



# **MVHS STUDENT HANDBOOK**

## **2023-2024 School Year**

MVHS Webpage: <https://www.thompsonschoools.org/mountainview>  
For Athletic Information: [www.mvhsathletics.org](http://www.mvhsathletics.org)

*In accordance with Board Policy AC, Thompson School District does not discriminate on the basis of a person's actual or perceived characteristics such as, but not limited to, race, color, sex, sexual orientation, gender, gender identity, gender expression, religion, creed, national origin, ancestry, immigration/citizenship status, age, marital status, conditions related to pregnancy or childbirth, genetic information, mental or physical disability, need for special education services, or any other protected class in conformance with federal, state, and local law in admission or access to, or treatment and employment in, its programs and activities. A lack of English skills will not be a barrier to admission or participation.*

*The following person/people has/have been designated to handle inquiries regarding the non-discrimination policies:*

*Title IX/Employee ADA/Section 504/EEO Compliance Officer*

*Director of Human Resources*

*800 South Taft Avenue*

*Loveland, Colorado 80537*

*(970) 613-5009*

[nondiscrimination@tsd.org](mailto:nondiscrimination@tsd.org)

*Student ADA/Section 504 Compliance Officer*

*Executive Director of Student Support Services*

*800 South Taft Avenue*

*Loveland, Colorado 80537*

*(970) 613-5092*

[nondiscrimination@tsd.org](mailto:nondiscrimination@tsd.org)

*De acuerdo con la política AC del consejo educativo, el Distrito Escolar de Thompson no discrimina sobre la base de características verdaderas o percibidas de una persona, tal como, pero sin limitación a, la raza, el color de piel, el sexo, la orientación sexual, la identidad de género, la expresión de género, la religión, el credo, el país de origen, la ascendencia, el estado de inmigración/ciudadanía, la edad, el estado civil, condiciones relacionadas con el embarazo o el parto, la información genética, una discapacidad mental o física, la necesidad para servicios de educación especial o cualquier otra clase protegida bajo ley federal, estatal y local al brindar admisión o acceso a, o trato o empleo en los programas y actividades del distrito escolar. La falta de competencia en inglés no será una barrera a la admisión o la participación.*

*Las siguientes personas han sido encargadas de recibir cualquier pregunta relacionada con las políticas de no discriminación:*

*El/la responsable del cumplimiento de Título IX/ADA para empleados/Sección 504/EEO*

*Director de Recursos Humanos*

*800 South Taft Avenue*

*Loveland, CO 80537*

*(970)613-5009*

[nondiscrimination@tsd.org](mailto:nondiscrimination@tsd.org)

*El/la responsable del cumplimiento de ADA/Sección 504 para estudiantes*

*Director ejecutivo de Servicios de Apoyo al Estudiante*

*800 South Taft Avenue*

*Loveland, CO 80537*

*(970)613-5092*

[nondiscrimination@tsd.org](mailto:nondiscrimination@tsd.org)

Thompson School District provides parents the opportunity to view their student's school information via smartphone app or internet. Campus Parent allows parents to access pertinent information about their child's attendance, grades, homework assignments, and history of their academic work. Additionally, parents may set up alerts and notices, per their wishes.

For more information, go to <https://www.thompsonschoools.org/domain/864>

For assistance in setting up your Campus Parent account, please email [portal@thompsonschoools.org](mailto:portal@thompsonschoools.org)

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#### TELEPHONE DIRECTORY

MVHS Office Hours: 8:00 a.m. to 4:30 p.m.

Mountain View High School	970-613-7800
Mountain View Aquatic Center	970-613-7880
TSD Administration Building	970-613-5000
MVHS Administration	
Mrs. Markee Ramirez, Principal	970-613-7800
Mrs. Suzy Hass, Secretary	970-613-7802
Mr. Ryan Walstrom, AP & Athletics/Activities Director	970-613-7825
Mrs. Dusty Connell, Secretary	970-613-7826
Dr. Dan Cowgill, Assistant Principal	970-613-7832
Mrs. Pam Petrey, Secretary	970-613-7831
Mrs. Mary Lain Assistant Principal	970-613-7821
Ms. Jessica Galvin, Secretary	970-613-7834
Mr. Todd Clark, Dean of Students	970-613-7819
Athletic & Activities Office	970-613-7826
Attendance Office - Ms. Sarah Foss	970-613-7805
Bookkeeping Office - Mrs. Melissa Waldron	970-613-7804
Library/Media Center - Mrs. Jennifer Bass	970-613-7813
Health Office - Ms. Kayla Tweedy & Mrs. Dawn Dennis	970-613-7811
Registrar's (Records) Office - Ms. Angie Lanting	970-613-7806

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## COMMUNICATION

### **KEEPING UP WITH MVHS**

Good communication between school and home is important to Mountain View High School. You may view the school website as well as the weekly emailed newsletter to find out what's happening at the school. Note that the weekly newsletter is sent automatically to family email addresses listed in Infinite Campus and who have given permission to receive email communications in the parent portal. Recent and archived editions of the weekly newsletter can also be found on the [MVHS webpage](https://www.thompsonschoools.org/mountainview) at <https://www.thompsonschoools.org/mountainview>.

### **SPORTS INFORMATION AND ATHLETIC/ACTIVITY SCHEDULES**

Information about athletics, activities, coach and sponsor contacts, and schedules can be found at <https://mvhsathletics.org/>. Questions may be referred to Mr. Ryan Walstrom, Athletics/Activities Director at [ryan.walstrom@tsd.org](mailto:ryan.walstrom@tsd.org).

### **PARENT ADVISORY COUNCIL (PAC)**

This parent group is the PTA/PTO of MVHS. For more information on the meeting schedule or other parent resources, contact principal's secretary Suzy Hass at [suzanne.hass@tsd.org](mailto:suzanne.hass@tsd.org) or watch our weekly newsletter.

### **STUDENT/PARENT-FAMILY CONTACT INFORMATION**

Communication from Mountain View High School is sent to parents/families and students using Blackboard. This application gets its contact information directly from Infinite Campus (IC) and will send messages by email, text, or phone.

Please be sure parent/family contact information, including phone numbers and email addresses, are updated in Infinite Campus (IC). Once all the contact information in IC is correct, families can set up an account in the Parent Portal and change their preferences for how they receive communications sent through the system. School staff can help you add or change phone numbers and/or email addresses. Parents of high school students are also encouraged to add their child's cell phone numbers, so the students can receive notifications by text and phone.

Learn more about [Annual Updates in IC and Parent Portal](https://www.thompsonschoools.org/page/23303) at <https://www.thompsonschoools.org/page/23303>.

### **VOLUNTEER OPPORTUNITIES**

For more information on volunteer opportunities, contact principal's secretary Suzy Hass at [suzanne.hass@tsd.org](mailto:suzanne.hass@tsd.org) or watch our weekly newsletter. Full information on how to sign up to be a volunteer can be found by clicking [HERE](#)

## ONLINE COMMUNICATION & LEARNING TOOLS

### INFINITE CAMPUS (IC)

Infinite Campus is the student online gradebook system used by MVHS staff, teachers, students, and parents/families. Each student has their own account on the student portal, and parents/families are able to create an account for themselves separate from the student's account. Parents/Families will find IC a valuable tool to track student progress and attendance. If a student needs help with their IC account contact . If a parent/family needs assistance with the Parent Portal contact the school receptionist (TBD) at (TBD). Additional help can be found online [HERE](#)

## ATTENDANCE

### ACADEMIC SUCCESS AT MVHS

Because active learning is an integral part of every class, MVHS expects students to attend all classes regularly. Absences have a negative effect on academic performance. A phone call to home or the parent's work via an automated phone calling system will accompany any absence that occurs on a given day.

School attendance is mandated by Colorado law. The only absences that are excused are those according to Colorado State law, district policy, and those defined herein. Absences must be called in by parents within 24 hours of the absence: illness, family emergency, medical, etc. - no exceptions. The responsibility for attendance lies with the parent and the student. Students are expected to complete work missed during an absence. When students are absent, they miss a great deal of learning that cannot be made up.

Parents and students may find the correct phone number and email address for any teacher by using the MVHS website. Staff contact information can be found at: <https://www.thompsonschoools.org/mountainview>. All high school students in the Thompson School District have an email account provided by the school district that can be accessed from the internet. This system is a direct communication link with any teacher or staff member, and students are expected to check and use this email account for all school communications.

**LATE ARRIVAL, LEAVING EARLY, AND LUNCH**

A student must check in with the attendance clerk in the main office if he/she arrives late to school. A note or phone call from the parent to (970)613-7805 will be accepted to excuse the late arrival. Any student leaving during scheduled class time or time not covered by open campus privileges (10-12 grades only) must check out with the main office. In the event of an emergency please contact our main office at 970-613-7800, and we will communicate any emergency message immediately. Parents are asked to not call or text message their son/daughter during instructional time. 9th grade students are expected to remain on campus during lunch on M, W, and F and will have a lunchtime separate from the other grade levels. All students will have the same lunch time on T and Th and 9th grade students will not be exempt from leaving campus on these days. It is the expectation that students patronizing any business/restaurant during lunch times will act appropriately, as inappropriate behaviors may be met with consequences as deemed by administration.

**EXCUSED AND UNEXCUSED ABSENCES**

Absences due to illness, injury, or medical reasons and for which the parent or guardian has contacted the attendance office within 24 hours will be considered excused absences. Parents may call the MVHS attendance office 24 hours a day at 613-7805.

Single period absences will be excused ONLY with a doctor note, dentist note or court appearance notice.

Unexcused absences may be considered truancy and subject to disciplinary action. MVHS reserves the right to request reasonable documentation for any absences including a verified note from a healthcare professional.

Should a student reach ten or more absences, additional documentation may be required to consider this absence as excused. In general, a student will only be allowed ten excused absences without additional documentation per school year.

Students who have been absent (unexcused or unknown) are not eligible to attend athletic events or school activities on the same day or, if a Friday, on the weekend following. Should a student purchase a ticket for an event and be disallowed from attending due to absence or suspension, he/she will not be refunded for this event or activity.

**PRE-ARRANGED ABSENCE**

Students must complete a pre-arranged absence form 48 hours prior to the absence. This form is available in the Main Office. A written note signed by the parent/guardian indicating the dates and reasons the student will be absent must accompany the

request. It must be recognized that absences have a detrimental effect on a student's accomplishments and progress, and this should be considered prior to requesting a pre-arranged absence. All pre-arranged absences, including those due to family emergencies or religious observances, must be approved by a school administrator.

Arrangements for completing class work must be made with teachers prior to the prearranged absence(s). The school calendar may be found on the MVHS website.

### **SCHOOL-RELATED ABSENCES**

Participation in a school-related, endorsed, or sponsored activity or field trip is not considered an absence. However, arrangements for completing class work must be made with teachers prior to the absence(s).

College Visitation Exception: Seniors and juniors may request a school-related absence to visit a post-secondary educational facility. A total of two days each school year may be used for this purpose.

School related and pre-arranged absences: School work should be turned in during the next class period following the event or as per the arrangements made with the teacher prior to the absence.

### **LONG-TERM MEDICAL ABSENCES**

Medical absences are for students who will miss at least five consecutive days of school. These absences are very rare and require proper documentation from a health care provider, a note from the parent, and approval by the principal.

### **TARDY**

All students are expected to be in the classroom when the class begins. Students must be in class on time according to clocks in the classroom.

Tardy is described as being ten or less minutes late to class (after the bell rings) on eight period days and twenty or less minutes on block days. Any student who enters class after this tardy period will be marked absent and the teacher will log the time of entry into the attendance file in IC.

- Excused tardy: Entering a class late with a written excuse from a MVHS staff member.
- Unexcused tardy: All unexcused tardies are subject to consequences from a teacher and/or an administrator.
- Three tardies: After the third tardy, the teacher may detain the student before/after school or during a lunch period. Failure to remain for the teacher's detention may result in an administrator's disciplinary action.

### **TRUANCY: INCLUDING LUNCH PERIODS**

MVHS is a closed campus with the exception of lunch. Any student who leaves campus during instructional time without signing out through the attendance office will be considered truant. A 9th grade student who leaves campus during lunch on M, W, or F without checking out with an accompanying parent or guardian will also be considered truant.

Please note: Parents have 24 hours to call or send a note verifying an absence before the absence is labeled "unexcused." After 24 hours, the absence will remain unexcused. DISCIPLINARY ACTION MAY RESULT FROM TRUANCIES.

In general, our plan for assisting students in reducing absences and tardies is as follows:

<b>Absence/Tardy Threshold</b>	<b>Intervention</b>
4 Absences in any class	Teacher phone call to parents/guardians Automatic email to parent/guardian
7 Absences in any class	Automatic email to parent/guardian
10 Absences in any class	Automatic letter to parent/guardian requesting medical documentation  Meeting with Administrator, Parents/Guardians, Teacher(s), Counselor, and/or Social Worker to develop attendance contract.
11+ Absences in any class Violation of Attendance Contract	Referral to truancy officer

### **SUSPENSION**

Each day of out-of-school suspension, as defined by state law, is a day of absence. The student is responsible for obtaining all missed work during a suspension.

Out-of-school suspensions: Similar to the above section for illness, a student does have one day to make-up work for each day of suspension. Students are expected to utilize Google Classroom, email, etc. to keep up with classwork.

Students who have in-school or out of school suspension are not allowed to participate in activities or events on the same day or, if a Friday, over the weekend. Should a student purchase a ticket for an event and be disallowed from attending due to absence or suspension, he/she will not be refunded for this event or activity.



<b>GENERAL INFORMATION</b>
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**ELO (Extended Learning Opportunity)**

In our attempt to help you in your educational experience, all students will have an advisor advocate. Your ELO period is required to complete your career and academic plan, registration, surveys, and other team activities. We want to make your educational experience as personalized as possible. Required ELOs are scheduled twice per week, and credit is earned for this as a regular part of the course load for each student. ELO is instructional time and part of a student's comprehensive education.

Attendance is required during all ELO classes and events, and all students are expected to take advantage of this opportunity and meet with their instructors during this time.

**ANNOUNCEMENTS**

Public address announcements will be made via the intercom and posted daily on our displays and website. If an item is left for a student by the parent/guardian or a teacher at the front desk, the student will be called by intercom during the first available passing period. Classes will NOT be interrupted. NOTE: See "Deliveries" for more information.

**ASSEMBLY CONDUCT**

Assemblies are held for the education and enjoyment of students and staff. All students will attend assemblies and are not to leave until the program has concluded. Students are expected to maintain high standards of conduct, always displaying respect for speakers, performers and fellow classmates. Violations will result in disciplinary action.

**BELL SCHEDULE**

The schedule is available on the [MVHS Website](#).

**BICYCLES, SCOOTERS AND SKATEBOARDS**

Bicycles and skateboards are modes of transportation to and from school. For safety reasons, skateboards, scooters, skates and other similar devices must be picked up and carried when students are on campus. Students shall walk their bicycles on the sidewalks near the building. Bicycles must be parked and locked on bike racks. It is the student's responsibility to secure bicycles, scooters, skateboards, etc. if they are brought on campus. Skateboards, scooters, etc. that are used as a means of transportation must be carried on school property and stored in a designated area.

### **CAFETERIA / NUTRITION SERVICES**

The new Healthy Schools Meals for All program begins in August for the 23-24 school year. This program provides free meals for all students regardless of income.

### **CARE OF OUR CAMPUS**

Keep our school and grounds beautiful. School pride expresses a positive message to all. Trash belongs in trash cans, food is to be eaten only in designated areas, gum and graffiti have no place on the floor or walls, and the furniture and equipment in our school are for student use – not abuse.

There are recycle bins to collect aluminum, plastic, and paper throughout the school and cafeteria. Please pay attention to the signs near these as a guide of what may be recycled; failure to do so pollutes the entire dumpster of trash, causing it to go to the landfill.

Students who disfigure property, break windows or do other damage to school or personal property or equipment will be required to pay for the damage, replace the item, and/or both.

Skateboarding, rollerblading, and using scooters is not allowed on school property. School buses do not allow skateboards or scooters to be transported on school vehicles.

### **CELL PHONES and ELECTRONIC DEVICES**

Teachers will post the expectations of classroom use of devices with a red (no use permitted, no visibility) or a green (use permitted) card visible in the classroom. Teachers will make expectations clear, and failure of students to follow expectations in the classroom will result in disciplinary action. (See Freshmen Addendum for specific information for 9th grade classes)

### **COMPUTER/CHROMEBOOK EXPECTATIONS FOR USE**

Respect for the work of others is especially important in computer environments. Likewise, respect for and care of computer equipment is essential to provide working access for all. Plagiarism, invasion of privacy, unauthorized access, copyright violations, and damaging, modifying or attempting to modify computer files, systems, or facilities are grounds for disciplinary action as well as possible legal action. All online gaming and use of chat rooms is prohibited. Use of your personal internet e-mail account is also prohibited unless approved by media personnel. All MVHS students are required to sign a contract regarding internet access and computer use and care. All technology use on and off school campus that negatively

impacts the school climate and learning environment will result in disciplinary action, as well as possible legal action.

All students are expected to have a current RUP on file and must abide by these rules and guidelines along with any additional classroom expectations.

### **DANCES**

Dances are for current MVHS students only and their dates who meet all guest paperwork deadlines. School dances are not “open-to-the-public” events. Non-student dates may attend a dance with MVHS students only if the hosting students have obtained a guest pass from the main office and meet all deadlines. The dates may not be students from a junior high or middle school. A date pass may be obtained during school hours and must be signed by an administrator at least 24 hours prior to the dance. Only one dance pass (approved guest) may attend with each student who is eligible to attend the dance. All bags and materials brought to dance may be searched. Generally, dances are from 8 p.m. – 11 p.m. **Persons leaving a dance cannot gain re-admittance.** Students are required to dress appropriately. All general school regulations apply for dances. Student ID cards must be presented at the door for students and guests to gain entry.

### **DELIVERIES**

For safety and security reasons, we will no longer receive deliveries for students (eg GrubHub, DoorDash, UberEats, Instacart, Postmates, Seamless, goPuff, Jimmy Johns, etc.). This includes food and beverage as well as flowers and gift deliveries. Please inform any parties who may schedule delivery of items for you that these items will be turned away at the front door.

### **DISCIPLINE GUIDELINES**

Mountain View High School will follow all policies and procedures outlined in the [Thompson R2-J Discipline Code](#). Mountain View High School retains the right to initiate police contact regarding violations of our discipline code. All students and parents are expected to review yearly and behave accordingly.

### **DISRESPECT, HARASSMENT, BULLYING OR DISCRIMINATORY BEHAVIOR**

The school district goal is to “value diversity and encourage respect and understanding in our school community.” We believe that students can learn best in a school where all persons are treated with respect. This positive climate maintains the good reputation of our school in the community. At MVHS, we will not tolerate disrespectful and discriminatory behavior or harassment and bullying of any kind. If a student is found to have treated another person in any of these ways, disciplinary action will be taken.

When we have an accusation of disrespect, discrimination or harassment at our school, we may all feel injured because of community reactions of “guilt by association.” If a student feels he or she has been treated with disrespect, it is important for the student to discuss it as quickly as possible with one of the administrators, counselors, or other staff members so appropriate action can be taken. We cannot help you if you don’t let us know!

## **DRESS CODE**

You are expected to dress appropriately and groom yourself for school attendance in a way that reflects personal and school pride. Your school attire should adhere to accepted standards of decency. It should not pose a threat to public or personal safety, and it should not be disruptive or distracting to classroom activity or your peers’ behavior. All clothing is to be worn according to the way it is designed and be in good repair. The following guidelines should be helpful to you in making decisions about what is acceptable for school:

A safe and disciplined learning environment is essential to a quality education program. Districtwide standards on student attire are intended to ensure that all students are treated equitably and benefit from a safe learning environment. The Board of Education recognizes that students have a right to express themselves through dress and personal appearance and the responsibility for the dress and appearance of students generally rests with the student and their guardians. However, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of an overall safe and equitable school environment for all students. Students are expected to dress appropriately for all school activities. The following general guidelines will be in effect:

1. Shoes, sandals, or boots must be worn in the buildings in order to avoid injury and disease.
2. Students must wear tops (shirts) and bottoms (pants, sweat pants, shorts, skirts, dresses, leggings)
3. Traditionally known private parts of the body must be covered with non-transparent material. Undergarments should not be visible. Sunglasses, bandanas and/or hats may only be worn inside the building with permission from an administrator
4. The following will not be allowed: Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisements, symbols, words, slogans, patches, or pictures that:
  1. refer to drugs, tobacco, alcohol, or weapons
  2. are of a sexual nature

3. by virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
  4. are obscene, profane, vulgar, lewd, or legally libelous
  5. threaten the safety or welfare of any person
  6. promote any activity prohibited by the student code of conduct
  7. are racist in nature or include derogatory comments or slurs against groups of people
  8. otherwise disrupt the teaching-learning process
5. All middle and high school students are required to have in their possession an unaltered school issued photo identification card (ID) during school hours, or at such times, locations, and activities specifically identified by the building principal.

Clarifications about these points as it relates to MVHS procedures are as follows:

- Hats will be permitted in the building. Teachers have the discretion of asking you to remove your hat in their classroom.
- Sunglasses are generally not to be worn and teachers and school staff have the discretion to ask you to remove them.
- Bandanas (any color except purple) are not allowed at MVHS during school and at all school-sponsored activities.
- Accessories such as spiked dog collars, spiked rings or bracelets, and chains of any kind and length are not to be worn or brought to school. These items are subject to immediate confiscation.
- Trench coats or dusters are generally not permitted and teachers and school staff have the discretion to ask you to remove them.
- Shorts/pants must cover undergarments and worn around the waist.
- Pajamas, slippers and blankets are not appropriate for the school setting.

This list is not meant to be exhaustive; rather, it is intended to provide you with some idea of acceptable standards of dress. MVHS and the district reserve the right to ban any article of clothing that is disruptive to the educational process. Any article of clothing or any item identified with violence or gang involvement will/can be banned at any time. The purpose of the school program is education. The teacher or administrator will determine appropriate dress. Students who violate the dress code standards may be asked to do any of the following depending on the circumstances:

- Any student who is not appropriately attired for school work and business will be given an opportunity to remedy the situation or he/she can call a parent to bring appropriate clothing.
- Failure to comply with the above options will result in disciplinary action.

## **DRIVERS AND PARKING**

Parking at MVHS is by registration only. Valid parking stickers must be prominently displayed in the right rear window. The parking number must be visible. There are no assigned parking spots, students may park in any numbered space available in the student lot on the east side (front) of the building. The following guidelines are in effect at all times:

- ALL VEHICLES MUST HAVE A PARKING STICKER BY THE END OF THE SECOND WEEK AFTER SCHOOL BEGINS.
- Students may not park in visitor parking at any time or a \$30 fine will be imposed without warning.
- Students may not obstruct the emergency lane at any time.
- Students may not park in staff parking on the west and south sides of the building at any time or a \$30 fine will be imposed without warning.
- Students may not take two spaces or cross lines when parking without warning and will be fined.
- Students should not be loitering or accessing vehicles to retrieve school supplies or books anytime after the student's arrival at school. Cars are not to be used as a "locker." Loitering in or about vehicles or in the parking lot is prohibited. Students are to park and LOCK their vehicles immediately upon arriving at school and not remain in vehicles or return to them until time to depart from school for the day. No stereos are to be played from vehicles while on campus.
- Parents will be allowed to drop off or pick up students in the emergency lane in the front (East) of the school. We also ask that you utilize the student parking lot to wait for your child.
  - Parents will not be allowed to use the back area of the school or the lanes on the West side of the school as this area is reserved for bus transportation.
- Temporary parking passes can be obtained from the Campus Monitor's office in the event the registered vehicle is not driven to school. It is the student's responsibility to contact the Campus Monitor's office as soon as s/he arrives to obtain a temporary pass and avoid fines. Temporary passes are valid only for dates stated on the pass. Contact the Campus Monitor's office if another pass is needed.
- It is the student's responsibility to update vehicle information in the Campus Monitor's office if a new vehicle is purchased.
- Only one free parking sticker is given per student. If more are needed they may be purchased for \$5.00 each.
- All accidents should be reported to SRO/Loveland Police Department.
- Students are expected to follow safe driving practices in the parking lot. These practices include:
  - Following all parking and traffic flow signs as well as all traffic laws established by the State of Colorado.

- Speed limit in the parking lot is 10 mph, 30 mph on Mountain Lion Drive, and 35 on CR 9 or as posted.
- Bus Lane - all students accessing school bus transportation will do so from the West entrance of the school. Buses will drop off and pick up students in designated areas. Personal vehicles will not be allowed access to the designated bus areas.

The consequences for violating the parking rules are as follows (this is a guideline any step can be skipped based on the seriousness of the violation):

- A warning ticket describing the violation is placed on the vehicle the first time UNLESS the student parks in the visitor or staff parking; then there will be an immediate fine without warning.
  - First offense: a ticket will be placed on the vehicle describing the violation. The student is responsible for a \$20 fine.
  - Second offense: a ticket will be placed on the vehicle describing the violation. The student is responsible for a \$30 fine.
  - Third offense: a ticket will be placed on the vehicle describing the violation. The student is responsible for a \$40 fine, and there may be further consequences.
  - Unpaid parking and fines will result in loss of parking privileges.

### **EARLY GRADUATION**

Board of Education policy states that a maximum of two semesters of attendance may be waived for students who wish to graduate early. To be considered for early graduation, the student must compose a well written letter justifying the reason for early graduation and have a minimum 2.0 GPA. Waiver of Attendance forms and deadlines may be obtained from the counselors. Waiver deadlines are strictly enforced. Students are responsible for all graduation deadlines if planning on participating in the graduation ceremony.

### **FIELD TRIPS AND AFTER SCHOOL ACTIVITIES**

Remember that you are representing MVHS at all times. Rules apply to all school field trips and after-school events. You must abide by school rules at all games, both home and away, dances, field trips, and other school-sponsored functions.

### **FINES & FEES**

Fines must be paid in the bookkeeping office.

- Fees will be waived for students qualifying for free or reduced price school meals under the Federal Free or Reduced Price Meal policy.
- Students may be charged for optional materials they select for class projects, elective class fees and other Board adopted fees.

- Students may be required to bring specific, necessary supplies for their own use in the classroom. A requirement of this sort is not considered a fee and is specifically authorized under Colorado Revised Statute 22-32-110(1)(p).
- Extracurricular activities and student organizations may collect fees to cover the cost of specific activities or events.
- Students may be required to pay for all or part of field trip costs relating to admission or entrance fees, meals, and lodging. Field trip fees will be waived for students qualifying for free or reduced price school meals under the Free and Reduced Price Meal Policy. Fees are not tax deductible.

The district is legally authorized to charge fees under Colorado Revised Statute 22-32-117(2)(a) and (c) as amended in 1995 by Senate Bill 103.

### **FOOD OR DRINK IN THE BUILDING**

To help us keep our building clean and prevent pests, all food/drink must be disposed of properly. Food/beverage consumption in classrooms is at the discretion of the teacher. Paper cups and/or bottles without lids/caps are not allowed.

### **FTLA (Flexible Teaching and Learning Areas)**

Students can only use the FTLA when accompanied by a teacher/staff member. Students may not use these areas during off blocks. Students found in these areas will be questioned about their schedule and sent to the proper class or location.

### **HALL PASS POLICY**

Mountain View's educational philosophy embraces bell-to-bell instruction for all classes. Students are required to be in their classrooms on time in order to benefit from instructional activities. Students are allowed to be out of the classroom only during specific pre-approved times: before school starts, lunch time, passing periods, and after school. The use of hall passes will be strictly limited. In order to receive a pass, the student must carry her/his ID. Only one student at a time may have a pass. Students who are outside of class without a valid pass will be escorted back to the classroom from which they came. Students who are truant will be sent to the attendance office to get a pass and to have their truancy recorded.

Every student who leaves the classroom during instructional time MUST:

- Carry a valid HALL PASS (completed, signed, and current) and have completed the Google sign out/in form.
- Comply with the "Ten Minute Rule" which states that no passes will be issued/used during the first or the last ten minutes of class
- Every student must possess his/her own hall pass. No shared passes.
- Students who violate this policy or do not use their pass appropriately or timely may be subject to disciplinary action.



Every effort should be made to minimize interruption of instructional time. The only students allowed in a classroom are students and teacher's aides (TAs) who are actually enrolled in the class. Students who interrupt a class for any reason should be reported to an administrator. Students with an open block must be in the cafeteria or library. Juniors and seniors may leave campus during open blocks.

### **ILLNESS**

If you become ill during the school day, you will be asked to inform your teacher who will send you to the health office with a school pass, where you will be assessed. After one class period, you will be required to return to class or go home. Outside the classroom, students will be asked to check with the school health office personnel when ill. You are not to leave the building when ill without having first checked in with the health office personnel.

All prescription drugs that need to be taken during the school day must be checked into the health office and administered by the medical clinic personnel. It will be your responsibility to go to the health office to receive your prescription, if necessary.

Students injured at school will be taken to the health office when possible. The school medical personnel will assess the injury, notify parents, and have the student transported to the hospital if it is deemed to be medically necessary.

### **LANGUAGE & INTERACTIONS**

Public interactions and language at MVHS are expected to be positive, encouraging, and appropriate at all times. One aspect of peak performance is encouraging all people at MVHS to communicate positively in our efforts.

### **LOCKERS**

All lockers are district-owned property and are not the personal property of the students who use them. Students are not to share lockers unless so assigned. As a result, the student is responsible for the condition of the assigned locker and will be charged a fee for trash/graffiti that are not removed, and/or permanent damage. Students will verify their locker condition at the beginning of the year. Fines will be assessed for damage as follows:

- |                                      |                 |
|--------------------------------------|-----------------|
| → Not cleaned; minor marks/scratches | \$5             |
| → Deep scratches                     | \$10            |
| → Major locker damage                | \$100 (minimum) |

No stickers, posters, or other decorations may be placed on the outside of lockers. Pictures, posters, or drawings that are indiscreet or inappropriate (drugs, alcohol, sexual content) may not be placed inside lockers. Students are advised to leave money and valuables at home. All hall lockers are combination locks. Do not share your locker combination with anyone. Students will need a PE lock for PE classes. Be sure your lock is latched before leaving the locker room.

The administration reserves the right and has the responsibility to check lockers when deemed necessary. School personnel may seize items from lockers if the items are pertinent to an investigation. A student is not required to be present while a locker is searched or items are seized; however, the student may be notified if a locker is opened by school personnel.

### **LOST AND FOUND**

Students who find small or valuable lost articles should take them to the main office, where they may be claimed.

### **LUNCHTIME**

Students are only allowed access to the lunchroom (Canyon Creek Café) during our scheduled lunch period. Students will be allowed to eat lunch outside or in the cafeteria.

Students who need to access a teacher will need to prearrange this with their teacher. The teacher must escort the student to their classroom and is responsible for the student and supervision of that student. If a student is dismissed from the teacher's classroom before the lunch period ends, the teacher must escort the student to an exterior door. Students cannot roam the halls or FTLAs during lunch. Students will be allowed to re-enter the building through the main east and cafeteria west doors of the building.

### **OPEN BLOCKS**

During an open period, you may be ONLY in the Mariano Medina Media Center or off campus. The campus monitors and media specialist will enforce this rule. Roaming the halls or being in the FTLA during class time is not an option – no exceptions.

### **PROPERTY SEARCH AND SEIZURE**

School authorities may seize any contraband substances or illegal objects in the student's possession of which is illegal, or any material or object that violates a school rule or poses a hazard to the safety and good order of the school. Students are not to bring banned items to school or to any school-sponsored function.

1. Authority to Conduct a Search: The law allows school authorities to search students, their lockers, their motor vehicles and personal property when they have reasonable suspicion that a particular student is in possession of something prohibited by school rules or by law.
2. General Inspection: School authorities may make general inspections of lockers or desks for purposes including, but not limited to, safety, cleanliness, retrieval of school material, and maintenance. Such general inspections shall not include searching personal items stored in lockers or desks, such as clothing, bags, or purses, unless reasonable particularized suspicion exists.

3. Locker/Desk/Storage Area Inspections: All lockers and other storage areas provided for student use on school premises remain the property of the school district and are subject to inspection, access for maintenance, and search.
4. Personal Searches: A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched when a school authority has reasonable suspicion to believe that the student is in possession of illegal, unauthorized or contraband items.
5. Motor Vehicle Searches: Motor vehicles which are driven by students and parked on or near school property during regular school hours or during school activities are subject to being searched when school officials have reasonable suspicion.
6. Search of School Issued Electronic Devices: A student's school issued electronic device may be searched when a reasonable suspicion exists that the student used it to communicate pertinent information relating to a violation of disciplinary code of conduct, RUP or school rules.

### **PUBLIC DISPLAYS OF AFFECTION**

Public displays of affection, beyond the holding of hands, is not allowed at MVHS. Any staff member may issue a verbal warning at any time. Further concerns will be an automatic parent contact and further school consequences.

### **REFUSAL TO IDENTIFY YOURSELF**

All persons must, upon request, identify themselves to school personnel on school grounds or at school sponsored events by name and student ID. Students refusing to do so will be subject to disciplinary action.

### **RESPECT**

We expect every staff member to be treated with respect and dignity, just as you can expect to be treated with respect and dignity by the staff. A show of disrespect toward any staff member or any type of insubordination by students will not, under any circumstances, be tolerated and will be subject to disciplinary action. Staff is responsible for supervision of students anywhere on school property and at all school-sponsored activities. Students are expected to comply.

### **SCHOOL CLOSINGS/LATE START**

See Thompson School district website at [thompsonschoools.org](http://thompsonschoools.org) or call the school closure line at 970-613-6788.

### **STUDENT ID (IDENTIFICATION) CARD**

The student ID is highly important. Students will need to provide their student ID in order to ENTER the building, use a computer, check out media center materials, and get lunch, etc. Students who are not able to show their ID at the single point access

door (East Entrance to building) will be warned, documented, and subject to meeting with the dean for disciplinary consequences.

### **SUBSTITUTE TEACHERS**

Substitute teachers are to be accorded the same respect as regular classroom teachers. Any student failing to treat a substitute teacher with respect will be subject to disciplinary action.

### **UNAUTHORIZED AREAS AND LOITERING**

Unauthorized areas are locations in and around the campus where the school and/or the district have identified ongoing concerns about vandalism, trespassing on private property, and supervision. Students are not allowed to loiter in unauthorized areas before or after school, during passing periods, or during the lunch period. These areas include, but are not limited to, the “ditch” area to the west of the school, the “bus stop” area to the north of the school, and the private property anywhere around the school, pool, and auditorium lobbies. Loitering in the parking lot and in or around vehicles is not allowed before or after school, during passing periods, or during the lunch period, or at ANY TIME during the school day.

### **VALEDICTORIAN/SALUTATORIAN GUIDELINES**

Students must be enrolled at MVHS for a minimum of two years (or four semesters) in order to be eligible for the honor of valedictorian and/or salutatorian. No student may retake courses or take the same course multiple times to increase their grade point average.

### **VISITORS**

Procedure for former students and alumni MVHS campus visits: Visitors must make an appointment with the staff member they want to see. This time must be during the teacher’s planning period - not during class time. The staff host must inform the front desk of the visitor name, date, and time prior to the visitor’s arrival. Visitors must sign in at the front desk and get a visitor badge. The host staff must meet the visitor at the front office and escort him/her through the building. The host staff must escort the visitor to the front office at the end of the visit. Visitors who do not leave campus immediately may be ticketed for trespassing by the SRO.

Mountain View is in the business of education. Visitors may distract us from our primary purpose. Please refrain from bringing or requesting permission for student visitors to attend school with you as these are not allowed.

Visitors must be approved by the principal 48 hours in advance through the main office. For safety/security reasons, unapproved visitors will be asked to leave campus immediately. Parents will need to make other arrangements for younger children and family pets. Any pre-arranged visitor may visit only once during a school year.

No visitors will be allowed during the last two weeks of any semester or any week in which a final exam is administered. In rare instances, a student visitor may be approved by the principal; in this instance, s/he must be enrolled in grades 9 – 12 at a high school other than a Thompson R2J high school. In other words, Thompson School District students may not be visitors at Mountain View.

## **GUIDANCE & COUNSELING**

### **COUNSELING SERVICES**

Counseling offices are open from 8:15 a.m. until 4:00 pm daily. MVHS counselors are teamed with an administrator and are assigned by grade. Your counselor will help you maximize your educational opportunities by following an individual career and academic plan, which takes advantage of your interests, talents and goals. Career materials and resources are available for student use in the media center.

### **CAREER & ACADEMIC COUNSELING SERVICES**

See your counselor for any of the following:

- Scholarship information and applications
- Schedules of college representative visits
- Career Assessments
- Naviance: computerized college and career search programs
- Test prep materials and registration forms for ACT, PSAT, SAT, and ASVAB
- Financial aid information and applications
- Information for career, colleges, and training programs
- Job shadows, mentorships, and internships
- 4-year plan of study
- Academic support
- Meeting graduation requirements
- Concurrent Enrollment information

### **ACADEMIC LETTERS**

At the Academic Peak Performance Assembly in the fall, Mountain View High School will award academic letters to sophomore, junior, and senior students who have earned a cumulative 3.6 GPA from the previous year. In order to be eligible for the letter, students must enroll in six graded classes both semesters. Classes that are graded “satisfactory and unsatisfactory” do not qualify for academic lettering.

### **SCHEDULE CHANGE POLICY**

Mountain View High School makes every attempt to place students in courses that match their Individual Career and Academic Plan (ICAP). Students are advised to make responsible selections of courses based upon input from parents, teachers and

counselors prior to registration for the next school year and are expected to remain in those courses.

Occasionally there is a valid reason for dropping a course, such as:

- Student is misplaced; that is, s/he does not have the background necessary for success in the course, or the instructor feels aptitude is lacking.
- Student needs travel time to take a course at FRCC or another TSD high school.
- Student is over-extended.

**Adding or Dropping a Course is permitted during the first five (5) school days in the semester.**

<p><b>Counselor Responsibilities</b>          Discuss graduation requirements          Verify course prerequisites are met          Determine if space is available in class</p>	<p><b>Student Responsibilities</b>          Consult with counselor about the feasibility of the proposed change          Pick up an Add/Drop form from the center secretary. Obtain signatures from the dropping teacher and the accepting teacher. Return form to center secretary for final counselor approval.</p>
<p><b>Requirements</b>          Student still has 8 classes (9<sup>th</sup> &amp; 10<sup>th</sup> grade), 7 classes (11<sup>th</sup> grade), 6 classes (12<sup>th</sup> grade)          Juniors making adequate progress toward graduation may reduce their schedule to 7 classes and Seniors may take 6 classes          Schedule changes that result in fewer classes must be approved by a counselor and/or principal          No other additional changes to the schedule occurs</p>	

\*\* Classes will only be dropped for the reasons stated above.

\*\* Any schedule changes that do not fall within the MVHS Schedule change policy will result in a drop/fail and will be recorded as an F on the student's transcript.

**Academic Core Class Adjustments - Level Changes** (from one level of course to another)

<p><b>Teacher Responsibility</b>          Communicate with student and parent about level change.</p>	<p><b>Building Procedure</b>          Anytime within the 1<sup>st</sup> progress period          Academic reason for the change related to skill level</p>
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<p>Consult with “accepting teacher” to see if there is space available. Original teacher communicates level change with counselor.</p>	<p>Two days after grades are posted from first progress period, student remains in course for the remainder of the semester and level change can be considered for the following semester.</p>
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### LIBRARY MEDIA CENTER SERVICES

The Library Media Center offers a full range of services for student and staff assistance including the following:

- Research information and resources
- Technology support and assistance
- Help with the Internet
- Interlibrary loan program
- Viewing and listening areas
- Equipment loan (cameras, laptops, iPads, keyboards, headphones, cables, speakers and projectors)
- Circulation
- Media Bookings
- Digital imaging
- Printing/scanning

#### **MEDIA CENTER AND TECHNOLOGY USE**

**Entering & Exiting:** Students are welcome as part of a class, during open periods or with a pass from class.

**Printing:** When printing, please be aware of how many pages you are sending. Print what you need for your assignment only. Personal printing is \$.10/ page, color printing is \$.25/page.

**Checking Out Materials:** Student IDs or numbers are required to check out all material in the media center. Students with fines of \$25.00 or more will not be allowed to check out materials until the fine is paid. In addition, we may withhold athletic clearance, parking passes or attendance in the graduation ceremonies until all materials are returned and fines are paid.

**Computer and Internet Use:** To earn the privilege of using computers at MVHS, you must first have a current AUP (Acceptable Use Policy) signed legibly by your parents and by you on file in the media center. The AUP is a contract between you and the school district, which allows you the privilege of using the Internet. Within our school the guidelines for computer use are as follows:

- No purposeful destruction of equipment
- Documents must be saved to your LAN account or to a flash drive

- No chat rooms or social media
- No personal website maintenance
- No downloading or music streaming - iTunes, Spotify, etc.
- No food or drink in labs or media center
- No games, videos or non-educational use
- No purchasing or window-shopping
- No visiting inappropriate websites
- No photos or videos without permission of subject(s)
- Absolutely no photos or videos in locker rooms, bathrooms, buses, etc.

Email, Parent Portal, Wireless and Server Logins: All secondary students have email accounts which you are expected to use for school business. Teachers will be expecting you to use this account for classroom communication. Some notices and announcements will be made to this account.



<b>INTERSCHOLASTIC ATHLETICS AND SCHOOL CLUBS/ACTIVITIES</b>
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**MVHS Athletic Philosophy**

At MVHS, good sportsmanship is just as important as winning and is a quality in which every student can take pride. Winning is cheapened by poor sportsmanship which takes away from the participants' efforts. All athletic programs at MVHS stress sportsmanship, teamwork, and fair play.

The interscholastic program exists to encourage you to achieve your peak performance and to represent your school and community. It is an integral part of the total education program. It shall, above all else, foster the growth and well-being of the individual student. Athletes not only represent themselves, but also the student body, the faculty, their families, and the community at large. Participation is a privilege. These activities are for students willing to work hard and make sacrifices.

You are urged to get involved in the athletic program. Participation depends upon satisfactory medical examination, ability in the sport, paying a fee, and compliance with all other rules for eligibility. Physical forms, insurance waivers, and parent permission forms must be completed and filed in the athletic office. Students need to complete all the necessary paperwork and will receive a clearance card which will entitle them to participate in MVHS athletics.

All athletes must comply with the eligibility rules set by the Colorado High School Activities Association. In addition, students and parents will be responsible for knowing, understanding and complying with policies and guidelines in the Thompson School District handbook.

**Participation Requirements For ANY EXTRA-CURRICULAR ACTIVITY**

- You must be enrolled in a minimum of 2.5 credits the semester you plan on participating in a sport.
- Your academic eligibility at Mountain View will be checked weekly on Monday mornings. This will be done by checking the teachers' grade reports to find out if you are eligible for competition.
- Students who .5 or more classes during the spring semester can take a comparable class during summer school to regain eligibility for the fall semester.
- Coaches and sponsors have the right to enforce stricter requirements, such as weekly grade checks.

**FOR CURRENT SPORTS SCHEDULES, GO TO:** [www.mvhsathletics.org](http://www.mvhsathletics.org)

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**CLUBS/SCHOOL SPONSORED ACTIVITIES**

Participation in extracurricular activities not only makes school more fun, but statistics show that students who are involved in activities do better in their academic areas. Below is a list of the clubs and activities along with the sponsor.

Anime	Mr. Ian Yurk
Art Club	Mr. Dave Theissen
Band	Mr. Peter Toews
Book Club	Mrs. Jennifer Bass
Caught in the Act (Drama)	Ms. Julianne McMahon
Choir	Mr. AJ Wulf
DECA	Mr. Erik Kaufhold
FBLA	Mr. Erik Kaufhold
Fellowship of Christian Athletes	TBD
FCCLA	Mrs. Kristie Livermore
Give Next	Mr. Matt Hall
Knitting Club	Mrs. Kim Knowles
LINK Crew	Mr. Ryan Smith & Mrs. Kelsey Rosten
Lions Den Game Club	Ms. Kim McKee
Model United Nations	Ms. Kelly Evans
National Honor Society	Mr. Alex Weedin
Orchestra	Mr. Peter Toews
Speech and Debate	Mr. JD Jacob
Sources of Strength	Mrs. Jen Schwab
Student Leadership	Mr. Ryan Barron
Thespian Society	Mr. JD Jacob
Yearbook	Mr. Matt Hall

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### **NATIONAL HONOR SOCIETY (NHS)**

A student who has met the following criteria will be a candidate for membership in the National Honor Society:

- Candidates shall have completed one semester of work at MVHS and must be of sophomore, junior or senior standing with a cumulative GPA of 3.6.
- Candidates shall not be eligible unless they are enrolled in a minimum of five academic subjects. Candidates are required to fill out a form that indicates their leadership, service, and character qualifications.
- Sophomores, juniors and seniors who meet the GPA requirement will be notified in writing of their possible selection into NHS. Any student who participates in acts of academic dishonesty or cheating may have his/her NHS membership revoked.

# **FRESHMAN ADDENDUM**

## 2023-24 School Year

### **ADVISOR/SEMINAR TEACHER/FRESHMAN SEMINAR COURSE**

Each freshman is enrolled in a required course called Freshman Seminar. Your freshman seminar teacher is available to help you with all issues and concerns, as well as directing you to any needed additional resources.

### **CELL PHONE & MOBILE DEVICE GUIDELINES**

MVHS recognizes the importance of communication and collaboration and provides devices for students to be productive in the classroom. To keep the focus on academics and to reduce unnecessary distractions, the school enforces the following for freshman:

- Cell phones and all mobile devices shall be **TURNED OFF** or **SILENCED** during all class periods.
- Cell phones and all mobile devices may be used during lunch times and before/after school only.
- Cell phones and all mobile devices shall be kept in a student's backpack or locker – not in clothing pockets - during all class periods.
- Cell phones and all mobile devices are not to be seen in classrooms.
- Cell phones and all mobile devices are not allowed to be used in a classroom, library, common areas, locker rooms, or restrooms.
- Cell phones and all mobile devices may be turned back on at the end of school bell and used to communicate directly with parents/friends who are assisting in transportation.
- If a student needs to make an emergency call during the day, they are to come to the office to do so.

### **CLOSED CAMPUS**

MVHS is a **closed campus** for all freshmen. Any freshman leaving campus without a parent who has checked them out of school from the front office will face disciplinary action. Repeated offenses will result in an increase in the severity of the consequence.

### **USE OF CALENDAR**

All freshmen will be expected to utilize a planner or calendar to keep track of their coursework and important dates. Students will be taught how to utilize the Google calendar tied to their email address. Freshman seminar teachers will help to monitor the use of this calendar throughout the year.

### **FRESHMAN ATTENDANCE PROCEDURES**

Research shows that a student's freshman year is the most critical and foretelling year of their high school career. Simply stated, the more classes a freshman passes

and the higher their attendance rate, the better likelihood the student has of an on-time graduation. Attendance is central to each student's academic success.

<b>Absence/Tardy Threshold</b>	<b>Intervention</b>
4 Absences in any class	Teacher phone call to parents/guardians Automatic email to parent/guardian
7 Absences in any class	Automatic email to parent/guardian
10 Absences in any class	Automatic letter to parent/guardian requesting medical documentation  Meeting with Administrator, Parents/Guardians, Teacher(s), Counselor, and/or Social Worker to develop attendance contract.
11+ Absences in any class Violation of Attendance Contract	Referral to truancy officer

### **MISSING WORK & LATE ASSIGNMENTS / PASSING GRADES**

The success of each student is important to us. Therefore, the Freshman Seminar teachers, along with all assigned teachers, will closely monitor missing work and late submission of assignments. Any student who has outstanding missing work or a failing grade may be required to participate in individual and/or small group tutoring and will be invited to after school tutoring until all work is caught up and grades are passing. Parents/Guardians will be responsible for transportation from tutoring and parents/guardians will be notified at least 24 hours in advance of the opportunity for this additional tutoring.

### **FAILURE / CREDIT RECOVERY**

The objective of Freshman Seminar and the Freshman Academy programming is to reduce failures and to increase student accrual of credits toward graduation. Therefore, students who are failing or in need of credit recovery at the end of each semester may be required to repeat the semester immediately. This may result in the changing of the next semester's course load as needed to ensure continued student success. Parents are asked to be part of this planning process and will be notified by the counselor if necessary.

## **BULLYING PREVENTION**

### **Definition of bullying as set forth by Board Policy JICDE:**

Bullying is defined as the use of coercion to obtain control over another person or to be habitually cruel to another person. Bullying can occur through a written, verbal or electronically transmitted (cyberbullying) expression or by means of a physical act or gesture. Bullying is prohibited on district property, at district sanctioned activities and events, when students are being transported in any vehicle dispatched by the district or one of its schools, off school property when such conduct has a nexus to school, or any district curricular or non-curricular activity or event.

**How and where parents and students can access the policy:**

Parents and students can access the policy on the Thompson School District Board of Education website at

<http://go.boarddocs.com/co/thompson/Board.nsf/goto?open&id=C2AJF44CAA6>.

**Potential disciplinary action:**

Any person found to have engaged in bullying, retaliation against anyone participating in an investigation of alleged bullying or any related disciplinary proceeding, or reporting bullying in bad faith as further defined in Board policy JICDE, will be subject to disciplinary action. 4. Information regarding the procedures of reporting matters of bullying:

Students (or any other person, including the parents/guardians on behalf of a target of bullying) may report matters of bullying orally, or in writing, to any teacher, counselor, or member of the school administration. These procedures will provide that any person, including the student targeted by the alleged bullying or the student's parents/guardians, may anonymously report acts of bullying or retaliation to teachers, counselors, and administrators.

JICDE-E-1, Bullying Report Form, is available to support reporting of incidents of alleged bullying. Reports of bullying may also be made through Safe2Tell.