

Platte Valley Middle School



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Member of
Northern Plains Middle Level Association

**“PVMS Promotes Respect, Value, and Care in All that we
do!”**

**Platte Valley Middle School
Student Handbook**

2016-2017

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Platte Valley Middle School!!

Welcome Back!! All of the faculty and staff hope that your summer break was fun and restful. We are all excited to start another school year and look forward to working with all of the students for the next nine months. There are many opportunities that will be available to make the most of your time during this school year so make the most of it and get involved!

As in other years, we have had some changes in our teaching staff and have a few new faces. Even though you may recognize most of your friends, many of the teachers will be new to you simply because you are a year older and in another grade. Make sure to talk with all of your teachers throughout the school year and ask questions. They are here to help you and make sure that you are given every opportunity to do your best.

The school is providing this planner for every middle school student in order to help with organization and communication. Included in the planner are all of the policies and procedures that are needed in order to operate the school.

A very important part of any child's education is involvement by parents in the things that are happening at school. Not only do we invite parents to participate in their student's educational experience, we also encourage the use of this planner as a means of communicating with any of the teachers. The faculty and staff are anxious to help in any way that they can so please don't hesitate to stop by or give us a call.

Mr. Taylor

I. GENERAL INFORMATION

BELL SCHEDULE

Time	Period
7:35 a.m. -- Students allowed in halls	
7:45 a.m. -- Second Bell	
7:50-8:38	1
8:41-9:27	2
9:30-10:16	3
10:19-11:05	4
11:08-11:44	lunch
11:47-12:33	5
12:36-1:22	6
1:25-2:11	7
2:14-3:00	8

The rules written in the student handbook apply to school; its functions, and activities. They do not apply to home, or off school property except when specified by law.

A) ACADEMIC EXPECTATIONS

While attending Platte Valley Middle School, students are expected to take advantage of their classroom experiences and be productive towards developing a strong academic foundation for high school. In order to pass the classes that they are enrolled in, students must demonstrate satisfactory progress as reflected in the grades that are earned. Students are expected to do assigned work and complete during the given time allowed. **NO EXTRA CREDIT WILL BE GIVEN IN LIEU OF REGULAR ASSIGNED WORK.** The following grading scale is used in all classes.

A = 100 - 93
B = 92 - 85
C = 84 - 77
D = 76 - 70

B) RETENTION POLICY

Rationale: It is the opinion of the Platte Valley Board of Education that students who have not satisfactorily mastered the requirements of a class should be retained. To pass on a student who has not shown competency in the subject matter undermines academic integrity and places that student's future success in school in jeopardy.

We realize retention can be socially traumatic to a student. However, in the majority of cases the social aspects of retention are outweighed by the necessity of producing academically competent students. In some cases retention may be socially as well as academically beneficial because it may give the student time to mature to a level where he/she can better cope with the behavioral and academic standards set by the school.

1) RETENTION

The retention committee shall consider the following items before making recommendations; grades in academic classes, (math, science, language arts and social studies, and reading), aptitude and ability based on available standardized test scores, teacher and/or parent concerns regarding behavior and maturity, and recommendations from middle school teachers. Retention will be considered for those students who have not successfully passed two or more of their academic classes.

2) PROCEDURE

a) At the end of the second quarter, all grade level teachers, the counselor, and an administrator will meet to identify 6th, 7th and 8th grade students who are in danger of being retained. A letter of concern will be sent to the parents of the students identified by the committee. Parents of the student identified by the committee will be contacted.

- b) Within the last two weeks of the school year, this committee will meet again to make specific recommendations about students who should be retained.
- c) Following the final meeting, the parents will be notified of the intent to retain their child. If requested, a meeting with parents will be scheduled.
- d) Students may attend summer school to maintain current grade classification.
- e) Summer school attendance must be approved by the school administration prior to enrollment.

C) HEALTH AND SAFETY SERVICES AND EDUCATION

The purpose of the school health services program is to help students maintain and improve their health so they may realize their full potential as happy, participating, productive citizens of the school and our community.

The school nurse is available for services to students and for conferences with parents as needs arise. She will keep a cumulative health record on each student in a separate file accessible to teachers/counselors/administrators. These will be confidential and safeguarded from indiscriminate use. If a student needs to see the school nurse during the school day, the student must have a pass from their teacher to go to the nurse and the student must sign out at the office. **If a student is ill, the nurse must see the student before he/she is dismissed from school.**

Prescription Medications

Prescription medications must be brought to school in the original prescription container, appropriately labeled by the Pharmacy or Physician, stating the name of the medication, the dosage, along with a doctor's order for the medication to be given. The first dose of any medication should be administered at home prior to sending to school. Ask the Pharmacist for a separate bottle of medicine to keep at school. Rescue inhalers must be checked by the nurse but the student will be allowed to carry the rescue inhaler with them or it may be kept in their locker.

Over the Counter Medications

Over the counter medications require a doctor's order or prescription, and a parent signature to be given at school. This includes Tylenol, acetaminophen, Advil, ibuprofen, Benadryl, and Midol. The first dose of any medication should be administered at home prior to sending to school.

D) IMMUNIZATIONS

All students enrolled must have a complete immunization record on file at the school. Students transferring into Platte Valley Schools will have 14 calendar days in which to have the records at school or obtain needed immunizations. Students entering the 6th grade must have updated records on file or they may not be allowed to remain in school. The school is mandated to carry out all State of Colorado Immunization Laws. Immunization information is provided upon request.

E) SCHOOL LUNCH PROGRAM

All middle school students have the option of eating school lunch. Students are issued an account number and as long as there is money in their account they can eat here at school. **NO CHARGES WILL BE ALLOWED.** Parents of students may apply for the free or reduced lunch program; applications are available from the middle school or Administration Building. Parents or students may bring lunch money to the building secretary in the Middle School office to forward to our school lunch administrator.

F) CLOSED CAMPUS

All students are required to stay on school grounds for scheduled classes until they are dismissed in the afternoon. Students are required to eat lunch at school or on school grounds as designated by the building administration.

UNDER CERTAIN CIRCUMSTANCES STUDENTS MAY BE GRANTED PERMISSION BY THE BUILDING ADMINISTRATION TO LEAVE THE SCHOOL GROUNDS DURING THE CLASS DAY. PERMISSION MUST BE OBTAINED IN ADVANCE FROM PARENTS/GUARDIANS AND CONVEYED TO THE OFFICE IN ADVANCE.

G) ANNOUNCEMENTS

Announcements will be made on the Data Display unit located in the cafeteria and entry. It is each student's responsibility to read the announcements each day. Important information for both students and staff will be posted on Infinite Campus and announced at the end of the school day.

H) VISITORS

All visitors to Platte Valley Middle School must first check in at the office of the school. Visitors are welcome to the school, but identification of that visitor and information regarding the purpose of the visit must be given to the office at the time of entering the building. Visitors will be given a visitor pass when entering the building.

Requests to have visitors who are not parents or guardians will be closely screened by the principal. **NO SCHOOL AGE VISITORS WILL BE ALLOWED. DO NOT SHOW UP TO SCHOOL WITH A FRIEND AND EXPECT THE SCHOOL TO ALLOW THAT FRIEND TO ATTEND CLASSES WITH YOU. No outside students will be allowed to attend extra-curricular events such as dances, fun nights or field trips.**

I) WITHDRAWING FROM SCHOOL

Students who are withdrawing from school should first obtain a withdrawal form from the counseling office. A note from the parent or guardian is REQUIRED before the withdrawal form can be obtained. Students should notify their teachers if they are planning to withdraw so the teachers can average grades and get necessary withdrawal forms completed. Failure to do this may cause delays in getting students withdrawn.

J) SCHOOL CHECK-IN/CHECK OUT POLICY

Any time a student arrives after the first period bell or must leave school before the final bell of the day, that student is REQUIRED to sign in or sign out in the office. Parents must notify the school if their child is to leave the school prior to the final bell of the day. If a student does not sign out, periods missed will be considered unexcused absences. Only a signed excuse from an adult will be accepted to get a student into class. If a student needs to see the school nurse during the school day, the student must have a pass from their teacher to go to the nurse and the student must sign out at the office.

Students are not to be in the school building any time after 3:15 p.m. unless taking part in a school activity or if special arrangements have been made.

K) EMERGENCY SCHOOL CLOSING

In the event of severe weather the district will utilize the School Messenger phone system to notify parents of any school closings. Also, listen to the Denver Television stations – channels 2, 4, 7, and 9. 1-800-321-5862 for announcements regarding closing for the day. This eliminates calling the school so the school can make necessary calls.

L) ELIGIBILITY FOR ACTIVITIES

Platte Valley firmly believes that its primary responsibility is for the academic growth of students. Eligibility to participate in, or attend any activity which puts demands on student time is permitted only when academic and citizenship requirements are met.

- 1) The following guidelines are in effect for all students and all school sponsored activities. To be eligible you must:
 - a) Be considered by your principal a good citizen of the school and community.
 - b) Must meet age requirements as set by the league.
 - c) Abide by the school's adopted training rules.
 - d) Weekly eligibility will be determined as follows: a student will not be allowed to participate while receiving two or more failing grades. Further questions about eligibility should be directed to the administration.
 - e) Not be a member of any organization prohibited by law.
 - f) Notify the office by 8:30 a.m. if the student is going to be absent during any part of the day. Eligibility for that day's activities will be determined on a by-student basis. If the office is not notified, the student will not be able to participate in scheduled practice or activities that day.
 - g) Have an annual physical and a form signed by a medical doctor on file in the office before they can participate.
 - h) Be covered by health insurance.
- 2) Ineligible List Explanation:
 - a) A student is put on the list when teachers determine the student is failing a class.
 - b) A student will have 48 hours for excused absences to make-up homework. A student will have 24 hours if the absence is unexcused. Teacher discretion may be used in specific unusual circumstances.
 - c) A student may not be placed on the ineligible list until the deadline for make-up work is exceeded.
 - d) **A student remains ineligible once on the list from Monday until the next Monday.** If the student is again placed on the list, sanctions are extended another week.
 - e) **The ineligible list will be compiled every Monday by 8:30 A.M.**
- 3) Applicable Activities:

The purpose of this policy is to increase the probability that students will have time to work on academic deficiencies which caused the student to be placed on the ineligible list. Toward that end, students are relieved of the time constraints either attendance or participation in co-curricular activities require. These activities include, but are not limited to the following:

 - a) Athletic contests
 - b) Club or group activities which affect other classes, or are before/after school.
 - c) Educational field trips are exempt as long as they do not cause the student to miss those classes which they are currently failing.
 - e) School dances/fun nights.

M) INSURANCE PROGRAMS

Student Insurance is available with the insurance program subject to review by the Principal, Superintendent and the Board of Education on an annual basis. Information is provided to students and parents at the time of registration each fall or upon enrollment at Platte Valley School District RE-7 and provisions is made for enrollment of students in the program at that time.

N) ACTIVITY AND ATHLETIC TRIPS

- 1) Students involved in a school sponsored activity will get assignments before leaving for that activity whenever possible and will have them completed upon their return to class.
- 2) Pupils involved in any activity will board the bus at the school designated as point of origin for the trip and will return to point of origin in the bus. There will be no stops along the designated route of the trip to pick up or discharge pupils. The only variation to this policy will be to release pupils **ONLY TO PARENTS**, in a face-to-face situation, at the close of the activity just before buses begin the return journey. A signed, dated note from the parent or guardian is also required to release a student other than their own student to that parent.

O) RULES FOR BUSES

It is a privilege for a student to ride a Platte Valley school bus. It is the responsibility of both driver and student to do everything possible to make it a safe ride. The privilege of a student to ride a school bus is based on contingent observation of safety rules and acceptable behavior.

- 1) Only authorized passengers will be transported on school buses. Children will load and unload at their regular stop unless parental notification has been given to school personnel.
- 2) Students must be at the bus stop or approaching the stop in order for the driver to stop the bus.
- 3) Pupil Conduct as Bus Passengers:
 - a) The driver is in full charge of the bus and students. The driver will assign seats to meet the needs of the majority of passengers. Students are responsible for the area in which they sit.
 - b) Unnecessary conversation with the driver is prohibited. Classroom noise level and behavior are the expected standards on the bus.
 - c) To prevent injury, do not place objects, heads, hair or hands out of bus windows, infractions of this rule will require you to keep your window closed.
 - d) Students are expected to be absolutely quiet at all Railroad crossings, this is to allow the driver full concentration with track crossing procedures.
 - e) No eating is allowed onboard the bus. (chewing gum will be at the discretion of the bus driver) Sunflower seeds are prohibited on all buses.
 - f) Possession of tobacco products, alcohol, or illegal drugs is not allowed on the bus and if found, district policies will be followed.
 - g) Students must sit in their seats facing forward. All aisles, emergency exits and stairwells must be kept clear at all times this includes students and / or objects. To prevent injury and driver distractions, passengers are not allowed to stand or move around while the bus is in motion.
 - h) Except for emergency situations or drills students must only use the front door to enter and exit the bus. Tampering with the emergency exits and equipment is prohibited.
 - i) Aggressive behavior toward the driver or other passengers is unsafe and prohibited.
 - j) Possession of weapons such as knives, guns, chains or any other dangerous item that could inflict injury is strictly prohibited and illegal and if found district policies will be followed.

- k) No glass containers, balloons, animals or insects of any kind are allowed on the bus. Any school projects transported onboard the bus must be inside a plastic container or bag.
- l) Throwing, spitting, kicking or shooting items inside the bus or out the windows is hazardous and prohibited.
- m) Use of any flame or spark-producing device including, but not limited to: matches, lighters, etc. are prohibited. The student will pay for any damage caused by the student to the bus.
- n) The Platte Valley school district uses video cameras on board the buses.

P) LOCKER POLICY

All lockers are made available for individual student use on the school premises, including lockers located in the hallways and P.E. locker rooms. **No sharing of lockers is allowed.** All lockers are the property of Platte Valley School District RE-7. The lockers are made available for student use in storing school supplies and personal items necessary for use at school. Lockers are to remain locked at all times. Anything that would interfere with school or educational functions or which would be considered illegal by State or Federal law are banned from the school property.

The student's use of locker does not diminish the school district's ownership or control of the locker. The school district retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate other hazards and maintain sanitary conditions, attempt to locate lost or stolen material and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs and alcohol.

Student backpacks and school bags are to be kept in their hall or P.E. locker during the school day.

The lockers are to be maintained by the students in a clean and reasonable manner. No open beverage containers without a lid will be allowed in lockers. Locker inspections may be held at various times during the school year. Damage to lockers may result in the student paying for repairs and/or loss of locker privileges.

PLATTE VALLEY SCHOOL DISTRICT RE-7 WILL NOT BE RESPONSIBLE FOR LOST, STOLEN OR DAMAGED ARTICLES.

Q) STUDENT DRESS

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 school work, 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 maintenance of a safe and orderly school, or to the classroom environment.

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. If no arrangements for appropriate clothing can be made, the student may be sent home.

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. On the third offense, the student may be subject to suspension or other disciplinary action as outlined in the discipline code.

Unacceptable Items

The following items are deemed disruptive to the classroom environment or the maintenance of a safe and orderly school and are not acceptable in the school buildings, on school grounds, or at school activities:

1. Shorts, dresses, skirts or other similar clothing shall fully cover the student's leg to mid-thigh.
2. Sunglasses, heavy or long coats/jackets and/or hats / hoods worn inside the building.
3. Inappropriately sheer, light or low-cut clothing (e.g. midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts. Pants with exceptionally large holes and pajama bottoms are inappropriate.
4. Tank tops or other similar clothing with straps narrower than 1.5 inches in width.
5. Chains or spikes
6. Any clothing, paraphernalia, grooming, jewelry, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
 - Refer to drugs, tobacco, alcohol, or weapons
 - Are of a sexual nature
 - By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior.
 - Are obscene, profane, vulgar, lewd, or legally libelous

Threaten the safety or welfare of any person

- Promote any activity prohibited by the student code of conduct that would otherwise disrupt the teaching process.

Exceptions:

Appropriate athletic clothing may be worn in the 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.

R) ELECTRONIC DEVICES

Students are allowed to use the student phone located in the office as long as they have a pass from their teacher. Students will not be called to the phone unless it is an extreme emergency. Messages will be delivered to students at the end of the school day. Periodically, a teacher may allow students to bring their cell phone to class in order to be used for educational purposes. Any item (including electronic devices) will / can be confiscated that becomes a distraction to the students or a disruption of the learning environment. **If a student uses an electronic device during school hours it shall be considered insubordination and dealt with as such. If a student is ill, the nurse must see the student before he/she is dismissed from school. Electronic Devices are not to be used to call parents.**

- FIRST OFFENSE -verbal warning return item to student at end of the day.
- SECOND OFFENSE -parental conference, return item to parent.
- THIRD OFFENSE -Will result in loss of electronic device for the remainder of the semester.

S) VALUABLES

Students are cautioned not to bring large amounts of money or valuables to school. Expensive clothing items such as leather coats and athletic equipment should be kept in a **locked** locker. The student is responsible for all personal property including any electronic device / item that they have brought to school

T) DRUGS/ALCOHOL

Knowingly possessing, using, being under the influence of, and/or giving indication of use of any narcotic drugs, hallucinogenic drug, (Includes use, as an inhalant, of any product either brought to school or provided by the school) amphetamine, barbiturate, marijuana, or alcohol of any kind, on school grounds, at any school sponsored or sanctioned event at home or away from the school, and on the way to or from such event is forbidden. Engaging in unlawful selling or distribution of narcotics or alcohol will be punishable with expulsion. Use of a drug authorized by a medical prescription from a registered physician shall not be a violation of this policy.

Violation of this policy is punishable as follows:

FIRST OFFENSE: If a student provides the school officials with the name of the drug or alcohol supplier the punishment will be a five (5) day minimum suspension by building administrator with an additional ten (10) days suspension by the superintendent possible and contact with the Youth and Family Connections. Length of the suspension beyond the five (5) days minimum will be determined by when the student has completed the intake process at the Youth and Family Connections or presents a written statement from the center that states counseling sessions are not necessary for the particular student. All costs for evaluation and treatment at Youth and Family Connections will be borne by the parent/guardian. Violators may be reported to local law enforcement authorities.

If the student does not follow through with counseling sessions recommended after the intake interview the student will be recommended for expulsion.

If the student refuses to provide the name of the drug or alcohol supplier the student will be expelled. Depending on the severity of the violation, expulsion may be imposed on the first offense. The degree of severity of this offense takes into consideration the following:

1. Whether the drugs or alcohol was used on school grounds.
2. Whether drugs or alcohol was used, or the effects noticed, within the school day.
3. Behavior that resulted from use of drugs or alcohol.
4. Whether the drugs or alcohol were distributed/sold to others.

The school contracts with a private company that provides the use of dogs to inspect the property for illegal substances.

U) TOBACCO

Possession, and/or use of tobacco in any form is forbidden at school, on school grounds, at any school sponsored event, or while an occupant in any school operated vehicle. For the purpose of this policy, "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking products, (such as vapor pipes or hookahs), spit tobacco, also known as smokeless, dip, chew, and snuff, in any form, or any mint, herbal chew or other tobacco "look-alike" product. A person who warns smokers or chewers of supervisors approaching (acting as look-out) will be treated as the tobacco user. Their judgement of the administration in such cases will be used in determining whether there is reason to believe the student is aiding others as a "look-out". Any activity of the type will result in involvement of law enforcement and possible expulsion.

VIOLATIONS OF THIS POLICY ARE PUNISHABLE AS FOLLOWS:

FIRST OFFENSE: 1 day suspension

SECOND OFFENSE: 3 day suspension

THIRD OFFENSE: Expulsion for one quarter **minimum** based on "continued willful disobedience or open and persistent defiance of proper authority".

V) LOST & FOUND

If you have lost a text book or personal item, check in the office. There is a lost and found box in the main office. Any unclaimed articles at the end of each quarter will be donated to the local church or a charitable organization.

W) PROGRESS REPORTS

The district utilizes Infinite Campus as its student information system. Parents are able to sign up for an account and access current grade information. Please contact the office to sign up. Additionally, progress reports will be available to parents upon request or at all parent / teacher conferences.

X) REPORT CARDS

Report cards are published at the end of each 9 week period for core classes and exploratory classes. Final report cards will be mailed home.

II. STUDENT DISCIPLINE POLICY

RATIONALE

A priority at PVMS is to create and maintain a school environment that is highly conducive to learning and is safe for all students. One important aspect of this is a discipline code that is clear and understood by all students and parents. Students are expected to exhibit good citizenship at all times. It is expected that students will respect people and property and participate in processes which enhance the educational environment.

All policy statements enumerated herein apply to student conduct in school, school sponsored activity, on school buses, or when under the control of any staff member. Students shall also be subject to disciplinary consequences, including but not limited to suspension and expulsion, when they engage in conduct off of school property which meets the requirements of state law and/or district policy. This handbook does not reflect any new changes in discipline law as outlined in recently passed legislation.

This handbook attempts to define violations and punishments for a wide variety of offenses. It is not possible to define every offense which may occur, and no attempt to do so is herein implied. In the handling of discipline, administrative discretion is always possible,

AND PUNISHMENTS BETWEEN SUSPENSION/EXPULSION MAY BE IMPOSED WHERE APPROPRIATE, NOTWITHSTANDING ANY PROVISION HEREIN CALLING FOR PARTICULAR DISCIPLINARY CONSEQUENCES FOR A FIRST, SECOND, OR THIRD OFFICSE. Students should be aware that expulsion leads to loss of credit. The school may involve law enforcement agencies in the investigation of any serious violations.

MATERIAL AND SUBSTANTIAL DISRUPTION

Offenses that will be considered as a material and substantial disruption are offenses that warrant more than a one (1) day suspension from school.

DISCIPLINE CONTRACTS

After a second suspension for a material and substantial disruption, the student may be placed on a remedial discipline contract. This contract may be established during a conference with the student, parents, administration and any members of the staff that might be required to attend. The purpose of the plan will be to establish goals, objectives, and time lines to modify the student's disruptive behavior. The plan may also include consequences in the event the student continues to exhibit material and substantial disruptive behavior. The student will be declared "habitually disruptive" after the third suspension for a material and substantial disruption. If the student has been suspended three times for material and substantial disruptions, expulsion proceedings will be implemented.

SUSPENSION ALTERNATIVE

As an alternative to suspension, a student may remain in school with the consent of his/her parent; guardian or legal custodian provided said parent, guardian or custodian attends class with the student for a period of time specified by suspending authority. This suspension alternative is subject to the consent of the student's teacher or teachers. Any work completed by the student during the period of suspension alternative shall receive reduced credit equal to the amount extended to other students who have been suspended. If the parent, guardian or legal custodian does not agree or fails to attend class with the student, the student shall be suspended in accordance with the school policy.

EXPULSION

In accordance with Colorado state law, any student found in violation of the following may be immediately expelled from Platte Valley schools for a period of up to 12 calendar months:

- 1) Use or possession of a deadly weapon as defined by state law without the authorization of the school or the school district. This includes a firearm, loaded or unloaded, or a firearm facsimile that could reasonably be mistaken for an actual firearm. Any student that discovers he/she has carried brought or is in possession of a dangerous weapon while on school grounds should immediately notify a teacher or administrator to turn in the weapon. If this is done, the student may not be subject to expulsion.
- 2) Sale of a drug or controlled substance as defined in section 12-22-303, C.R.S.
- 3) Commission of an act which if committed by an adult would be robbery as defined in part 3 of article 4 of title 18, C.R.S.
- 4) Commission of an act which if committed by an adult would be assault as defined in part 2 of article 3 of title 18, C.R.S.

PROGRESSIVE DISCIPLINARY MATRIX

Category One Offenses: These offenses are usually minor in nature and usually involve a violation of a handbook rule or procedure. These violations are handled with the "folder pull" system at the classroom level. For example: running in hallways, unnecessary physical contact, undirected profanity, violating lunchroom rules, failure to follow instructions, tardies, classroom disruption, cheating/plagiarism, etc.

Consequences: Enforcing consequences for category one offenses are considered the domain of individual teachers or grade level teams. The range of consequences may include verbal warning, teacher / student conference, detention, parental contact, loss of privilege, assigned seating, or intervention. White cards, citizenship points, hallway refocus, and white card essay will also be used. Repeated category one infractions will result in a written category two referral.

Category Two Offenses: These offenses are usually more serious in nature than category one offenses and usually involve danger to another student or willful disregard for rules or policy. Continued and excessive category one offenses will escalate to a category two referral. For example: throwing objects, verbal assaults, disruptive behavior, uncooperative behavior, leaving school without permission, directed profanity, defiance, inappropriate displays of affection, major cheating, etc.

Consequences: Category two offenses will be referred to the principal (and will remain in the office until the end of the period), and the student will be disciplined by being assigned community service and/or one to three days of detention for the first offense. A second offense will result in further detentions or in school suspension depending on the severity of the offense. A third offense will result in three to five days of detention and/or one day of in-school suspension and may result in a Behavior Intervention Plan and/or a category three referral.

Category Three Offenses: These offenses represent severe misconduct and extreme disregard for other students, staff, and school in general or excessive category two offenses. For example: inciting, provoking, harassing or threatening others to the extent their wellbeing is threatened, major disruptive behavior, physical fighting with bodily harm intended, truancy, blatant disrespect, minor theft, and damaging or defacing school property, etc.

Consequences: Category three offenses will result in the student being sent directly to the principal. The first offense will result in one to three days of in-school suspension. Additional offenses will result in three to five days in-school suspension or out of school suspension, depending on the frequency and severity of the offense. If damage to school property is involved, the student may be held financially responsible for repair or replacement cost. Parents will be notified of all category three offenses. Any category three offense may count toward the implementation or enforcement of an Educational/Behavior plan and/or a category four referral.

Category Four Offenses: These offenses represent the most severe and deliberate acts of willful misconduct. These violations could result in extreme danger for students, staff, or the school as a whole. For example: habitually disruptive behavior, possession, use or distribution of tobacco, alcohol or drugs, associating with or advocating gang activity, assault (as defined by law), robbery (as defined by law), major theft, extortion, willful, deliberate or malicious destruction of school property, possession of a deadly weapon or incendiary device including: fireworks, pellet/BB guns, facsimile guns, pepper spray, knives, etc.

Consequences: Category four offenses will result in the student being sent immediately to the principal where the student will be assigned one to five days out of school suspension. All category four offenses will count as a step toward implementation or enforcement of a remedial disciplinary plan. Due to state law, further action, including expulsion and law enforcement notification, may be taken. It may be requested a parent enroll in an effective parenting program (at parents expense), in combination with the development of an educational / behavior plan for the student.

Discipline Plans: When a student has excessive or severe discipline issues; the staff, administration, and parents will develop a behavior Intervention Plan or Remedial Discipline Plan.

Behavior Intervention Plan: In an effort to support students who have shown a propensity for inappropriate behavior, a Behavior Intervention Plan may be developed. The plan would be used in an effort to promote positive choices by students and avoid further consequences of the PVMS discipline code.

III. ATTENDANCE POLICY

A) PHILOSOPHY:

The goal of the Platte Valley School District RE-7 is to offer the best education possible to its students. Regular attendance is important to a student's success. Regular attendance is the first and most important requirement for a successful school experience. When students are absent, they cannot make up for a class discussion, class activities and the other students' interaction.

School attendance is the responsibility of the student, and the parent(s)/guardian(s)/legal custodian(s). **It is important that students and parents/guardians/legal custodians understand that absences must be kept to a minimum.**

Colorado state law requires that children between the ages of seven (7) and sixteen (16) **must** attend school. If parents, students, and the school work together, a quality education will receive priority over unnecessary absences.

B) MAXIMUM ABSENCES ALLOWED

Students will be allowed a maximum of five (5) absences per quarter (9 week period, combination of excused and unexcused absences). School sponsored activities are not included in the maximum limit.

- 1). Absences are excused if:
 - a). Parents call the school the day of the absence.
 - b). The student brings a signed and dated note from a parent when he or she returns to school.
 - c). The parent calls the school within 24 hours of the student's absence.
- 2). The Colorado statutes provide that the following are excused absences from school:
 - a). A student who is ill or injured
 - b). A student whose absence is approved by the administrator of the school
 - c). A student who is in custody of a court or law enforcement authority.
- 3). Students with excused absences shall be given 48 hours to make-up missed work, including daily assignments and tests and will receive credit for the make-up work. Extended absences will be reviewed on an individual basis.
- 4) Students involved in a school sponsored activity will get assignments before leaving for that activity whenever possible and have it completed upon their return to class.
- 5). Unexcused absences:
 - a). Parents do not contact the school within 24 hours of the absence, or does not bring a note from parents/guardians excusing the absence.
 - b) The student cuts class or is truant.
 - c) The student is suspended or expelled from school.
 - d) If the student is requested to leave the classroom for disciplinary reasons from a teacher.
 - e) Make-up work under an unexcused absence will receive a maximum of 50% credit. Students have 24 hours to turn in assigned work.

C) TRUANCY

Truancy is any absence from class or school without school notification and parental knowledge. Truancy will be considered an unexcused absence. A two percent (2%) grade reduction will be imposed in any class from which a student is truant. Additional consequences include:

FIRST OFFENSE: 1 day suspension
SECOND OFFENSE: 3 day suspension

D) ATTENDANCE PROCEDURES

1. After the third excused absence and/or the first unexcused absence during a quarter, the parent/guardian will be informed by a letter that the absences have occurred.
2. After a student has reached 5 excused absences or the second unexcused absence, a parent/guardian conference will be held. The only absences that will be excused for the rest of the quarter are:
 - a). Verifiable emergency.
 - b). A medical problem with a doctor's documentation.
3. If an unexcused absence occurs after the sixth excused absence and /or second unexcused absence, the following procedures will take place.
 - a). A conference will be held with the principal, counselor, parents/guardians and the student. In this meeting the following will occur:
 - b). The student will sign a probation contract.
 - c). The student will be placed on probation for the remainder of the quarter.
 - d). Receive zeroes for uncompleted work during the unexcused absences.

PROBATION CONDITIONS

The student will not have another unexcused absence.

The student will complete all required class work.

The student will not have a discipline referral from any teacher or staff member.

If a second unexcused absence occurs after the 5 day limit has been met or if a student violates the probation conditions, the following will take place:

1. Attendance and participation at all extra-curricular activities will be denied.
2. Exclusion from field trips during the day unless they are directly related to an academic assignment.
3. All absences not excused in reference to the probation contract will result in a 2% reduction in the student's grade for each class missed.

ACADEMIC RECOVERY:

An opportunity to recover up to 2 unexcused absences per quarter can be arranged with the administrator by attending an hour of supervised study after school. Only one class period per hour of detention may be recovered and must be done within one week of the unexcused absence.

E) PARENTAL RESPONSIBILITY

Parents have the responsibility to notify the school when the child is absent from school. The school may be notified as follows:

- 1) By telephone:
 - a) On the day of the absence
 - b) On the day the student returns to school
- 2) A signed and dated note to the school on the day the student returns to school.

F) STUDENT RESPONSIBILITY

The students are responsible to be familiar with the school's make-up policies.

- 1.) All assignments that are announced ahead of time are due the day the student returns to school.
- 2.) Students must make-up assignments and tests within 48 hours of an excused absence (24 hours if the absence is unexcused) unless the assignments are due on a later date. If the assignments are not completed on time, the student will receive a "zero" for such assignments. Extended absences will be reviewed on an individual basis.
- 3.) Students who receive an incomplete at the end of any grading period will have one (1) week to make up the work. Any incompletes which are not cleared in that length of time may convert to an F.

G) TEACHER RESPONSIBILITY

- 1.) To inform students of assignments and/or tests
- 2.) To inform students of the make-up policy

H) TARDY POLICY

This is one of many components that help promote the development of responsibility within the student. A tardy policy will reinforce appropriate behavior.

1) EXCUSED TARDY:

Students must obtain a pass from a teacher or Administrator stating the reason for the tardy.

2) UNEXCUSED TARDY:

Students who arrive after the start of any period and do not have an approved excuse should report to the office.

3) TEACHER'S RESPONSIBILITY:

- a. Present and explain the tardy policy.
 - b. Establish classroom management strategies to enforce the tardy policy.
 - c. Keep accurate records of student tardies.
 - d. To inform parents when excessive tardies occur.
- ##### **4) STUDENT RESPONSIBILITY:**
- a. Understand the tardy policy
 - b. Arrive in class on time.

Parents may excuse up to three (3) first period tardies per quarter. Administrative approval is required after three have been accumulated.

IV. STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES (APPEALS PROCEDURE):

It is in the interest of the district that procedures for settling differences provide for prompt and equitable resolution at the lowest possible administrative level and that all students be assured an opportunity for orderly presentation and review of grievances without fear of reprisal.

For both the Informal Procedure and the Formal Procedure concerns, complaints for grievances must be addressed with the appropriate person as follows:

1. CONDUCT OF A STAFF MEMBER:
ADDRESS WITH: Staff member of concern and building Principal.
2. DEPARTMENTAL PROCEDURE:
ADDRESS WITH: Department Head.
3. BUILDING PROCEDURES:
ADDRESS WITH: Building Principal.
4. BOARD POLICIES AND REGULATIONS:
ADDRESS WITH: Building Principal.
5. CURRICULAR PROGRAMS:
ADDRESS WITH: Department head or building Principal.
6. CIVIL RIGHTS:
ADDRESS WITH: Building Principal.
7. ALL OTHER CONCERNS/COMPLAINTS:
ADDRESS WITH: Building Principal.

INFORMAL PROCEDURE

It is recommended that the student meet with the appropriate persons above in an informal situation in an attempt to find a solution to the concern. Should this fail, the party or parties have the option to appeal the decision to the next administrative level on an informal basis. All parties should be present at this meeting.

This procedure may continue to the level of the Superintendent. If satisfactory resolution is not achieved through this informal procedure, the following formal procedure is available to the student.

FORMAL PROCEDURE:

Concerns, complaints or grievances must be filed in writing, dated and signed by the complainant/grievant. Forms for this purpose are available in the principal's office. Completed forms must be filed with the appropriate person as identified above.

A complete copy of the policy (JFH-R) may be obtained from the building Principal or the Administration building.

The student may be assisted by a person of his choosing at any step of this procedure.

V. STUDENT RIGHTS AND EXPLANATION

A) SUSPENSION

A suspension is a temporary removal from school for disciplinary reasons. Suspensions are considered an unexcused absence and will affect a student's grade according to the attendance policy. A suspension will eliminate the student from participation in **all extra-curricular activities** for the period of the suspension. A one day suspension is assumed to be 24 hours, two days, 48 hours, etc. This applies to both in school and out of school suspensions. Example: A student receiving a one day suspension at noon on one day suspension at noon on one day will regain his/her eligibility at noon the next school day. Students who have been suspended may not be present on District property for any reason, nor may students attend school sponsored programs or extracurricular activities held outside the District, during the entire period of the suspension.

B) ISOLATION

Isolation is the removal of a student from the general population of school by placing him/her in an isolated environment. Isolation is for students needing a time-out period and is usually only for a portion of a period. Isolation will be administered for disruptions which warrant attention but are not serious enough to require suspension or expulsion. Isolation will not affect the student's eligibility to participate in any extra-curricular activities.

C) WHY SUSPEND OR ISOLATE STUDENTS

The logic of suspension and isolation is sometimes misunderstood. The school suspends students as a warning that their conduct, if continued, may cause a disruption of their education permanently. The school relies on parental support in such matters in order to make the student view the punishment as viable. The school cannot take away dates, cars, T.V.s, stereo, etc., we can only enlist parental support in such matters.

D) NON RESIDENT STUDENTS

The district has a policy regarding Non-Resident Student Attendance (JFBB). Students and their families must maintain their current address on file with the school and update their address of residence if there are any changes.

A reminder of the requirements in the Non-Resident Student Attendance policy and procedure:

1. Attendance – if there are 10 days or more of absence, the non-resident student may not be renewed for the following year.
2. Conduct – if there are violations of the code of conduct, the non-resident student may not be renewed for the following year.
3. Academic – If the student does not meet academic performance levels, the non-resident student may not be renewed for the following year. In elementary, if the student submits less than 95% of required work (classroom or homework), the non-resident student may not be renewed for the following year. In the middle school and high school, if a student earns an F in any class, the non-resident student may not be renewed for the following year.

These levels of performance will be used by principals when evaluating whether or not to recommend non-resident students for the upcoming 2016-2017 school year. Along with these levels of performance, other criteria continue to be in place, including but not limited to the following:

1. Non-resident students must provide their own transportation to and from their school of attendance – there will be no exceptions granted – non-resident students cannot meet a bus at the nearest regular stop or at a relatives' home or at a child care/baby sitting home.
2. If a student granted non-resident status is found to require special education services the excess cost of those services will not be waived but the family will be billed for those costs, if adequate space exists in the special education service area.
3. Students must have been enrolled by October 1 and included in the State of Colorado student funding count.
4. Residency must be verified. If a student becomes a non-resident or resident during the year, then proof of residency may be required and then enrollment will be determined according to the policy.

E) OPEN RECORDS POLICY STATEMENT

All parents and guardians of pupils who have attended, who are attending, or who will be attending school in Platte Valley Schools, Weld County, RE-7, shall have the opportunity to view the school records for their children, if they so desire.

When a student reaches the age of eighteen (18), he/she will provided the same opportunity to view the records as that provided to parents and guardians.

Person or persons of interest shall be defined as the pupil, to whom the record pertains, or his or her parents or guardians. No other individuals shall have the right to view the school records without written consent of person or persons of interest except the following:

1. School officials, including teachers within the educational institution or local educational agency who have legitimate educational interests.
2. Officials of other schools or school systems in which the student intends to enroll, upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record.
3. Authorized representatives of the Comptroller General of the United States, the Secretary, and administrative head of the Federal education agency, or State educational authorities.
4. Personnel evaluating records in connection with a student's application for, or receipt of financial aid.
5. Person or persons of interest shall be provided with an opportunity for a hearing to challenge the content or accuracy of the record of a pupil, according to the procedures of this policy.

Where access to student records is granted by the school district pursuant to subpoena or court order, the person or persons of interest must be notified in advance of compliance by the school with subpoena or court order.

Further clarification of this statement is to be found in policies on file in RE-7 Administration Office, 502 Clark Street, Kersey, CO. 80644. Policies are open for review during normal office hours, generally Monday through Friday, 8:00 a.m. to 4:00 p.m.

Those qualified persons requesting to view student records may be required to give advance notice of 72 hours to school officials before records are released.

PLATTE VALLEY MIDDLE SCHOOL ATHLETIC HANDBOOK

I. PLATTE VALLEY RE-7 ATHLETIC GOALS

The goal of the Platte Valley RE-7 athletic program is to foster the total growth of the young person participating in an effort to develop:

1. Sportsmanship
2. Teamwork
3. Positive self-concept
4. Good self-control
5. Strong work ethic
6. A sense of fairness

The district supports a competitive athletic program with competition between school districts within our league. The degree of competitiveness will vary depending on the age/grade level of the students participating.

The focus should be on skills development, understanding the fundamentals of the game, encouragement to play their best and involvement of participants.

The philosophy of our athletic program is to build character in students by teaching them good sportsmanship, teamwork, a positive self-concept, good self-control, a strong work ethic, pride in a job well done, and a sense of fairness. It should be our obligation to make that opportunity available to as many students as possible.

The district realizes the importance of winning at any level, but especially at the varsity level. It is important to teach the students how to win and learning how to win cannot be left to varsity level only. However, win/loss records should not be the only factor used to judge the accomplishments of any sports program.

Athletes should not be subjected to psychological abuse while participating in their chosen sport. Psychological abuse means a pattern of treatment by their coaching staff which demeans, intimidates, belittles, or harasses a student athlete, and which practices are not acceptable to the Activities Director or his/her designee. Psychological abuse does not include disciplinary and motivational techniques unless those techniques include use of profanity or public humiliation.

The program will help students achieve their athletic potential by focusing on the following traits.

A) A HEALTHY COMPETITIVE ATTITUDE

A good competitor plays to win. However, he/she understands that the measure and standard for performance is not winning, but in giving the best one has to give. Winning and losing are not critical evaluations of the self, but outcomes of the contest.

B) GOOD SPORTSMANSHIP

Sportsmanship includes knowing, playing by and respecting the rules. A result of good sportsmanship is respect for yourself, teammates, coaches, officials, opponents and fair play.

C) KNOWLEDGE OF FUNDAMENTAL SKILLS AND STRATEGIES.

Athletes need to have knowledge of and performance capabilities in the fundamental skills and strategies in the particular sport in which one competes.

D.) TEAMWORK

Athletes need to learn the skills and values necessary for teamwork, including such traits as loyalty, trust, compassion, tolerance, honesty, cooperation, and respect. Development of various interpersonal skills such as listening, expressing one's own opinion, following directions, accepting constructive criticism, and supporting teammates and coaches are necessary. Teamwork allows athletes and coaches to work together to accomplish common goals.

E) GOOD WORK HABITS

Athletes need to demonstrate organizational skills, time management and goal setting.

F) SELF-WORTH, CONFIDENCE AND ESTEEM

Athletes must be able to accept the challenges that competition demands, and deal effectively with pressure and conflict.

G) STRONG SENSE OF ONE'S OWN VALUES

An athlete will be able to think independently and deal effectively with peer pressure. He/she will be able to demonstrate self-discipline, self-control, and effective decision-making, accepting responsibility for the consequences of that decision.

H) PERSONAL VALUES FOR GOOD HEALTH

Athletes who value healthy living will understand the relationship between fitness, nutrition and performance. They will demonstrate a respect for one's own body and those of teammates and opponents. They will refrain from substances which compromise health and performance.

I) SENSE OF VISION AND VALUE

IMPROVEMENT

Dreams are important and realistic team and individual goals allow one to value improvement and practice dedication, commitment and responsibility to oneself and others. The athlete will display both physical and emotional/psychological endurance in achieving those goals.

II. LINE OF COMMUNICATION

If an athlete believes he/she is being subjected to psychological abuse, he/she shall report his/her concern to the Activities Director. The Activities Director may investigate and resolve the matter, or the matter may be referred to the Superintendent or the Board of Education, at the discretion of the Activities Director. If the matter is resolved by the Activities Director or by the Superintendent in a manner unsatisfactory to the athlete, the athlete may request a review of the matter by the Board of Education. The Board of Education, however, may accept or reject review of the matter at its sole discretion. The status of the athlete on the team shall not be changed as a result of a report made by the athlete under this philosophy statement.

All participants in athletics should be aware of and follow the set procedures for solving problems at the lowest level possible. These lines of communication provide clarification as to where participants can go for relief concerning any problem related to athletics.

PLAYER/PARENT
COACH
ACTIVITIES DIRECTOR
PRINCIPAL
SUPERINTENDENT
THE BOARD OF EDUCATION

III. GENERAL ATHLETIC TRAINING RULES

A) DRUGS, TOBACCO AND ALCOHOL INFRACTIONS:

Athletes may not possess or consume tobacco, alcohol, illegal drugs or substances or abuse the use of prescription drugs or over the counter drugs. Athletes in attendance at functions where tobacco and alcohol are consumed will be found in violation of this policy.

1) First offense:

The athlete will be withheld from the next contest, (regardless of postponement or cancellation), but must still attend practices. The first offense will also require a conference involving the parents, coach and, if necessary, the Activities Director and Principal.

All other coaches will be notified of the offense. Each head coach may impose more severe penalties for the first offense against this policy as deemed necessary (Refer to rule #6).

2.) SECOND OFFENSE:

The athlete will be suspended from all athletic contests for the remainder of the school year. Upon review of each case, a drug or alcohol abuse rehabilitation program may be recommended if it appears the athlete has become dependent on drugs or alcohol.

B) ELIGIBILITY:

Athletes will be required to meet the eligibility standards set by the school district. Failure to do so will cause the athletes to lose their privilege of participating in a contest or season. (See General/Athletic Policies)

C) REQUIRED ATTENDANCE:

An athlete must be in attendance at all assigned classes, unless excused by the school in advance, to participate in practices or contests.

- 1) Parents must notify the office by 8:30 a.m. if the student is going to be absent during any part of the day. If the office is not notified, the student will not be able to participate in scheduled practice or activities that day.
- 2) An absence from a sport, activity, game, contest or practice, will be considered unexcused unless cleared through the office.

D) PARENTAL RESPONSIBILITIES:

Nutrition and rest are as important as skills and conditioning to an athlete's performance. Since each athlete has different nutritional and rest needs, it will be the parent's responsibility to see that the athlete has a balanced diet and gets the proper amount of sleep. If fatigue or poor diet keeps athletes from functioning at peak performance, they may be held out of competition. Each coach will give their athletes times that practices and games will conclude. It is the parent's responsibility to be at the school at those times to pick up the athlete. Coaches may remove a player from the team if a parent does not pick up their child at the designated time.

E) CONCURRENT PARTICIPATION BY ATHLETES IN NON-SCHOOL PROGRAMS vs. VARSITY PROGRAMS:

1) Athletes are encouraged to communicate with their coaches as to outside involvement in sports and come to an agreement as to how this activity might affect their status on the school team. School sports should be a priority to the athlete with the expectation that the athlete will commit to the team and its success.

2) School athletes will be permitted to participate in non-school sponsored or school supported off-season programs. However, recruitment meetings and sign up for said programs can only take place after the respective Platte Valley Varsity programs have enrolled their participants and the first practice session has been conducted.

3) The starting dates for sports seasons is as follows:

Fall Cheerleading – August 15th
Football - August 15th
Volleyball - August 15th
Cross Country – August 15th
Winter Cheerleading – October 17th
Boys Basketball - October 17th
Spring Cheerleading – January 2nd
Girls Basketball - January 2nd
Wrestling - January 2nd
Track - March 6th

F) COACHES' POLICIES AND TRAINING RULES:

In addition to the general training rules, each coach may include training rules specific to that sport, and/or more strict training rules if they believe it is necessary for the success of their program.

IV. GENERAL ATHLETIC POLICIES

A) Each athlete is encouraged to participate in as many different sports during each school year as possible. The choice of sports should be left up to the athlete and their parents.

B) Each student must be enrolled at Platte Valley Middle School and meet age requirements as set by the league.

C) All athletes are expected to ride to and from the out of town games with the team, unless they are riding with their parents and have notified the coach in person and have signed district release form.

D) Athletes are expected to be aware of and follow school bus rules as set by the school district.

- E) Equipment and uniforms issued to an athlete, that are lost, stolen, or damaged will be paid for in full by the athlete.
- F) An athlete must follow the correct procedures for quitting a sport:
 1. The athlete must make their reasons known to the coach.
 2. The athlete must take 24 hours to re-consider their reasons.
 3. The athlete must return all equipment and clear all financial responsibility with the school within five (5) school days.
- G.) Athletes found in violation of the drug/alcohol or any other policy will be disciplined as per guidelines in the student handbook and the general athletic training policies. In addition, athletes must follow the training rules laid down by the coach of the sport, including use of tobacco, alcohol, drugs and behavior while participating in any event.
- H.) Any athlete who has not turned in uniforms or equipment after the completion of a season may not go out for another sport until the equipment or uniforms are returned or paid for.
- I) Cell phones and music devices such as, but not limited to, mp3 players, are not allowed at practice, unless the coach has given prior approval.

V. ATHLETIC CODES OF CONDUCT

In order for the athletic program to contribute to the functions, purposes and philosophy of the district, its primary objectives must relate to the teaching of wholesome attitudes and imposed disciplines. It must teach an appreciation for physical fitness, loyalty, personal sacrifice, dedication and team work in conjunction with upholding traditions of excellence and requiring standards of proficiency.

There are physical and mental discipline which must be practice by the individual, as well as members contributing to a team effort, in order for the potential of the athletic program to be realized.

The conduct and general behavior of the individual is very important with respect to the credit the athlete brings onto themselves, their team, school and community. Any questionable conduct in the community, school and classroom should be avoided without hesitation by the athlete. Conduct or general behavior that brings discredit or embarrassment to the community, school team, or athletic department may result in temporary or permanent suspension from the athletic program.

An athlete must approach competitive athletics from the standpoint of contributing their up-most and playing the best they are capable of. Therefore, the responsibility of keeping their body in the best condition possible should become a top priority. Use of tobacco, alcohol, or drugs will not be tolerated.

Care for the body is closely associated with personal appearance and good grooming. Coaches may require participants to groom their hair and facial growth for purposes of meeting requirements of the sport involved or regulations prohibiting certain styles because of safety factors or hazards of the sport.

Specific requirements of each sport will be outlined by the Head coach. Each participant will be expected to adhere to the requirements made of them for the particular activity they are involved with as well as school district, league and state requirements.

VI. EXPECTATIONS/RESPONSIBILITIES OF TOTAL ATHLETIC TEAM

ATHLETE:

- 1) While out for a sport, set a good example on the playing field, in the classroom and outside of school. Maintain high academic standards.
- 2) Be willing to commit 100% to the sport in which you are competing.
- 3) Show good sportsmanship and respect to teammates, coaches, opponents, officials and parents.
- 4) Maintain honest communication and cooperation with teammates, coaches and parents.
- 5) Know that you can communicate with your coaches. If there is a problem, try to work it out with the coach first.
- 6) Improve fundamentally and emotionally. Work to become better athletes and develop higher self-esteem.
- 7) Set realistic goals and strive for them.
8. Keep things in perspective and always strive toward a positive attitude.
- 9) Maintain healthful living and physical conditioning at all times.
- 10) Learn the fundamentals for the sport and execute the fundamentals to the best of your ability.
- 11) Follow the rules of the sport and of the district in letter and in spirit.
- 12) Understand and strive to achieve the goals of the athletic philosophy, enjoying yourself in the process.
- 13) Take responsibility for your own behavior.
- 14) Keep winning and losing in perspective.
- 15) Substituting is one way of providing opportunities for more students to participate in the game activity.
- 16) Always remember that it is a privilege to represent the Platte Valley School and community.

COACHES:

- 1) Teach the skills, fundamentals and rules of the sport.
- 2) Set goals for yourself; facilitate goals for the team and for individuals. Discuss and evaluate these goals. Clearly communicate the goals to athletes and parents.
- 3) Provide the safest environment possible for athletes.
- 4) Keep an open mind at the beginning of the season and not judge athletes until they prove themselves.
- 5) Stay informed about the latest coaching techniques and new developments in the sport you are coaching.
- 6) Support the athletes and work to motivate athletes to improve. Inspire in the athlete a love for the game and the desire to compete fairly.
- 7) Set an example you wish your athletes to follow. Practice what you preach, demonstrate integrity, and show good sportsmanship at all times.
- 8) Dress in a professional and appropriate nature as set by administration policy.
- 9) Communicate with your athletes at all times. Set season policies for your sport and be willing to give explanations.
- 10) Be able to work well with and understand student athletes. Always remember your efforts as a coach should be for the athletes.
- 11) Help each participating student to achieve a high level of skill and appreciation for the values of discipline and sportsmanship and an increased level of self-esteem.
- 12) Provide the opportunity for participation. At all levels there are times when the score is such that substituting from the bench seems a reasonable opportunity to allow increased participation, and thereby increased participation, and thereby increased

enthusiasm within the team, parents and fans. It is not the intent to tell coaches when to substitute. The district realizes that the coaches work with the athletes daily and take many factors into account in making a decision and that spectators are not aware of many of those factors considered.

- 13) In grades 7 and 8, focus on skills development, understanding the fundamentals of the game, and encouragement to play his/her best with a maximum involvement of participants.
- 14) Show support of other programs and extra-curricular activities.
- 15) Know and enforce the rules of the district, league, state federation and sport.
- 16) Strive to instill positive work habits and healthful living in athletes.
- 17) Promote the sport and athletic program through sound public relations in working with the media.
- 18) Treat all parties with dignity and respect including players, officials, opponents, parents, spectators, etc.
- 19) Supervise your activity until it is over and the students safely leave school property.
- 20) Be responsible for the care of equipment and the security of facility.
- 21) Perform all required duties at the end of your season (uniform check in, awards banquet, inventory equipment, etc.)
- 22) Foster an environment of open communication and support between yourself, athletes, parents, administration and faculty.
- 23) Respect a student's decision as to their participation in the athletic program.

PARENTS:

- 1) Provide positive encouragement for athletes through verbal communication and attendance including parent meetings and events.
- 2) Focus on the team concept. Realize that it is not just your son or daughter, but a team.
- 3) Encourage athletes to improve, but not pressure too much. Realize the ability of the athletes and their limits. Realize they are not you.
- 4) Respect a coach's decision and avoid talking negatively about the coaches. Instead encourage your son/daughter to keep working hard.
- 5) Act as role models by keeping a positive attitude. Demonstrate sportsmanship at athletic events to all those involved, whether players, opponents, coaches, or officials.
- 6) Encourage the athletes to look at the team effort and/or goals reached in a contest, not just the win/loss record.
- 7) Encourage athletes to constantly work hard and to stay out for that sport for the duration of the season.
- 8) Know, understand and support the goals of the athletic programs.
- 9) Encourage and support your son or daughter to resolve their own problems.
- 10) Be aware of the lines of communication:
 - A) Coach
 - B) Athletic Director
 - C) Principal
 - D) Superintendent
 - E) School Board

Try to solve any problem at the lowest level possible.

- 11) Understand your role as parents, and keep things in perspective.
- 12) Attend pre-season meetings held by coaches in order to understand better the goals of the coach and the sport program.
- 13) Recognize the coach as head of the team, respect him/her accordingly, and avoid trying to coach your own child.

ADMINISTRATORS

- 1) Know and enforce the rules of the district, league and state federations, and the sport. Ensure that the district's athletic philosophy is supported in spirit and in face.
- 2) Support on an equal basis all athletes and coaches involved in the athletic program.
- 3) Help educate parents and community members towards understanding the district's athletic philosophy.
- 4) Organize and facilitate the district's athletic program.
- 5) Manage the athletic budget, facilities and equipment.
- 6) Promote and enforce positive lines of communication, ensuring a process that handles problems efficiently, effectively and fairly.
- 7) Provide job descriptions, evaluation procedures and annual in-service programs for coaches.
- 8) Establish guidelines and standards for employing and evaluating coaches and recommend only qualified coaches.

FACULTY

- 1) Help students set obtainable academic goals that treat the athlete and non-athlete on an equal basis.
- 2) Be a positive influence by encouraging students to participate so physical fitness and healthful living become lifelong goals.
- 3) Show support of extra-curricular activities in order to establish student-teacher relationships outside of the regular classroom.
- 4) Use the classroom as another setting to promote to students the traits of teamwork, cooperation, loyalty, dedication, positive work habits and self-esteem.
- 5) Be supportive of coaches in their endeavors to help students learn self-discipline, sacrifice for the good of self and/or the team achievement of goals and respect for others.
- 6) Encourage the students to be reliable by maintaining good attendance in the classroom and in the athletic arena.
- 7) Encourage the student to give his/her best in all settings, whether in the classroom, on the athletic field or in any other school activity.
- 8) Help maintain a two-way communication with the coach in an endeavor to head off possible problems involving the student athlete.

BOARD OF EDUCATION

- 1) Provide the necessary funding for all activities with limitations of district budget.
- 2) Review programs to assess that equity exists with no discrimination towards sex, race, religion, or philosophy.
- 3) Encourage all participants to use established lines of communication.
- 4) Employ qualified personnel as coaches.
- 5) Establish an effective evaluation process and implement on a yearly basis.

VII. DISTRICT POLICIES AND PROCEDURES

Student Participation Fee

- 1) The following fee is required for participation in each sport.
 - A.) Middle School - \$40.00 per sport
 - B.) High School - \$ 70.00 per sport
 - C.) Limited to a \$350.00 family maximum per year.
- 2) Fees will be collected at the Middle school/High school office or by the Activities Director's designee. The office will keep a list of those having paid the fee or who have had the fee waived with a copy of the list being submitted to the head coach.
- 3) The fee must be paid before the first day of practice.
- 4) Fees will be forwarded to the district administration office on a weekly basis. Fees are to be deposited to the General Fund - Athletic Fees line item.
- 5) Students with financial need may request a waiver of the fee through the principal's office. In order to qualify for a waiver, the student must qualify for the free or reduced price lunch program - family earnings verification will be required similar to Food Service guidelines.
- 6) Participants who quit the team within and including the 10th day of practice will be reimbursed all but \$10.00 of the fee provided they have returned all checked out equipment and uniforms in good condition. Requests for reimbursement must be made to the Athletic Director will have the student complete a voucher for submission to the district bookkeeper who will prepare the refund check.
- 7) Payment of the fee does not guarantee a student equal playing time to other students paying the same fee in the sport.

NOTICE

PROGRAMS FOR STUDENTS WITH DISABILITIES UNDER SECTION 504 OF THE REHABILITATION ACT OF 1973 AND THE AMERICANS WITH DISABILITIES ACT OF 1990

Applicants for admission and employment, students, parents, persons with disabilities, employees and all unions or professional organizations holding collective bargaining or professional agreements with the Platte Valley School District are hereby notified that this school district does not discriminate on basis of race, color, national origin, sex, age, or disability in admission or access to or treatment or employment in its programs and activities. Any person having inquiries concerning the school's compliance with the regulations implementing Title VI, Title IX, the Americans with Disabilities

Act (ADA) or Section 504, is directed to contact the School Psychologist, 504/ADA Coordinator at (970) 336-8520, Platte Valley Elementary School, Kersey, Co., who has been designated by the school to coordinate efforts to comply with the regulations regarding nondiscrimination.

Section 504 of Rehabilitation Act of 1973 and the Americans with Disabilities Act prohibit discrimination against persons with a disability in any program receiving federal financial assistance. Section 504 defines a person with a disability as anyone who:

- 1.) Has a mental or physical impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.
- 2.) Has a record of such impairment; or
- 3.) Is regarded as having such impairment.

The school district has the responsibility to provide adjustments and services to eligible individuals with disabilities.

Platte Valley School District acknowledges its responsibility under Section 504/ADA to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability shall knowingly be permitted in any program or practice in the school district.