracurricular events.</b> Students are expected to observe all other district and school electronic communication device expectations. Additionally, appropriate etiquette at various events and performances should be practiced. <i>Board Policy JK</i></p>	<p>1<sup>st</sup>: Warning, confiscation for remainder of day and parent contact  2<sup>nd</sup>: 2 Blocks ISD and confiscation for the day  3<sup>rd</sup>: 1 Day ISD and confiscation for the day  4<sup>th</sup>: 2 Days ISD and confiscation for the days assigned  5<sup>th</sup>: 3 Days OSS and parent re-admit meeting</p>
<p><b>Extra-Curricular Events Violation:</b> Attendance at events is a privilege. School policies apply. No Re-entry.</p>	<p>Administrative consequences and possible revocation of privileges</p>
<p><b>Failed Discipline Assignment:</b> Students failing to report/attend ISD assignment, teacher assigned detention or mandatory advisory will be subject to further disciplinary actions.</p>	<p>1<sup>st</sup>: Warning and parent contact  2<sup>nd</sup>: Double consequences  3<sup>rd</sup>: 2 Days ISD</p>
<p><b>Failure to sign out and receive a departure pass:</b> Mitchell High school is a closed campus. Students are restricted from leaving the school campus during the school day. (Exception to Juniors and Seniors for lunch) To ensure the safety of the entire student body, students are not to be off school grounds without permission. Once a student has arrived on campus, he/she may <b>NOT</b> leave without checking out through the Attendance Office and obtain an early release</p>	<p>1<sup>st</sup>: 1 Block ISD  2<sup>nd</sup>: 2 Blocks ISD  3<sup>rd</sup>: 1-3 Days ISD  4<sup>th</sup>: 3-5 Days OSS  <b>11<sup>th</sup> and 12<sup>th</sup> graders who wish to leave campus during the lunch period must show ID when leaving.</b></p>

pass. Failure to comply with these regulations will result in disciplinary actions.	
<b>Failure to report to the office with a referral:</b> Students are expected to report directly to the Discipline Office when given a referral or sent out of class.	2 days ISD plus the consequences for original infraction
<b>Fake note or telephone call:</b> A parent or guardian is the only person that can excuse a student. Notes will no longer be accepted as a method to excuse students. Students that falsify a phone call or note will face disciplinary action.	1 <sup>st</sup> : 1 block ISD 2 <sup>nd</sup> : 2 Blocks ISD 3 <sup>rd</sup> : 1-3 Days ISD 4 <sup>th</sup> : 3-5 Days OSS <b>**Add parent pin to account to confirm caller identity</b>
<b>Fire Alarm:</b> Intentionally or unintentionally triggering a false alarm.	3-5 days OSS <b>Law enforcement will be notified/possible recommendation for expulsion</b>
<b>Food &amp; Drink:</b> Food and drink is only allowed in designated areas. Rules regarding the consumptions of gum, candy, and clear water bottles in the classroom will be determined by teachers. All other types of food and drink is not permitted in the classroom. As an Allergy Awareness Environment, students and staff must respect the possibility of others having an allergy to food brought into the building. Many people are allergic to peanuts and peanut products, milk products and gluten, to name a few.	1 <sup>st</sup> : 1 block ISD 2 <sup>nd</sup> : 2 Blocks ISD 3 <sup>rd</sup> : 1-3 Days ISD 4 <sup>th</sup> : 3-5 Days OSS
<b>Gambling:</b> Students are not allowed to play games of chance for gain.	2-5 days OSS
<b>Gang Related:</b> (See Gang-Related Activity Policy) Including, but not limited to: symbols, signs, pictures, drawings, and gestures, on or in lockers, books, notebooks, clothing and jewelry. <i>Board Policy JICF</i>	1 <sup>st</sup> : 3 days OSS Recurring: 5 days OSS <b>Law enforcement will be notified/possible recommendation for expulsion</b>
<b>Habitually Disruptive Students / Repeated Interference:</b> A student will be declared "habitually disruptive" if suspended three times during the course of the school year for causing a material and substantial disruption in the classroom, on school grounds or at school activities or events because of student behavior that was initiated, willful and overt. <i>Board Policy JK-R</i>	After 10 referrals resulting in ISD/OSS, students may be placed on a Remedial Behavior Plan and/or recommended for expulsion
<b>Hall Pass Violation:</b> Students given passes are expected to complete their business expeditiously, and return to class immediately. Students given passes to the library are expected to work quietly and according to teacher instruction. Passes are to be used only for the purpose intended. Students in hall without an active E-HallPass will be escorted back to class.	1 <sup>st</sup> : 1 Block ISD 2 <sup>nd</sup> : 2 Blocks ISD 3 <sup>rd</sup> : 1-3 Days ISD 4 <sup>th</sup> : 3-5 Days OSS
<b>Hazing Activities:</b> Includes and willful or reckless act done by a student or group of students for the purpose of subjection the other student(s) to indignity, humiliation, intimidation, physical harm, social or other ostracism, shame, or disgrace. No student shall engage in any form of hazing, nor shall any student encourage or assist any person in hazing.	1-5 days ISD or OSS <b>Law enforcement will be notified/possible recommendation for expulsion</b>
<b>Horseplay:</b> Excessive physical and/or foolish behavior, rough and/or boisterous play or pranks.	1 <sup>st</sup> : 1 Block ISD 2 <sup>nd</sup> : 2 Blocks ISD 3 <sup>rd</sup> : 1-3 Days ISD 4 <sup>th</sup> : 3-5 Days OSS
<b>Inappropriate Behavior, Disobedient, Disrespectful or Defiant:</b> Being disrespectful, insubordinate, willfully disobedient or openly and persistently defiant and interfering with the orderly flow of information in a classroom, hallway, restrooms, office etc	1 <sup>st</sup> : 2 Blocks ISD 2 <sup>nd</sup> : 1-3 Days ISD 3 <sup>rd</sup> : 3-5 Days OSS 4 <sup>th</sup> : 3-5 Days OSS
<b>Inappropriate Computer Use:</b> Access privileges may be revoked and school disciplinary action may be	1 <sup>st</sup> : Warning and parent contact 2 <sup>nd</sup> : 2 Blocks ISD

<p>taken if Internet and Computer Access privileges are abused. Including: downloading video games and music. Any student using software to bypass district firewalls will be referred to law enforcement for violating criminal law.</p>	<p>3<sup>rd</sup>: 1-3 Days ISD 4<sup>th</sup>: 3-5 Days OSS <b>Technology privileges may be revoked in cases of repeated violations</b></p>
<p><b>Inappropriate Language, Gestures, Text, Writings, Drawings, and/or Images:</b> Language and/or gestures that is/are profane, vulgar or obscene. Text, writings, drawings, and/or images that reference drugs, alcohol, weapons, gang affiliation, sex, or violence. Consequences will be more severe when directed at others (students, staff, visitors, etc.).</p>	<p>1<sup>st</sup>: 1 Block ISD 2<sup>nd</sup>: 2 Blocks ISD 3<sup>rd</sup>: 1-3 Days ISD 4<sup>th</sup>: 3-5 Days OSS <b>If directed at a staff member/school official, 5 days OSS</b></p>
<p><b>Laser Pointers</b> <i>Note: Reports indicate that these devices may cause eye damage when improperly used.</i> Such devices cause disturbances, thereby interfering with the educational process. These items will be confiscated, and students will be subject to discipline action. Personal technology used for academic purposes may be allowed pending approval by administration and individual classroom teacher(s).</p>	<p>1<sup>st</sup>: 1 Block ISD 2<sup>nd</sup>: 2 Blocks ISD 3<sup>rd</sup>: 1-3 Days ISD 4<sup>th</sup>: 3-5 Days OSS</p>
<p><b>Lying / Untruth:</b> Lying or giving false information either verbally or in writing to a school employee.</p>	<p>1<sup>st</sup>: 1 Block ISD 2<sup>nd</sup>: 2 Blocks ISD 3<sup>rd</sup>: 1-3 Days ISD 4<sup>th</sup>: 3-5 Days OSS</p>
<p><b>Misconduct in ISD:</b> Inappropriate behavior in ISD is not tolerated. (e.g. Cell Phones or Electronic Equipment).</p>	<p>1<sup>st</sup>: - Administrative conference - Possible re-entry into ISD - Possible additional ISD 2<sup>nd</sup>: 1-5 Days OSS <b>Refusal to complete a discipline assignment will result in OSS</b></p>
<p><b>Out of Designated Area/Skipping/ Leaving Class Early:</b> Students that leave their assigned area and/or try to leave campus/skip class, will be considered Out of their Designated area.</p>	<p>1<sup>st</sup>: 1 Block ISD 2<sup>nd</sup>: 2 Blocks ISD 3<sup>rd</sup>: 1-3 Days ISD 4<sup>th</sup>: 3-5 Days OSS</p>
<p><b>Physical Altercation:</b> Involving physical contact, pushing, shoving, hitting, kicking, etc.</p>	<p>3-5 days OSS <b>*Note: Students may be offered the opportunity to participate in restorative justice to lower the number of days OSS. This will be on a case by case basis and both parties and parents/guardians need to agree</b> <b>Law enforcement will be notified/possible recommendation for expulsion</b></p>
<p><b>Public display of affection (PDA):</b> Excessive physical display of affection – touching and/or kissing.</p>	<p>1<sup>st</sup>: 1 Block ISD 2<sup>nd</sup>: 2 Blocks ISD 3<sup>rd</sup>: 1-3 Days ISD 4<sup>th</sup>: 3-5 Days OSS</p>
<p><b>Robbery:</b> Taking of the property of another from his or her person or in his or her immediate presence, against his or her will, by violence or intimidation.</p>	<p>3-5 days OSS <b>Law enforcement will be notified/possible recommendation for expulsion</b></p>
<p><b>Safety:</b> Actions that present a safety issue to other students or school personnel. (e.g. throwing objects, possessing lighters, etc.).</p>	<p>1<sup>st</sup>: 1 Block ISD 2<sup>nd</sup>: 2 Blocks ISD 3<sup>rd</sup>: 1-3 Days ISD 4<sup>th</sup>: 3-5 Days OSS</p>
<p><b>Sexual Harassment:</b> The harassment of other students or staff through conduct or communications of a sexual nature or to retaliate against anyone who reports sexual harassment or who participates in a harassment investigation. Including but not limited to: unwelcome sexual advances, requests for sexual acts or favors; verbal or nonverbal behavior of a sexual nature, including "kidding," which is demeaning or</p>	<p>3-5 days OSS <b>Law enforcement will be notified/possible recommendation for expulsion</b></p>

abusive; the use of vulgarity of a sexual nature by anyone when addressing another, either orally or in writing; other verbal or physical contact of a sexually harassing nature.	
<b>Sleeping / Refusal to Participate in Class:</b> Sleeping in class or refusing to participate in class.	1 <sup>st</sup> : Warning and Parent Contact (possible referral to counseling department) 2 <sup>nd</sup> : 2 Blocks ISD 3 <sup>rd</sup> : 1-3 Days ISD 4 <sup>th</sup> : 3-5 Days OSS
<b>Substitute Teachers:</b> Student expectations do not change with the presence of a guest teacher. Students shall exhibit ACCEPT Core Values and treat all guest teachers with the utmost respect.	1 <sup>st</sup> : 2 Days ISD 2 <sup>nd</sup> : 3-5 Days OSS 3 <sup>rd</sup> : 3-5 Days OSS 4 <sup>th</sup> : 5 Days OSS
<b>Tardy Stings:</b> Students who are not within their designated classroom by the time the tardy bell sounds will be administered a Tardy Sting slip and will follow tiered discipline for chronic tardies.	1 <sup>st</sup> -Free 2 <sup>nd</sup> : Lunch Detention 3 <sup>rd</sup> : -Lunch Detention Appointment with Discipline phone call home <ul style="list-style-type: none"> <li>• Failure to attend Lunch detention. <ul style="list-style-type: none"> <li>○ <b>Failed Discipline Assignment:</b></li> </ul> </li> </ul>
<b>Theft / Possesses Stolen Property:</b> Stealing or possession of stolen property.	3-5 days OSS <b>Law enforcement will be notified/possible recommendation for expulsion</b>
<b>Tobacco Products / Vaping Devices/E-Cigarettes (possession/usage):</b> Students are not permitted to possess or use tobacco or nicotine in any form in/on any D11 facility or vehicle. <i>Board Policy JICG, JICG-R</i>	Possession: 3 days ISD Usage: 3-5 days OSS (increase with history of similar infractions)
<b>Unexcused Absences:</b> An unexcused absence is defined as an absence that is not covered by the district's definition of excused absences (e.g. car problems, missing the bus, oversleeping, job related activities, forged notes/calls, skip days, leaving class/out of designated area, parental failure to notify within 48 hours). <i>Board Policy JH</i>	For Single Block Absence: 1 <sup>st</sup> : Block for Block ISD. Two or more periods missed will result in 1 day of ISD 2 <sup>nd</sup> : 2 days ISD 3 <sup>rd</sup> : Parent Meeting and Attendance Contract
<b>Unprepared for class, no dress PE/ROTC:</b> Students need to come to class with paper, pencils and books. In order to pass PE/ROTC, students are expected to dress appropriately for class activities and demonstrate proper wear of uniform.	*Prior to Discipline Office Referral teacher will make parent contact. 1 <sup>st</sup> : 1 Block ISD 2 <sup>nd</sup> : 2 Blocks ISD 3 <sup>rd</sup> : 1-3 Days ISD 4 <sup>th</sup> : 3-5 Days OSS

## Crisis Preparation and Prevention Procedure

When an emergency occurs at school or an office, there usually is not much time to warn students, employees and guest about what is happening or what to do. That is why D11 has implemented the Standard Response Protocol K12 2021 at all district sites. Standard response protocol is not based on individual scenarios, but rather on the response to any given scenario. SRP demands a specific vocabulary, but also allows for great flexibility. The premise is simple – there are four specific actions that can be performed during an incident.

## IN AN EMERGENCY TAKE ACTION

	<p><b>HOLD! In your room or area. Clear the halls.</b></p> <p><b>STUDENTS</b> Clear the hallways and remain in room or area until the "All Clear" is announced Do business as usual</p> <p><b>ADULTS</b> Close and lock the door Account for students and adults Do business as usual</p>										
	<p><b>SECURE! Get inside. Lock outside doors.</b></p> <p><b>STUDENTS</b> Return to inside of building Do business as usual</p> <p><b>ADULTS</b> Bring everyone indoors Lock outside doors Increase situational awareness Account for students and adults Do business as usual</p>										
	<p><b>LOCKDOWN! Locks, lights, out of sight.</b></p> <p><b>STUDENTS</b> Move away from sight Maintain silence Do not open the door</p> <p><b>ADULTS</b> Recover students from hallway if possible Lock the classroom door Turn out the lights Move away from sight Maintain silence Do not open the door Prepare to evade or defend</p>										
	<p><b>EVACUATE! (A location may be specified)</b></p> <p><b>STUDENTS</b> Leave stuff behind if required to if possible, bring your phone Follow instructions</p> <p><b>ADULTS</b> Lead students to Evacuation location Account for students and adults Notify if missing, extra or injured students or adults</p>										
	<p><b>SHELTER! Hazard and safety strategy.</b></p> <p><b>STUDENTS</b> Use appropriate safety strategy for the hazard</p> <table border="0"> <tr> <td><b>Hazard</b></td> <td><b>Safety Strategy</b></td> </tr> <tr> <td>Tornado</td> <td>Evacuate to shelter area</td> </tr> <tr> <td>Hazmat</td> <td>Seal the room</td> </tr> <tr> <td>Earthquake</td> <td>Drop, cover and hold</td> </tr> <tr> <td>Tsunami</td> <td>Get to high ground</td> </tr> </table> <p><b>ADULTS</b> Lead safety strategy Account for students and adults Notify if missing, extra or injured students or adults</p>	<b>Hazard</b>	<b>Safety Strategy</b>	Tornado	Evacuate to shelter area	Hazmat	Seal the room	Earthquake	Drop, cover and hold	Tsunami	Get to high ground
<b>Hazard</b>	<b>Safety Strategy</b>										
Tornado	Evacuate to shelter area										
Hazmat	Seal the room										
Earthquake	Drop, cover and hold										
Tsunami	Get to high ground										

© Copyright 2019-2020. All Rights Reserved. The "I Love U Guys" Foundation, Center for the Standard Response Protocol and its affiliates are the authors of the "Standard Response Protocol" and its implementation in various jurisdictions. The material may not be distributed for educational use without the prior written consent of the "I Love U Guys" Foundation. (10/2020) (10/2020) (10/2020)

 **STANDARD RESPONSE PROTOCOL**

Example: If the action were "Lockdown", it would be announced on public address as "Lockdown! Locks, Lights, Out of Sight." All actions are to be repeated twice. Communication to local Law Enforcement Agency would be "We are under Lockdown."

In addition, each response has very specific student and staff action. The Evacuate response is always followed by a location: "Evacuate to the Bus Zone." Responses can also be chained. "Evacuate to Hallway. Shelter for Tornado. Drop, Cover and Hold." For more information visit the I Love U Guys Foundation Website at: <http://iluvuguy.org>

## Demonstrations



To foster a safe and structured learning environment, in the event of student demonstrations, student leaders are expected to communicate with the principal or assistant principals to ensure safe and orderly demonstrations (e.g. walkouts and protests). In alignment with this practice, MHS Administration will coordinate with students and staff prior to any planned demonstration to define a timeframe and to identify an off-campus space or venue.

Students who remain on campus and wish to have their voice heard will be directed to engage in restorative and structured conversations with school staff. While doing so, students shall remain peaceful and not disrupt the positive learning environment or orderly flow of normal routines. All student code of conduct and behavioral expectations as outlined by the D11 policy and MHS student handbook practices will be upheld. MHS Administration, D11 leadership, and community partners will work cooperatively to monitor, address, and enforce (when necessary) these expectations. Disciplinary actions will be justified if safety concerns arise, disruptions to learning and/or any other violation of student code of conduct.

**MHS Administration and D11 leadership encourage students and parents to do the following:**

- Update and regularly monitor your D11 communication information in order to receive information put out by the school and/or district.
- Before participating in a demonstration, understand the focus, message, and intended outcomes.
- Before participating in a demonstration, thoroughly research the subject matter at hand to gain understanding of the many associated perspectives.
- Ask questions like, “What specifically is the protest about?”, “Is it factual?”, “Is it focused?”, “Have you asked questions of your child?”, “Have you afforded the school with the opportunity to answer questions you may have?”
- Know that demonstrations (e.g. walkouts and protests) must occur off D11 property (this includes parking lots).
- If/when demonstrations are coordinated with school staff, a designated space, to assist with safety of students (not ensuring off-campus safety or supervision) will be made available.
- When appropriate, restorative conversations related to the demonstration subject will be coordinated and must remain peaceful, shall not disrupt learning, or the orderly flow of normal routines.
- All student code of conduct and behavioral expectations as outlined by the D11 policy and MHS student handbook practices will be upheld.
- Disciplinary actions will be justified if safety concerns arise, disruptions to learning and/or any other violation of student code of conduct.
- Students that leave campus will not be permitted to re-enter the school for the remainder of the day.

MHS Administration values student self-advocacy and welcomes student voice. Concerns and opinions should be well-informed and communicated with respect. Another goal of such demonstrations is to educate everyone about the concerns and opinions specific to the subject matter in way that brings people together to bring about change. This can only be achieved when safety and security are upheld, mutual respect is afforded, and a commitment to seek common ground is evident.

## Detention & Suspension

### **In-School Detention (ISD)**

Students who are assigned ISD will be provided with work and given the opportunity to complete class assignments. Work requests are sent to the student's teachers. Students assigned ISD are expected to complete work by the end of their ISD assignment.

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

Failure to comply with all conduct expectations (these are communicated upon student entry) during the term of the ISD assignment shall result in progressive consequences. **Students assigned to ISD may not attend or participate in any school-related activities or functions until the ISD obligation is fulfilled.** In the case that a student is required to attend an activity/ event in order to fulfill an academic requirement, exceptions will be made.

### **Out of School Suspension (OSS)**

Out-of-school suspension is a temporary, complete exclusion from school and activities. Students who are assigned OSS are banned from being on school property. Typical suspensions last between 3 – 5 days, though it can range from a few hours to weeks long. This penalty is one of the most severe consequences that administration can enforce and stops short of expulsion.

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

Students assigned OSS must abide by all OSS expectations. Failing to do so will result in extending the suspension and/or the filing of trespass charges. Students may not attend or participate in any school-related activities and functions (e.g. dances, rehearsals, athletic events, practices, etc.) or make use of school facilities during the period of suspension.

Students who are assigned OSS will be placed on the no activity list for 8 weeks.

## Equal Educational Opportunities (Policy JB)

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

## Extra-Curricular Eligibility

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

## Extra-Curricular Purchases

Students will be required to sign the terms of sale agreement. All extra-curricular ticket sales are final upon purchase. No refunds will be granted.

## Field Trips

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

## Gang Activity & Prevention (Policy JICF)

The Colorado Springs School District 11 Board of Education (the Board) believes that gang-related behaviors and dress have the potential of endangering the safety and welfare of students and school personnel and of disrupting the educational process.

A "gang" is:

- an association of three or more individuals;
- whose members collectively identify themselves by adopting a group identity which they use to create an atmosphere of fear or intimidation;
- the association's purpose, in part, is to engage in criminal activity and the association uses violence or intimidation to further its criminal objectives;
- its members engage in criminal activity, or acts of juvenile delinquency, that if committed by an adult would be crimes;

Students who engage in behavior or adopt dress style or personal appearance suggestive of gang membership not only may endanger the welfare and safety of other students or school personnel and disrupt the educational process, but themselves may become victims of delinquent, criminal or antisocial conduct. The Board declares that the policies including but not limited to the Student Conduct, Discipline, and Attendance Code shall be used and enforced in a manner to prevent initiation and continuation of gangs in the Colorado Springs School District 11 schools.

## Guidance & Counseling (Policy JLD)

Mitchell High School counselors will assist in developing academic schedules, meeting educational goals, or help with any problem's students may have. Students are encouraged to become acquainted with the counselor assigned to them and practice self-advocacy regularly. Visit the school web site for specific contact information. Some of the services provided are as follows:

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

### Schedule Changes

After a two-week period, a student wishing to withdraw from a class may only be able to go to a study hall unless the teacher feels that the student was misplaced. At the fifth week, a student who wishes to withdraw from a class will receive a withdraw F (which is figured into the GPA as an F) and go to a study hall. All schedule changes must have approval from Parent/Guardian, Teacher, Counselor and Administration.

### Concurrent Enrollment

Placement in a concurrent enrollment course is dependent on availability, scheduling, and meeting prerequisites. It is important to work closely with the CE counselor at your school. There are four options to earn college credit:

- Dual Enrollment Course--(e.g. CU Gold/Succeed, Seniors to Sophomores)--Check to see if the specific class and teacher of the course in which you are enrolled is offering college credit. Credit must be earned. There is a cost per class. Check with the teacher of the course for details.
- Articulated CTE Course-- Visit <https://www.d11.org/Page/11256> for a list of courses, a parent letter, and the request form for college credit. Students must earn an A or B to earn college credit. There is no cost to families. Check with the teacher of the course for details.
- Concurrent Enrollment Course—Students must meet minimum entrance admission requirements for PPCC or UCCS, be on track to graduate, and the course must be related to the students ICAP. Student and parent must complete the Concurrent Enrollment Application by the fall and spring deadlines for the following semester. Students may be responsible for transportation, books, and fees. Check with the CE counselor for details.
- Career Start at PPCC -- Visit <https://www.ppcc.edu/high-school-programs> and “Career Start” under options for more information. Students must meet minimum entrance admission requirements for PPCC, be on track to graduate, and the course must be related to the student's ICAP. There is no cost to families and transportation is provided for most programs. Check with the CE counselor for details.

<b>GRADUATION REQUIREMENTS</b>		
<b>Area</b>	<b>Credits</b>	<b>Description</b>
<b>English</b>	<b>8</b>	
<b>Mathematics</b>	<b>6</b>	<b>2 semester credits of 1<sup>st</sup> year algebra or equivalent, or higher.</b>
<b>Social Studies</b>	<b>6</b>	<b>American History, Civil Government are required. World History is recommended.</b>
<b>Science</b>	<b>6</b>	<b>2 semester credits of Physical Science, 2 semester credits of Biology, 2 credits any other sciences.</b>
<b>Physical Education</b>	<b>3</b>	
<b>Health</b>	<b>1</b>	
<b>Humanities</b>	<b>2</b>	<b>Examples: English, Music, Fine Arts, World Languages</b>
<b>Computer Education/Technology</b>	<b>1</b>	
<b>Economics</b>	<b>1</b>	
<b>Postsecondary Workforce Readiness</b>	<b>1</b>	<b>Examples: CTE, Computer Science, Industrial Arts, AVID, JROTC</b>
<b>Electives</b>	<b>11</b>	<b>46 - Total Credits to Graduate</b>

Graduation Requirements (District Policy IKF-R-1): Classes of 2021 and beyond must meet or exceed the district's academic standards program for graduation prior to becoming eligible to graduate or complete the requirements and goals as listed on a student's Individualized Education Program (IEP), which may include modified academic standards. In addition to the above credit requirements, the Class of 2021 and beyond will need to achieve one of the following competencies in English and one in Math to qualify for graduation.

<b>COMPETENCY OPTIONS</b>		
<b>Name</b>	<b>English</b>	<b>Math</b>
<b>Accuplacer</b>	<b>62 on Reading Comprehension</b>	<b>61 Elementary Algebra</b>
<b>ACT Compass</b>	<b>79</b>	<b>63</b>
<b>ACT Work Keys – National Career Readiness Certificates</b>	<b>Bronze or higher</b>	<b>Bronze or higher</b>

Commented [BBA1]: @COCKRELL, RENEE MARIE Please update this to current standards

<b>Advance Placement Exams (AP)</b>	<b>2</b>	<b>2</b>
<b>Concurrent Enrollment</b>	<b>Passing per district higher education policy</b>	<b>Passing per district higher education policy</b>
<b>SAT</b>	<b>430</b>	<b>460</b>
<b>ACT</b>	<b>18</b>	<b>19</b>
<b>ASVAB</b>	<b>31</b>	<b>31</b>
<b>Industry Certificate</b>	<b>To be determined</b>	<b>To be determined</b>

### Homework

For each excused day of absence from school, a student is allowed two (2) school days to make-up the work that was missed. If a student is absent the day an assignment is due, the assignment is due immediately upon his/her return to school. To make up a missed test or performance, arrangements should be made with the teacher upon the student's return to school.

### Free and Reduced Meals

Free and Reduced-Price Meals are available to families who believe they may qualify. If your family chooses to apply please complete a "Free and Reduced Meal Price Application Form." The forms can be obtained and returned (completed) to any school office. <https://www.myschoolapps.com/> You will be notified by mail and or by email from Pay Schools of your child's status. Until notification students must provide their own lunch or have the ability to purchase a lunch.

### Food Deliveries

Students may not utilize any food delivery service or have food delivered from any vendor outside of the school. Violations to this expectation may have negative impacts to the Free and Reduced Meal Program. Students who violate this expectation will be subject to disciplinary action.

## Illness/Accidents

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

## Internet Use & Electronic Communication (Policy JS)

Technology and electronic resources provide access to a wealth of information and services to students and staff. Colorado Springs School District 11 (the "District") believes technology should be used in schools as a learning resource to educate and inform. The District supports the use of the Internet and electronic communications by staff to improve teaching and learning through interpersonal communication, access to information, research, training and collaboration and dissemination of successful educational practices, methods and materials. For purposes of this policy, "District technology device" means any District-owned computer, hardware, software, or other technology that is used for instructional or learning purposes and has access to the Internet. Use of the Internet and electronic communications requires students to think critically, analyze information, write clearly, use problem-solving skills and hone computer and research skills that employers demand. Use of these tools also encourage an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals and locate material to meet educational and personal information needs.

To protect students from material and information that is obscene, child pornography or material or information otherwise harmful to minors, technology that blocks or filters such material and information shall be installed on all District computers having Internet or electronic communications access prior to issuing to students. Students shall report access to material and information that is inappropriate, offensive or otherwise in violation of this policy to the supervising staff member. If a student becomes aware of other students accessing such material or information, he or she shall report it to the supervising staff member.

The District reviews and evaluates electronic resources throughout the school year that comply with Board policies that govern the selection of instructional materials. Students may be able to navigate beyond instructional resources that have been evaluated prior to use.

### **Unauthorized and unacceptable uses**

Students shall use District technology devices and electronic resources in a responsible, efficient, ethical and legal manner. Because technology and ways of using technology are constantly evolving, every unacceptable use of District technology devices and electronic resources cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following:

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

- that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- that is not related to District education objectives
- that contains pornographic, obscene or other sexually oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex or excretion
- that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in violation of the District's nondiscrimination policies
- for personal profit, financial gain, advertising, commercial transaction or political purposes
- that plagiarizes the work of another

- that uses inappropriate or profane language likely to be offensive to others in the school community
- that is knowingly false or could be construed as intending to purposely damage another person's reputation
- in violation of any federal or state law or District policy, including but not limited to copyrighted material and material protected by trade secret
- that contains personal information about themselves or others, including information protected by confidentiality laws
- using another individual's Internet or electronic communications account without written permission from that individual
- that impersonates another or transmits through an anonymous remailer
- that accesses fee services without specific permission from the District-level system administrator

**Safety**

Students shall not reveal personal information or personal information of other individuals, such as home address or phone number, while using the Internet or electronic communications. Without first obtaining permission of the supervising staff member, students shall not use their last name or any other information that might allow another person to locate him or her. Students shall not arrange face-to-face meetings with persons met on the Internet or through electronic communications.

**Vandalism**

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

**Unauthorized Software**

The District requires that all software applications used on District devices be submitted for testing and approval to appropriate personnel before installation. Students are prohibited from using or possessing any software applications, mobile apps or other content that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any applicable fees.



## Interviews, Interrogations, Searches & Arrests (Policy JIH)

### Interviews by School Administrators

When a violation of Board policy or school rules occurs, the principal or designee may question potential student victims and witnesses without prior consent of the student's parent/guardian. If a school official is investigating a report of child abuse and the suspected perpetrator is a member of the student's family, no contact with the student's family will be made.

### Interrogations by School Administrators

In situations where a student is suspected of violating Board policies or school rules, the principal or designee may interrogate the suspected student if the school official has reasonable grounds to suspect that such a violation has occurred. The nature and extent of the questioning must be reasonably related to the objectives of the questioning. If the student denies any involvement or culpability, the student will have the opportunity to present his or her side of the story, orally or in writing.

### Searches Conducted by School Personnel

A school official who has reasonable suspicion that a search will turn up evidence that the student has violated the law, board policy, or school rules may conduct searches. When reasonable suspicion for a search exists, school personnel may search a student and/or his property while on school premises or participating in a school-sponsored activity, under the circumstances outlined in board policy, and may seize any illegal, unauthorized, or contraband materials.

Any search conducted by a school official will respect the privacy of the student and not be any more intrusive than necessary, considering the age and sex of the student and nature of the suspected infraction. Whenever possible, the student will be informed of the reason(s) for conducting the search, and the student's permission to perform the search will be requested. A student's failure to cooperate with school officials conducting a search will be considered grounds for disciplinary action.

An administrative report will be prepared by the school official conducting a search explaining the reasons for the search, the results, and the names of any witnesses to the search.

### Search of School Property

School lockers, desks, and other storage areas are school property and remain at all times under the control of the school. School property provided for the use of students is subject to inspection, clean-outs, access for maintenance and search. Student lockers may be subject to sniffs by dogs trained to alert at the scent of drugs, alcohol, explosives, or other contraband. Alerts will be grounds for reasonable suspicion and additional search.

The Principal or his/her designee may search a desk, locker, or any other storage area and its contents when he/she has reasonable suspicion for a search. Whenever reasonably possible, another person will be available to witness the search.

### Search of the Student's Person or Personal Effects

The Principal or his/her designee may search the person of a student if the school official has reasonable suspicion to believe that the student is in possession of contraband, stolen items or a weapon.

Search of the person will be limited to any object in the student's possession such as a purse, book bag or briefcase, and the student pulling out his/her pockets.

Searches of the person will be conducted out of the presence of other students and as privately as possible. At least one, but not more than three, additional persons of the same sex as the student will witness, but not participate in, the search. The parent/guardian or guardian of any student searched will be notified of the search as soon as reasonably possible.

Student operated vehicles parked on school property may be searched, if reasonable suspicion exists. School officials must inform the student or vehicle operator that the vehicle will be searched when reasonably possible.

Student operated vehicles may be searched by law enforcement officials at any time allowed by law.

The Principal or his/her designee may request that a law enforcement officer conduct a search on school premises, or attending a school-sponsored activity. When law enforcement authorities are involved in the search, the search will be conducted under criminal law standards, rather than under the provisions of board policy. When law enforcement officers respond to such request, no school employee will assist or otherwise participate in the search, unless under the direct enforceable order of the law enforcement officer.

#### **Seizure of Items**

Anything found in the course of a search conducted by school officials which is evidence of a violation of law or Board policy or school rules or which by its presence presents an immediate danger of physical harm may be:

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

#### **Law Enforcement Officers' Involvement**

##### **Interrogations and Interviews**

When law enforcement officials request permission to question students when students are in school or participating in school activities, the principal or designee shall ascertain that the law enforcement officer has proper identification. Except when law enforcement officers have a warrant or other court order, or when emergency or other exigent circumstances exist, such interrogations and interviews are discouraged during students' class time.

It is the responsibility of the law enforcement officer interviewing student witnesses or interrogating student suspects to assure compliance with all applicable procedural safeguards. Upon request by law enforcement to interview a student witness or interrogate a student suspect, school officials shall make an effort to notify the student's parent/guardian, except in cases involving investigation of reported child abuse where the suspected perpetrator is a member of the student's family, when law enforcement has a court order directing that the student's parent/guardian not be notified, or when an emergency or other exigent circumstance exist. However, whether or not to postpone the interview or interrogation until the parent/guardian arrives is the law enforcement officer's decision.

##### **Custody and/or Arrest**

Students will be released to law enforcement officers if the student has been placed under arrest or if the student's parent/guardian and the student consent to such release. When a student is removed from school by law enforcement officers for any reason, school officials will make reasonable efforts to notify the student's parent/guardian.

It is expected that all procedural safeguards prescribed by law are followed by law enforcement officers conducting student arrests. However, district staff is not responsible for an officer's legal compliance when arresting a student.

## **Medication Administration (Policy JLCD)**

School personnel shall not administer prescription or nonprescription medications to students unless appropriate administration cannot reasonably be accomplished outside of school hours.

If under exceptional circumstances a student is required to take medication during school hours, only the school nurse or the nurse's designee, as directed by the Delegatory Clause (Senate Bill 92-96), may administer the medication to the student in compliance with the following regulation. In the alternative, the parent/guardian may come to school to administer the medication.

Plain cough drops/throat lozenges without active ingredients, DO NOT fall under the medication category.

## **Monies Owed/Conditions**

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

## **Parent Engagement in Education (Policy KB)**

The Colorado Springs School District 11 Board of Education (the Board) believes that parent/guardian engagement is key to academic achievement. The term "parent" refers to any caregiver/guardian who assumes responsibility for nurturing and caring for their children. When parents/guardians are involved in their children's education, the attitudes, behaviors, and achievement of students are enhanced.

Parents/guardians and families provide the primary educational environment for children; consequently, parents/guardians are vital and necessary partners with the educational communities throughout their children's school career. Although parents/guardians come to the schools with diverse cultural backgrounds, primary languages, and needs, universally all parents/guardians want what is best for their children.

## Physical Intervention & Restraint (Policy JKA)

To maintain a safe learning environment, district employees may, within the scope of their employment and consistent with state law, use physical intervention and restraint with students in accordance with this policy and accompanying regulation. Such actions shall not be considered child abuse or corporal punishment if performed in good faith and in compliance with this policy and accompanying regulation.

### Physical Intervention

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

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

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

### Restraint

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

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

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

### Exceptions

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

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

## Sexual Harassment

The district is committed to maintaining a learning environment that is free from sexual harassment. It shall be a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature or to retaliate against anyone that reports sexual harassment or participates in a harassment investigation.

Any conduct of a sexual nature directed by a student toward a staff member or by a staff member to a student is presumed to be unwelcome and shall constitute sexual harassment.

Acts of verbal or physical aggression, intimidation or hostility based on sex, but not involving conduct of a sexual nature may also constitute sexual harassment.

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 implications
4. Unwelcome touching, such as patting, pinching or constant brushing against the body of another
5. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or similar personal concerns
6. Sexual violence

Students are encouraged to report all incidences of sexual harassment to either a teacher, counselor or principal in their school building and file a complaint, through the district's complaint and compliance process outlined in JBB-R. All reports and indications from students, district employees and third parties shall be forwarded to the compliance officer (JBB-E1).

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

## Social Functions

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

- Students must show their MHS student identification for admission.
- Anyone who violates the school dress code will not be admitted. For special occasions, more formal attire may be required.
- Admittance to school functions will not be permitted two hours after the event begins.
- Students leaving the social function will not be permitted to reenter.
- Regular school rules will be strictly enforced. Students and guests will be expected to behave appropriately. Behavioral problems will result in the student and/or guest

being asked to leave the premises, and further disciplinary action as deemed appropriate by the building administration will be taken.

- Students or guests who are determined to be under the influence of, or in possession of, alcohol or drugs will be denied admission and/or will be removed from the school activity. Law enforcement authorities and parents will be contacted, and students will be subject to disciplinary action.
- Each MHS student is permitted ONE date or guest to attend the social function. All outside guests must be registered in the Business Office one week prior to the scheduled event. The approval of guests attending MHS social functions is at the discretion of the building administration.
- Prom is an event set aside for only upperclassmen. Freshmen and Sophomores are not permitted to attend prom unless accompanied by a Junior or Senior. All outside dates must be of school age (no junior high school students) and be signed in prior to prom. Any age exceptions must have prior administrative approval.

## Sportsmanship

### Students, Parents, & Spectators

- Remember that you are at a contest to support and yell for your team and to enjoy the skill and competition; not to intimidate or ridicule the other team and its fans
- Remember that school athletics are learning experiences for students and they may make mistakes. Praise student-athletes in their attempt to improve themselves as students, as athletes and as people as you would praise a student working in the classroom
- A ticket is a privilege to observe the contest, not a license to verbally assault others and be generally obnoxious
- Learn the rules of the game so that you may understand and appreciate why certain situations take place
- Show respect for the opposing players, coaches, spectators and support groups. Treat them as you would treat a guest in your own home
- Respect the integrity and judgment of game officials. Understand that they are doing their best to help promote the student/athlete, and admire their willingness to participate in full view of the public
- Recognize and show appreciation for an outstanding play by either team
- Refrain from the use of any controlled substances (alcohol, drugs, etc.) before, and during games, and afterwards on or near the site of the event (i.e., tailgating.)
- Use only those cheers that support and uplift the teams involved
- Recognize and compliment the efforts of school and league administrators for their efforts in emphasizing the benefits of educational athletics and the rule of good SPORTING BEHAVIOR to that end
- Be a positive role model through your own actions and by censuring those around you at events whose behavior is unbecoming

## Staff/Student Communication

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

messaging, e-mail, district web sites, online communication, written correspondence, and/or other communication means.

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

## Visitors

### General Visitors

Mitchell High School uses the Raptor Visitor Management System. Part of keeping students and staff safe is knowing who is in our buildings at all times, and the Raptor system makes this possible. The Raptor system better allows administration to screen visitors, contractors, and volunteers in order to provide a safer environment for our students and staff. RAPTOR is a visitor registration system that enhances school security by reading visitor drivers' licenses, comparing the information to a sex offender database, alerting school administrators if a match is found, then (if no match is found) printing a visitor identification badge that includes a photo.

### Student Visitors

Student visitors are not welcome during school hours or lunch period. Arrangements must be made for 2:45 PM or later.

## Weapons in School (Policy JICI)

The Board of Education determines that student possession, use and/or threatened use of a weapon is detrimental to the welfare and safety of the students and school personnel within the district.

### Dangerous Weapons

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

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

- A firearm whether loaded or unloaded.
- Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
- A fixed blade knife with a blade that exceeds three inches in length.

- A spring-loaded knife or a pocket knife with a blade exceeding three and one-half inches in length.
- Any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury including, but not limited to, a slingshot, bludgeon, nunchucks, brass knuckles or artificial knuckles of any kind.

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

#### **Firearm Facsimiles**

Carrying, using, actively displaying or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off school property when such conduct has a reasonable connection to school or any district curricular or non-curricular event without the authorization of the school or school district is prohibited. Students who violate this policy provision may be subject to disciplinary action, including but not limited to suspension and/or expulsion, in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

A student may seek prior authorization from the building principal to carry, bring, use or possess a firearm facsimile that could reasonably be mistaken for an actual firearm on school property for purposes of a school-related or non-school related activity. A student's failure to obtain such prior authorization is a violation of this policy provision and may result in disciplinary action, including but not limited to suspension and/or expulsion, in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions. The principal's decision to deny or permit a student to carry, bring, use or possess a firearm facsimile that could reasonably be mistaken for an actual firearm on school property shall be final.

School administrators shall consider violations of this policy provision on a case-by-case basis to determine whether suspension, expulsion or any other disciplinary action is appropriate based upon the individual facts and circumstances involved.



## Other Resources

### Cyber Safety

## Cyber Savvy Teens

**What You Do Reflects on You**  
**Make Good Choices Online**  
Think carefully about online situations. Consider the possible outcomes ~ especially possible harmful outcomes for yourself or others. Make decisions that will reflect well on you. Pay attention to the well-being of others.

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

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

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

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

**Know Your Place**  
**Distinguish Work & Social Use**  
Some Internet services ~ including school and employers ~ have limited uses. Do not engage in social or personal activities on these systems.


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

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

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

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

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



### Safe2Tell Colorado

The State of Colorado, as a result of Columbine, began passing several pieces of legislation critical to creating safe schools and communities for Colorado's youth. In 2000, HB 00-1119 was passed, which requires information sharing between law enforcement and schools,

recognizing it as the key to prevention and intervention. Also passed by State legislature and now required of Colorado schools: safe school planning (SB 11-133) and bullying prevention (SB 01-080).

Students use Safe2Tell Colorado to report: bullying, stealing, threats, fights, drugs, alcohol, weapons, sexual misconduct, harassment, stalking, dating violence, cutting, suicidal behaviors or any other violent or dangerous situations that threaten their safety or the safety of others. It is for the purpose of prevention and intervention, to help keep students safe and healthy.

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

**Using Safe2Tell Colorado appropriately:**

- Safe2Tell CO is for students who need to report threats to themselves or others - in a way that keeps them SAFE.
- Safe2Tell CO is ANONYMOUS - this means your identity is UNKNOWN. Anonymity is protected by Colorado state law.
- The Toll-Free number is: 1-877-542-7233 (SAFE). Save the number as a contact in your cell phone, in case you ever need it!
- Anonymous online web reports can be made.
- Reports are also submitted by using the anonymous Safe2Tell Colorado mobile app available on the Apple Store and Google Play.

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





