Welcome to
Rangely Jr./Sr. High School

HOME OF THE
RANGELY PANTHERS!

Mission Statement
To create a learning community dedicated to high achievement and safety for all.

Vision Statement
To be a district of innovation that inspires students to become lifelong learners and positive difference-makers in society.

Website
www.rangelyk12.org

Student/Parent Handbook
2019-20

Administration
Principal: Crandal Mergelman
Athletics Director: Michael Kruger
Counselor: Mrs. Dixie Fielder
Superintendent: Mr. Matt Scoggins

Rangely Jr./Sr. High School
234 S. Jones Ave.
Rangely, CO 81648
Phone: 970-675-2253
Fax: 970-675-5403
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Notice of Nondiscrimination

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment and all unions or professional organizations holding collective bargaining or professional agreements with the Rangely Public School District are hereby notified that this district does not discriminate on the basis of race, color, national origin, sex, age or disability in employment in, its programs and activities.

Any person having inquiries concerning this District’s compliance with the regulations implement Title VI, Title IX, Americans with Disability Act, or Section 504 of the Rehabilitation Act of 1973, is directed to contact:

Mr. Matt Scoggins, Superintendent
402 W. Main St., Rangely, Colorado 81648
970-675-2207

Admission

Admission to RJSHS is open to bona fide district residents. Out of district residents must pay tuition or be approved for enrollment as determined by the Board of Education.

Rangely High School admission is based upon evidence of completion of the eighth grade.

Access to Records

In accordance with the Family Education Right to Privacy Act the District shall provide a parent or legal guardian access to the records of the parent or guardian's student.

Section 504 of the Rehabilitation Act of 1973

Section 504 is a Federal Civil Rights Rehabilitation Act, which prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

1. Has a mental or physical impairment that substantially limits one or more major life activities. (Which may include 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.

In order to fulfill obligations under Section 504, the Rangely Public Schools has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any programs and practices of the school system.

The school district has responsibilities under Section 504 (Part D), which includes the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district he/she has the right to a hearing with an impartial hearing officer.
EEO Policy Statement

It is the policy of the Rangely School District to provide equal educational employment opportunities, and to provide services and benefits to all students and employees without regard to race, color, religion, physical handicap, national origin, sex, and other prohibitions. This policy of the Rangely School District is consistent with numerous laws, regulations, and executive orders enforced by various federal, state, and municipal agencies, including but not limited to Executive Order 11246, Title 41, part 60-1, 60-3, 60-20, Title VI and VII of the 1964 Civil Rights Act, and Title IX of the Education Amendments Act of 1972.

Inquiries or complaints may be addressed to the Superintendent of Rangely Public Schools, at 402 W. Main St., Rangely, Colorado 81656, 970-675-2207, The Colorado State Commission for Human Rights, The Director of the Office of Human Rights, The Department of Education or Department of Health and Human Services.
**“Alma Mater”**  
*(School Song)*

Come all, you Rangely Panthers! Into the fray.  
Show us some Pep now. We must win this game,  
Rah! Rah! Rah!  
Down among the colors, Green and White boost HIGH!  
Three cheers for Rangely, That’s our war cry!

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**2018-19**  
**RJS HS - Bell Schedule**  
**Monday, Tuesday, Thursday**

<table>
<thead>
<tr>
<th>Time</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM - 7:30</td>
<td>Entry Bell</td>
</tr>
<tr>
<td>7:40</td>
<td>Warning Bell</td>
</tr>
<tr>
<td>7:45 - 8:37</td>
<td>1st Period</td>
</tr>
<tr>
<td>8:41 - 9:33</td>
<td>2nd Period</td>
</tr>
<tr>
<td>9:37 - 10:29</td>
<td>3rd Period</td>
</tr>
<tr>
<td>10:33 - 11:25</td>
<td>4th Period</td>
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<tr>
<td>11:29 - 12:21</td>
<td>5th Period</td>
</tr>
<tr>
<td>12:21 - 12:57</td>
<td>Lunch</td>
</tr>
</tbody>
</table>

**PM - 12:57**  
Warning Bell  
1:01 - 1:53  
1:57 - 2:49  
2:53 - 3:45

**Wednesday**

<table>
<thead>
<tr>
<th>Time</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM - 7:45</td>
<td>1st Period</td>
</tr>
<tr>
<td>8:37 - 9:25</td>
<td>2nd Period</td>
</tr>
<tr>
<td>9:29 - 9:58</td>
<td>3rd Period - 7 - Mindsets</td>
</tr>
<tr>
<td>10:02 - 10:50</td>
<td>4th Period</td>
</tr>
<tr>
<td>10:54 - 11:42</td>
<td>5th Period</td>
</tr>
<tr>
<td>11:46 - 12:34</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:34 - 1:09</td>
<td></td>
</tr>
</tbody>
</table>

**PM - 1:09**  
Warning Bell  
1:13 - 2:01  
2:05 - 2:53  
2:57 - 3:45
### Room  |  Teacher  |  Classes
---|---|---
101-103 | TBD | High School Resource
          | Diane Slaugh | Resource Aide
104 | Jennifer Hodges | Junior High Resource
          | Shalece Low | Resource Aide
105 | Michelle Wilkie | 7/8th Grade Math, HS Drama, 7/8th Grade Mix
106 | Gretchen Connor | 7/8th Grade Creative Writing, 7/8th Grade English, 7/8th Mix
107 | Jimmie Mergelman | Life Skills
112 | Beth Scoggins | MS Physical Ed., Health, Outdoor Rec.

201 | Kamilee Jorgenson | 6th Grade English and Reading, MS Robotics
202 | Kyle Boydstun | Chemistry, Physics, AP Chemistry, Leadership & Weights, STEM
203 | Joanne Allred | 6th Grade Math, 6th Grade Social Studies, MTSS
204 | Melissa Key | 8th Grade Science, 9th Grade Biology, Spanish 1, Pre-Algebra
205 | Michael Kruger | HS Lit, Astronomy, 121 Lab/Creative Writing
206 | Sal Higgins | MS & HS Art
207 | Katie Toyne | Anatomy & Phys, 6/7th Grade Science, 6th Grade Elective
209 | Jeremy Cantrell | 7/8th Grade Social Studies, 9th Grade World Geography,
212 | Alicia Cushman | Custodian
213 | Dixie Fielder | Guidance Counselor

300 | Carol Morton | MS Band/Music, HS Band/Choir/Piano, Math 050/055, SAT Prep.
301 | Talitha Hejl | 9/10/11th Grade English, Sr. Seminar
302 | Jeremy Lohry | 7/8th Grade Colorado Hist., Gov't., U.S. & World History
303 | Mara Wagner | Library
305 | Mark Doolin | Algebra 1 & 2, Geometry, 8th Grade Robotics
306 | Patsy Wanstedt | Math Intervention, Pre-Algebra
Ag. Bldg. | Shanelle Hillbery | 8th Ag./Shop, 9th Intro to Ag., Ag. Mech. & Ag. Sci., 6th Elective
Ag. Bldg. | Mark Skelton | 6/7th Grade Shop, 7/8th Grade Construction
Weights | Davin Boydstun | 7/8th Grade Physical Ed., HS Weights, 8th Grade Weights

Administration
- Crandal Mergelman | Principal
- J'lyn Wren | Administrative Asst. to the Principal
- Michael Kruger | High School Athletics Director
- Ryan Wilkie | Middle School Athletics Director
- Vivian Green | Office Secretary, A/D Secretary
- Crystal Peacock | District Paraprofessional
- Colleen Zufelt | School Nurse
- Blake Mobley | IT Tech
School Office Information

Office Hours
The principal’s office is open from 7:15 a.m. until 4:30 p.m. on days that school is in session. The office telephone number is 970-675-2253. The fax number is 970-675-5403.

Student Fees
Student Fees are required to be paid by each student in the amount of $30.00 and will be collected the first day of school or upon enrollment. Students will receive their ID cards when their student fee is paid, which will get them into all Rangely sponsored athletics and other designated activities at the Jr./Sr. High at no charge. This fee is mandatory for all students. Fees may be waived for students who qualify for the “Free or Reduced” lunch program.

Lunch
We offer a hot lunch, a-la-carte food items and salad bar during lunch. Lunch menus are available on the school website. The cost of school lunch is $2.85 for Junior High and High School. A-la-carte items are priced individually. Free/Reduced
We have an open campus for 9th - 12th grade students, but encourage them to stay on campus for healthy meals and time with friends. We have closed campus for 6th - 8th grade. Students who leave campus by automobile are legally responsible for themselves and persons they transport to or from campus.

Changes in Address, etc.
If an address or telephone number changes during the school year, please report it to the school office so that the student records are kept current.

Posters and Signs
The principal must approve all posters and signs at RJSH before they can be displayed.

Textbooks/Chromebooks
Textbooks and Chromebooks are furnished to students by the school district. Students are responsible for the return of such items in good condition. Fines will be assessed for loss or damage.

Building Phone Use/Messages
We ask that all students and parents respect the learning environment and not allow cell phones to become a distraction. This includes text messages as well as calls. Students will not be allowed to have their cell phones or other personal electronic devices in the classrooms. They are to be turned off and put away during class hours. They may be used during lunch and between classes. With permission, students may also use the phone which is on the counter outside the Principal’s office. To contact your student during the school day please call the office. 970-675-2253.

Visitors ~ Adult & Student
We welcome out of town students and adults to come and visit us at RJSH. Student visitors may request a building tour, and/or have lunch with their relatives/friends, however, student visitors are not permitted to attend classes with RJSH students.
All visitors must first sign in at the school office and wear a visitors badge while on school grounds.

Student Records
The school keeps on file a record of every student. Records include academic achievement, test scores, disciplinary concerns and other information required by the District and/or the State of Colorado rules and regulations. These records are available for inspection by the student and/or parent/guardian upon request if the student is under 18 years of age. If the student is over 18 years of age, records are available for inspection only with the approval of the student.

Military Recruiting Information
Senior High students only - Under Colorado Law we are required to release names, addresses and phone numbers of students to military recruiters on request. If you do not want your child’s name released: Go to the Rangely Public Schools website, www.rangelyk12.org, Counselor Corner, and print off the “Military Opt Out” form, fill out and return to the Rangely Jr./Sr. High School office no later than September 15th of the current school year.
**RJSHS Attendance Guidelines**

In conjunction with Rangely School District RE-4 attendance policies JH and JHB, the following guidelines have been developed to clarify attendance expectations. These guidelines highlight the consequences for excessive absences as well as potential rewards for positive attendance.

The school district, on an annual basis, will determine appropriate incentives and rewards for those students that have demonstrated excellent attendance patterns. Excellent attendance shall be defined as two or fewer days of absence during the school year.

The following procedures shall be followed to help prevent excessive absenteeism. For the purposes of the guidelines below, both excused and unexcused absences shall be included.

1. After a student's fifth (5th) absence from one or more classes per semester, a letter from the building principal will be sent to the parent/guardian. This letter shall emphasize the importance of regular school attendance as well as explain the procedure followed by the district for excessive absences.

2. After the student's tenth (10th) absence from a class for the semester, the parent/guardian will be notified in writing to schedule a meeting with the building principal to devise a plan to improve attendance. During this meeting the parent and the student will be notified that upon the fifteenth absence the student’s class will go to Audit. The parent/guardian and student will be informed that if a class goes to the Audit Team, the team will decide if the student will be denied credit for the course and receive an F. The attendance plan and attendance contract developed during this meeting may include, but is not limited to making up time after school or on Fridays. Part of this plan will grant the building principal authority to determine whether or not future absences will be excused.

3. After the student’s fifteenth (15th) absence from a class for the semester, the parent/guardian will be notified in writing of the Audit Team’s decision and any further stipulations regarding possibly receiving credit. The Audit Team consists of the principal, assistant principal, school counselor, teachers and the school nurse when appropriate.

4. After a student between the ages of six through seventeen has been absent twenty (20) times from a class period in a semester, the Superintendent will review the case and decide whether to make a recommendation to the Board of Education to pursue legal action against the parent, as per requirements of Colorado Revised Statutes 22-33-104 and 22-33-107.

An unexcused absence is defined as an absence that is not covered by one of the exceptions listed in Rangely School District Policy JH. The following shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours.

2. A student who is absent for an extended period due to physical, mental or emotional disability.

3. A student who is pursuing a work-study program under the supervision of the school.

4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.

5. A student who is suspended or expelled.

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

If a student is in out-of-home placement (as that term is defined by C>R>S> 22-32-138(1)(3)), absences due to court
appearances and participation in court-ordered activities shall be excused. The student’s assigned social worker shall verify the student’s absence was for a court appearance or court-ordered activity.

**Unexcused absences**

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

Make-up work shall be allowed following an unexcused absence with the goals of providing the student an opportunity to keep up with the class and an incentive to attend school. Students may serve detention or in-school suspension upon accruing unexcused absences.

Unexcused tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Tardies are defined as less than 10 minutes late to class. After 30 minutes the student is considered absent. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, penalties shall be imposed for excessive tardiness. Upon accruing five unexcused tardies for a given class period, in a semester, the student will receive one lunch detention. Each additional unexcused tardy in that semester will result in a lunch detention. After 7 unexcused tardies in one semester administration may consider alternative consequences. Tardies to first period may be excused for inclement weather or other appropriate reasons as determined by school administration. Tardies will not be excused for any other class period. Excessive parent excused tardies may be deemed unexcused by administration.

In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter his next class and the student proceeds to this class in a timely manner. Teachers shall honor passes presented in accordance with this procedure.
Student Dress Code

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Board recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. In this case, there shall be no further penalty.

If 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 in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

Unacceptable Items

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

1. Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length.
2. Sunglasses and/or other eye coverings worn inside the building during academic hours (approximately 7:30am – 4:00pm)
3. Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts
4. Tank tops or other similar clothing with straps narrower than 1.5 inches in width.
5. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
   - Refer to drugs, tobacco or alcohol
   - 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
• Otherwise disrupt the teaching-learning process

6. Hoods on hoodies will not be allowed to be worn on head during school.

7. Headphones and Earbuds are only allowed when being used with Chromebooks inside classroom.

Exceptions

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

Building principals, in conjunction with the school accountability committee, may develop and adopt school-specific dress codes that are consistent with this policy.

ADOPTED: 1983

REVISED: October 9, 2001
December 16, 2014

LEGAL REF.: C.R.S. 22-32-109.1 (2)(a)(I)(J) (board duty to adopt student dress code)

CROSS REFS.: IMDB, Flag Displays
JBB*, Sexual Harassment
JIC, Student Conduct
JICDA, Code of Conduct
JICF, Secret Societies/Gang Activity
JICH, Drug and Alcohol Involvement by Students
JK, Student Discipline
JKD/JKE, Suspension/Expulsion of Students

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**Student Image Publishing**

Classroom activities and school events are sometimes photographed or videotaped by the school or media groups (newspaper, television, university, district public relations, etc.) In addition, the district or school may want to post articles, video or photography on district or school websites.

This applies to classroom activities and school events that are not open to the public. Public events such as sporting events, theatre productions, etc. are open to the public and are not covered here.

If you DO NOT want your child’s photograph, video and/or electronic image to be published for news media or school publicity purposes please complete the form found on the school website and return to your child’s school. This form will need to be submitted each school year.

Go to [www.rangelyk12.org](http://www.rangelyk12.org). On the tabs across the top, right below the logo, select Board of Education; District Policies; scroll down to File: JRA/JRC-E-3.
**Attendance Information**

**Notification of Absence**
When a student is absent, the parent/guardian should phone the school at 675-2253, before or during the day of the absence or not later than 12:00 noon the day the student returns. If this is not possible, the parent should send a note with the student upon his/her return to school.

**Admit & Make-up Slips**
Students who are returning to school from being absent are to get an **Admit and Make-up Slip** from the office before they will be admitted to class. Students will receive this slip prior to returning to class and will be able to get them before 1st period, at noon, after school, or when they return to school during the day.

**Leaving School Without Permission**
If a student leaves a class without permission of the teacher or leaves school without permission of the administrator in charge, the student will be considered **truant**. The student, prior to leaving the building must receive a **Blue Slip** (Permit to Leave Building), from the office. A parent cannot excuse a student after the fact in these circumstances.

**Absence and Tardy Reporting**
Absences and tardies will be reported daily for each period and recorded in each student’s attendance record. Each teacher will record period absences and tardies. It is essential that attendance reporting be accurate from the classroom.

Parents of students who have been counted absent or tardy will receive an automated phone call each evening to notify them of their student’s attendance for the day. If parents install the Powerschool APP on their phone they will be notified of an absence the same time the teacher marks the student absent. Contact the school office for more information on getting this APP.

**Pre-Arranged Absences**
Pre-Arranged absences such as: vacations, hunting, working, etc. must have prior approval by the administration. A **Pre-Arranged Absence Request** form should be picked up from the office prior to the absence, completed by the student, signed by the parent, and returned to the school office at least five (5) school days before the absence.

**Extended Absences**
Extended illness or other valid reasons shall be evaluated on a case-by-case basis by the administration.

**Missed Work**
Regardless of the type of absence students will be allowed to complete their make-up work upon return to school. Students will be given one (1) day for every one (1) day absent to complete the assignments given while they were absent. If an assignment was given before the student was absent, the completed assignment will be due upon return to school.

**Questions or Concerns**
*Any questions or concerns about your attendance, please visit with the attendance secretary or school principal. It is better to answer all questions prior to an absence, rather than after.*
General Rules & Guidelines

1. Students are expected to follow the directions and instructions of their teachers and school authorities. If a student feels that a teacher’s demands are unjust or unfair, the student may confer with the teacher at an appropriate time without interrupting class or further compounding the problem. If a solution is not found, the teacher and student should see an administrator. (Refer to Grievance Procedure on page 30).

2. Common courtesy and respect for the rights of others should be observed at all times.

3. Horseplay in the form of running, pushing, shouting and hitting is immature and has no place at school.

4. The carrying of lighters, matches, or other similar items is not appropriate and should not be on school property. The display of said items will be confiscated.

5. Skateboards, rollerblades: Are NOT to be used on school property. If they are brought to school they need to be stored in your locker. Items that are considered possible hazards or dangerous will be confiscated by the administration.

6. Students are not allowed to smoke, chew or possess tobacco products on school property, school buses, or at school activities. Students are not allowed to use any electronic cigarettes, also known as e-cigarettes, e-vaporizers (VAPE), or electronic nicotine delivery systems. No battery-operated devices that are used to inhale an aerosol will be allowed. Students are advised that it is contrary to the Board of Education Policy and Colorado law for them to use or possess tobacco products in the building, on the school campus, or at any school function. A student will be considered in violation if they are within one city block of the school building. The Rangely Public schools have stated that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Students who violate the standards of conduct concerning tobacco, drugs and alcohol will face disciplinary sanctions, up to and including expulsion and referral for prosecution when circumstances warrant such action. Information regarding available drug and alcohol counseling, rehabilitation, and re-entry programs will be kept in the office of the guidance counselor and principal. All students are notified that compliance with these standards of conduct is mandatory.

7. Public display of affection has no place at school or at school sponsored events. Students observed hugging, kissing, or displaying other forms of affection before, during and after school on school grounds will be subject to disciplinary action. This includes school sponsored field trips and other school sponsored activities off campus.

8. Fighting on school grounds or students who incite others to violence will be subject to disciplinary consequences.

9. Food or beverages are not allowed in the classroom. Water in bottles with a screw lid are allowed in hallways or classrooms. Snacks are allowed in lockers. Remember, this is a privilege and may be removed if deemed necessary.

10. Book bags, backpacks, purses, etc. are to remain in your lockers after you have entered the building. They are not allowed in the classroom. Their purpose is to transport books and supplies to and from school.

11. Students are not to be in the building until 7:25 a.m. each day unless arrangements have been made with a teacher to come in early. Students are not to remain in the building after school is dismissed, unless they are under the direct supervision of a staff member.

12. Rangely Jr./Sr. High School Student Code of Conduct will be in effect at all school activities, dances, parties, etc.

~Please visit our school website at www.rangelyk12.org for additional policy information.
Student Services

From the School Nurse....

School Health Services
- Grades 7, 9 and all new students to the district will be screened for vision and hearing.
- Health Care Plans will be completed or updated annually with parent and/or physician input. Contact the school nurse if your child has health needs that require accommodations or medications at school.
- Nurse will train personnel and monitor the administration of medications.
- Health assessments and screenings for special services students will be conducted in accordance with the Colorado Dept. of Education guidelines.

Immunization Policy/Law
Immunizations are an important part of our children’s health care and Colorado law requires that children going to school be vaccinated to prevent vaccine preventable diseases. Colorado follows the Advisory Committee on Immunization Practices (ACIP) schedule for recommended vaccines. You can view the schedule online at: http://www.cdc.gov/vaccines/schedules/downloads/child/0-18yrs-schedule.pdf

Sick Room
The nurse’s office is equipped with one bed for students not feeling well. Any student unable to attend class due to sickness is required to go to the office to try to contact a parent or guardian to come and pick them up. If they are unable to go home, they can rest in the nurse’s office for one class period. After this time, they are to return to class or try to call home again.

Parents/guardians will be notified if their student comes to the health office habitually.

Medication
In order for medications to be provided to your student during school hours, a medication administration form needs to be completed, signed by the physician and parent. This applies to medications needed for a short period of time or for the entire school year. This form is available at the local clinic and the school health office.

Colorado statute allows students to self-carry emergency medications by having proper permission, student contract, and nurse education. Talk with the school nurse to determine if your student can self-carry their medication. Medications will be disposed of at the end of the school year if not picked up by parents.

Student Wellness
The Rangely School District is committed to providing a school environment that enhances learning and development of lifelong wellness practice.

Physical education includes the instruction of individual activities as well as competitive and non-competitive team sports to encourage lifelong physical activity. The school provides a physical and social environment that encourages safe and enjoyable activity for all students, including those who are not athletically gifted. Physical activity will be integrated across curricula and throughout the school day.

The district will support and promote proper dietary habits contributing to student’s school attendance, health status, and integrated into science, physical education, and life skills programs. Nutrition education will involve sharing information with families and the broader community to positively impact students and the health of the community.

All foods made available on campus will comply with the current USDA Dietary Guidelines for Americans.

For the complete RE-4 Student Wellness Policy, visit the district website www.rangelyk12.org. You will find the Student Wellness Policy under the Board dropdown menu. Click on “District Policies” and then scroll to Policy ADF and the policies beginning with JLC.
Guidance Counseling
The guidance department serves many functions. The counselor is available for giving assistance to students, parents, guardians, and teachers in the area of educational counseling. Their prime responsibility is to assist parents/guardians and students with educational and career planning—both immediate and future. The counselor may also act as a referral agent to community services.

Internet Use
The school has building-wide access to the Internet. Students are allowed to access this service during classes with their teacher’s permission. Students must complete a Student Use of the Internet and Electronic Communications form annually before they will be allowed to use the services.

This form may be found on the school website www.rangelyk12.org on the Junior/Senior High School tab scroll down to Enrollment information and forms.

Lockers
Students are assigned lockers at the beginning of the school year or upon enrollment for storing backpacks, book-bags, textbooks, educational supplies and extra clothing. It is the student’s responsibility to keep their locker locked at all times. The lockers are the property of Rangely Jr./Sr. High School and we reserve the right to check lockers throughout the school year.

Expensive personal belongings
School lockers are not designed to be secure enough to store expensive personal belongings, skateboards, scooters, roller blades, and other toys/game equipment. Storing these items in your lockers is at your own risk. The school takes no responsibility for items stolen from your lockers. If the above items interfere with the educational process they will not be permitted. Possession of laser-pointers by students is not allowed on the school grounds.

Student Vehicles
Students who drive vehicles to school are required to complete a “Student Parking” registration form. Students must have a valid drivers license and may be requested to submit a copy with the parking registration form. Students are to park their vehicles in the designated student parking area and between the lines.
When driving on school property, students must use caution and follow all school regulations.

Students are not to be in the parking lot or at/in their vehicles between classes unless they have permission from a staff member to be there.

Violators may lose the privilege of parking on school property and may be subject to traffic citations. Students are at no time to park in the staff and visitors parking areas.

“Off-Highway” Vehicles
4-Wheelers, ATV’s, OHV’s, motorized bikes, etc., are to be parked in their designated parking area (the upper west parking lot) if used for transportation to and from school. They are not permitted in the student parking lot, nor the staff/visitors parking lot or in the back (south side) of the school building. These vehicles should not be operating in the school bus lanes, or driveways.

The school will abide by the Town of Rangely policy regarding “Off-highway vehicles”

The School District reminds parents and students that they will not be held liable for any theft or damages to these “Off-highway vehicles” when they are on school grounds.

Law Enforcement
When law enforcement officials request permission to question a student in school or participating in school activities, the principal or their designee shall be present. An effort shall be made to contact the parent or guardian. Every effort shall be made to not draw attention to the student being questioned by conducting the interrogation in private and with as little disruption as possible.

Rangely Public School district policy FILE: JIH
**Crisis Situations**
People in crisis often experience anxiety, feelings of vulnerability, and difficulty coping. Events such as: the sudden death of a teacher or student, natural or accidental disasters, and real or threatened violence may produce crisis for students and faculty alike. Procedures have been designed to deal with a number of crises that could occur in the district. These procedures do not cover every condition that might develop and it may not always be possible to follow every procedural step. Crisis drills will be held to help prepare for possible crisis situations.

**STUDENTS SHOULD NOT LEAVE UNTIL RELEASED BY THE SUPERVISING TEACHER!**

**Fire Drills**
The purpose of fire drills is to acquaint the students with the safest possible exit and the most efficient means for vacating the building. One long continuous sounding of a buzzer signals the fire alarm. The alarm is the signal for students to leave the building quickly and quietly by the designated exits. Each room has a fire exit diagram near the doorway indicating the proper path of departure. There is to be no running or talking in the halls. Please exit the building far enough so that the last to leave the building are at least 100 feet from the building.

**Bus Conduct**
It is very important that any bus ride is comfortable and safe for all the students on the bus. It sets the tone for the beginning and end of the school day.

The Transportation Supervisor submits reports of any student infraction to the Building Principal.

Following are the consequences for students if the expectations are not followed:

**1st offense:** A discipline referral is sent to parents.

**2nd offense:** A discipline referral is sent and a conference is held with parents.

**3rd offense:** The student is removed from the bus for three days.

**4th offense:** The student is removed from the bus for ten days.

**5th offense:** The student is permanently removed from the bus.

If the behavior of a student poses an immediate safety risk, the consequences will be at the discretion of the driver/administrator.

**Video Cameras**
By policy, Rangely Public Schools may use video cameras in the hallways, parking lots and on school buses to monitor behavior. The recorded images from these cameras can be accessed to check on reported incidents.

**Student Searches**
Students may be subject to a search of personal items when the administration believes that there is reasonable suspicion that a violation of District Policies may have taken place.

The search may include students clothing, purse, backpack, car, or other personal items.

**Alcohol Breath Screening**
As a preventative measure to insure students at RJSHS are not using, or bringing alcohol into school, a passive breath alcohol testing device may be used when the administration has reasonable suspicion or prior to admittance to extracurricular activities to insure alcohol free activity.
**Grading and Grade Reporting**

Grades are issued to students at the end of each quarter. The quarter grades are a status report of the student's progress at the end of nine weeks. The semester grades are final and will be recorded on the students permanent records. The following should be used as a guide in reporting student progress.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>98%</td>
</tr>
<tr>
<td>A</td>
<td>93%</td>
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<tr>
<td>A-</td>
<td>90%</td>
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<tr>
<td>B+</td>
<td>88%</td>
</tr>
<tr>
<td>B</td>
<td>83%</td>
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<tr>
<td>B-</td>
<td>80%</td>
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<tr>
<td>C+</td>
<td>78%</td>
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<td>C</td>
<td>73%</td>
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<td>C-</td>
<td>70%</td>
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<td>D+</td>
<td>68%</td>
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<td>D</td>
<td>63%</td>
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<td>D-</td>
<td>60%</td>
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<tr>
<td>F</td>
<td>0 - 59%</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
</tr>
<tr>
<td>F</td>
<td>Fail</td>
</tr>
<tr>
<td>NC</td>
<td>No Credit</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrew Failing</td>
</tr>
<tr>
<td>WP</td>
<td>Withdrew Passing</td>
</tr>
</tbody>
</table>

**Academic Progress Reports - Parent-Teacher Conferences**

Parents will be sent regular grade reports regarding their student's progress. These include Progress reports, Mid-term reports and Semester reports. This is provided so that parents can be informed and help their child improve his/her school performance before final grades are recorded.

Good communication is critical in developing a cooperative and positive climate between the school and home. Parents are a valuable resource.

We now utilize www.ptcfast.com to schedule Parent conferences. This is more convenient for parents to schedule a time that works best for you and allows you to sign up for conferences for multiple children. Here's how it works!

1. Visit www.Rangelyk12.org. From the top tabs select: Junior/Senior High School. You will see “Parent/Teacher Conferences, then click on the link provided: https://www.ptcfast.com/schools/RangelyJrSrHighSchool. You can also find a link on our Facebook: www.facebook.com/Rangely- Jr/Sr High School Athletics & Activities.
2. Choose the teacher(s) that you wish to meet with and enter the information required on the website. You will receive an email which will let you choose your time. Sign up. Once you receive the email you can choose the day and time that is most convenient for you and PTCfast.com will send you an automated confirmation and reminders. Easy! Note: Your email address is not shared with anyone by this website.

Dates for parent teacher conferences can be accessed on the school website at: www.rangelyk12.org
Senior High School Requirements for Graduation

English.............................................4 cr.
.................................
Mathematics.............................4 cr.
.......
Science.................................3 cr.
Social Studies............................3 cr.
Physical Education.....................2 cr.
Vocational Ed.........................2 cr.
Humans.................................1.5 cr.
............................................
Electives (Graded).............5 cr.
Electives (Pass/Fail)..........3 cr
Senior Seminar ..............0.5 cr.

2018-2019 TOTAL ..........28 credits

Make-up Credit Options

Independent Correspondence Courses - High School students can make up needed credits during
the school year or summer through independent correspondence courses per the following

guidelines:

1. Course must be pre-approved by the principal.
2. Course must have a final, proctored exam.
3. Student must pass the final exam with at least a 60% to receive credit.
4. Student is responsible for cost of course.

For more information you may contact the school principal or counselor.

Semester Finals Procedures

1. Depending on the type of class the Semester Final will either be written, hands on production,
or a combination of both.

2. Each instructor will determine how much weight the semester exam will have on the student’s
final grade in the course. Semester exam should count no more than 10-20% of the final grade.

3. Any student who misses a Final will be required to make-up the Final during the time
designated by the teacher and may have up to a 20% deduction from the grade.

High School students can make up needed credits during
Honor Roll Criteria
In order to be included on the Academic Honor Rolls a student must first be taking four (4) academic classes at Rangely Jr./Sr. High School.

Honor Rolls include: Straight A’s, “B” Average, and Perfect Attendance. Note: B Average is determined by the average of A’s, B’s, & C’s still equaling a B. Students with a D or F are automatically excluded.

Student awards will be posted and sent to the newspaper by Semester. (1st & 2nd). For the A and/or B Honor Roll and Perfect Attendance - certificates are given to students at the end of the school year during Academic Awards. For High School students - plaques are given for Straight A and/or Perfect Attendance if the student maintains this throughout the entire school year.

Academic Eligibility

Senior High School
Students who wish to participate in extra-curricular activities and extra-curricular athletics must maintain a high level of academic achievement. Students must meet Rangely High School requirements as well as meeting CHSAA requirements for all state sponsored activities.

Students must be enrolled in a minimum of five (5) academic classes at RHS or with an accredited Home-School program. These courses will not count as one of the five (5) academic classes or toward student eligibility: Work Study or Work Release; Student Aid, etc. at the discretion of the Principal.

If taking classes at CNCC students must have a minimum of 2.5 credits per semester. Students having less than 2.5 credits per semester will be ineligible to participate.

2-Point Eligibility System
Eligibility will consist of a 2 point system. If a student reaches or exceeds 2 points, they will be ineligible for the week (7 days). To accumulate these points the following is awarded: F = 2 points, and D = 1 point (ie: 2, D’s would have a student ineligible). However, prior to any student becoming ineligible for a week (7 days), they will have one warning week. They will receive a maximum of 1 warning week per semester, and any other week of earning 2 or more points will result in becoming ineligible for that week.

What pertains of a warning week
- The student is eligible to compete and is notified that they currently have earned their 2 points towards eligibility.
- Parents will be notified as to the grades that their child currently has and that this is their warning week.
- It will be a recommendation to coaches that they visit with the player and encourage the student to work on their grades to raise them up.

End of Semester
A student will only be ineligible until the CHSAA regain date if they end the semester with an F. If they end with two D's they will still be eligible at the start of the next semester. Reasoning; the D will allow the student to earn a graduation credit where an F does not.

CNCC classes
Students are required to get a copy of weekly grades to the Athletic Director Secretary by the end of lunch on the designated school day. This day will be announced to athletes upon the beginning of the school year. Grades can be retrieved from the Internet using students account with CNCC. If not turned in, it will be considered ineligible. These CNCC classes count toward eligibility. If a student should withdraw from a class, fail a class, or receive an incomplete, this could make them ineligible.
Activities that fall under the eligibility requirements include but are not limited to the following:

- Football
- Basketball (girls/boys)
- FFA
- STUCO
- School Dances
- Volleyball
- Wrestling
- FBLA
- Choir
- Wrestling
- FBLA
- Choir
- Baseball
- Soccer
- Math Club
- Bridge Builder

Students are responsible for knowing their class averages, which determines their eligibility status.

Junior High School Eligibility

Eligibility for Junior High School students will be the same as above except the CHSAA requirements do not apply.

Student Code of Conduct and Discipline

*Students are responsible for following the Rangely School District Student Code of Conduct. Copies are available on the RE-4 Schools website: www.rangelyk12.org.*

Positive student behavior is a vital function of the operation of Rangely High School. Rules and consequences are sometimes viewed as restrictive and unnecessary. The implementation of rules and consequences in a fair and consistent manner can overcome this. Each situation must be handled in an individual manner to meet the needs of the individual student.

RJSHS teachers may utilize a set of individual classroom rules. Each teacher may assign detentions or other consequences that are appropriate. Students are expected to comply with these consequences. Each teacher will be responsible for the enforcement, documentation, and notification of parents for each situation that may occur in their classroom. Referral to the Administration should happen after all other avenues have been tried. An effort will be made to involve and notify the parents prior to implementation of consequences.

**NOTE:** The Administration reserves the right to adjust or add consequences as the need arises. The Administration also reserves the right to involve the local law enforcement officers in situations to help investigate, implement searches, make arrests, and enforce the laws of the State of Colorado.

Infraction Descriptions...

*Cell Phone Usage Policy (2019-20)*

Students MAY NOT use their cell phones during class time for any purpose. Cell phones are to be off and put away during the entire class hour, which includes the use of a hall pass during that class time, and during ALL school and state tests. Students will be allowed to use cell phones between classes and during lunch periods. School authorities may confiscate cell phones at any time for failure to follow school policy.

Violating the established policy will result in the following:

1st offense: Verbal Warning

2nd offense: Phone is confiscated from student and returned at the end of the period. Teacher will
place a log entry into PowerSchool as evidence of second offense.

3rd offense: Phone is confiscated and sent to the office. Students can pick up the phone at the end of the school day and will be assigned a lunch detention. Teacher will contact parents and place another log entry.

4th offense: Phone is confiscated and must be collected from administration by a parent/guardian. A lunch detention will be assigned.

5th offense: Phone is confiscated and must be collected from administration by a parent/guardian. Either the student is suspended for one day or the phone is taken away for five school days (parent’s choice).

- Any further infractions will result in the student not having a cell phone on school grounds during the school day. Furthermore, students who do not adhere to these guidelines will be subjected to other disciplinary actions including removal from athletics/activities for the next 7 days to include practices and competitions.

After School Restrictions
All students must exit the school building by 4:00 p.m. unless involved in a directly supervised, sanctioned school activity. (school clubs, sports, intramurals, detention, work detail, tutoring from a staff person). Students who do not leave the building according to this rule may be subject to disciplinary action. Students waiting for transportation beyond 4:00 p.m. must remain in a designated area.

Disruptive Behavior, Disobedience/Disrespect
Disruptive behavior is student conduct that materially and substantially interferes with the educational process or with school-sponsored activities and is not permitted. Disruptive behavior is unacceptable and will be dealt with according to the pertinent area of the code. Examples of disruptive behavior includes but is not limited to: insubordinately talking out; moving around the classroom without permission; profanity/vulgarity; uncomplimentary gestures/speech; spitting on another person; threatening, non-compliance with school/class rules; refusing to acknowledge a school employee’s direction; behavior that jeopardizes the welfare, and/or safety of other students and staff.

Accessory To An Act
This offense occurs when a person acts as an accomplice or in some way aids in the preparation, commission or aftermath of a punishable act.

False Alarm
Activating a false fire alarm is against the State Statutes of Colorado. This includes such things as bomb threats.

Inappropriate Touching
The violation of another person’s personal space that is unsolicited and unwelcome through hitting, slapping, grabbing, hugging, pushing, etc.

Bullying/Humiliation
“Actions or words that hurt the heart.” Behaviors that are cruel, hurtful, and degrading, which often compels the victim to feel bad and/or do things they do not wish to. Humiliation and bullying is an imbalance of power, often repeated, causing embarrassment and intimidation. The receiving person is not enjoying the situation. This can be in either verbal, physical, or cyber (social-media) actions.

Hazing
An action to intimidate by using banter, ridicule, or criticism, put-downs, teasing, and/or embarrassing another student.

Fighting
Students are encouraged to seek staff help in preventing a fight that may be pending. The counselor, teachers, administrator, and others are available to help students resolve difficulties in ways other than fighting.

Assault
Assault is defined as a verbal/physical threat of violence in which striking, kicking, shoving, pushing and/or any other physical violence are used against another person where one person is the aggressor and has an advantage over the other person. Conflicts not resolved in the school office will result in police involvement.
Habitually Disruptive
A student shall be declared habitually disruptive when, through willful and overt behavior, they cause a material and substantial disruption on school grounds, in school vehicles, or during school activities. Habitually disruptive students will be placed on a Behavior Plan contract. **Expulsion shall be mandatory after the third suspension from school for the habitually disruptive student.**

In dealing with disruptive students, any person employed by the district may, within the scope of their employment, use reasonable and appropriate intervention as necessary for the following purposes:

1. To restrain a student from an act of violation of school policy, local, state, or federal law.
2. To quell a disturbance threatening physical injury to others.
3. To obtain possession of weapons or other dangerous objects upon the person of a student or within the control of a student.
4. For the purpose of self-defense.
5. For the protection of persons or property.
6. For the preservation of order.

Any such acts are not in conflict with the legal definition of child abuse and shall not be construed to constitute corporal punishment within the meaning and intention of this policy.

Corporal Punishment
Corporal Punishment shall not be administered to any student by district employees in any district building, or facility.

Drugs, Tobacco and Alcohol
As a preventive measure to insure that students at RJSHS are not using or bringing alcohol into our school a passive breath alcohol testing device may be used when the administration has reasonable suspicion or prior to admittance to extracurricular activities to insure an alcohol free activity.

Use of tobacco in any form by students on school property is prohibited; this includes tobacco in the mouth and/or ready to use. There are no designated smoking areas on any school property. Staff shall confiscate any tobacco found on a student, and/or in their possession, and the tobacco will be turned into the principal.

The actual or attempted sale of, use of, possession of alcohol, tobacco, illegal drugs or inhalants, substances designed to look like illegal drugs or substances purported to be illegal drugs while under the jurisdiction of the school shall be subject to appropriate corrective action. Students who engage in these activities off campus and who return to school or school sponsored activities will be subject to the same consequences as if the activity had taken place at school. The school administrator shall take disciplinary action regardless of whether or not criminal charges or prosecution are a result. Students suspended under the drug and alcohol policy will be declared ineligible in all district sponsored activities for 12 student school days, as per RE-4 School District Policy from the date of infraction. Students are subject to arrest for all drug/alcohol related activities.

Colorado state law requires mandatory expulsion in cases involving sale or distribution of controlled substances. When permitted by law, sanctions may be mitigated in situations where the student seeks help on a voluntary basis. Such situations shall be handled on an individual basis.

Students violating this policy shall be subject to counseling and education with respect to the use of alcohol, drugs, and controlled substances. Such counseling may involve professional members of the district staff, social services staff, and the staff of other recognized community resources. Subsequent education may involve any professionally recognized materials or programs. When appropriate, the parent/guardian of the student shall be involved. The district shall make every reasonable effort to direct the student to sources of help.

Robbery
Causing, or attempting to cause damage to private property, or stealing or attempting to steal private property.

Extortion
Obtaining money and/or property by actions of violence or threat of violence or untrue accusations or public ridicule.

False Witness
The presentation of information or testimony
(oral or written) that is misleading, or misrepresentation of facts, or an actual attempt to defraud will be treated as a serious infraction.

Harassment
This includes, but is not limited to, abusive language, sexual harassment, inappropriate physical contact, racial/ethnic slurs and comments, “hazing”, and other provocative actions.

Littering
It is the shared responsibility of all building occupants to maintain the appearance and safety of the facility. Violators are subject to appropriate sanctions.

Obscenity/Profanity/Sexual Harassment
Students are to use discretion in their choice of language. Profane and/or obscene language and/or gestures will not be tolerated. If loud enough to be heard by someone else it is unacceptable. Obscenities include spoken or written profanities, obscene or sexual messages (implicit or explicit). Students addressing profanity to any staff member may be suspended for 1 to 5 days.

Reckless or Unsafe Behavior
Actions that jeopardize the safety and/or welfare of people on school grounds are not tolerated. Running, pushing, and horseplay, spitting and throwing things in the halls are examples of unacceptable behaviors. Students behaving in an unsafe manner in high risk classes such as labs, shops, physical education may be withdrawn.

Theft
Theft or possession of stolen property, money, or items belonging to another person taken without permission.

Trespass
A person is considered to be trespassing if he/she enters or remains on school property without permission and refuses to leave the property on request. Trespass is also when a person is in areas of the building not open to the public or areas restricted during the normal day.

Vandalism
Destroying, defacement, or mutilating objects or materials belonging to the school, school personnel or other person.

Weapons In School
Mandatory expulsion will occur in accordance with state and federal law. Carrying, bringing, using or possessing a dangerous weapon in any school building, on school property, in any school vehicle or at any school-sponsored activity without the authorization of the school district administration is prohibited. As used in this policy, “dangerous weapon” means:

- a. A firearm, whether loaded or unloaded, or a firearm facsimile.
- b. A pellet gun, BB gun or other device whether operational or not, designed to propel projectiles by spring action or compressed air.
- c. A fixed-blade knife with a blade that measures longer than three inches in length or a spring-loaded knife or a pocket knife with a blade longer than three and one-half inches.
- d. Any object, device, instrument, material or substance whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury including but not limited to slingshots, bludgeons, brass knuckles or artificial knuckles of any kind.

Any student involved in violation of this policy, in accordance with federal law, expulsion shall be for no less than one full calendar year for a student who is determined to have brought a firearm to school. The superintendent may modify the length of this required expulsion on a case-by-case basis.

The district shall maintain records, which describe the circumstances involving expulsions of students who bring weapons to school including the name of the school, the number of students expelled and the types of weapons involved as required by law.

School personnel shall refer any student who brings a firearm or weapon to school to the appropriate local law enforcement agency.
**Dress Code Violations**
Refusal to adhere to school dress code, which includes eye coverings, will result in the following:

1. **1st report** – Student will be asked to change into appropriate attire.
2. **2nd report** - Parent notification and proper attire brought to school to change into. Serve one lunch detention.
3. **3rd report** - Parent conference and proper attire brought to school to change into. Serve one lunch detention.
4. **4th report** - See “Habitually Disruptive”.

*To view the full Dress Code please see Pg. 10.*

**Tardy and Truancy**
Students who do not arrive to class on time are a disruption and miss out on vital instruction. Students who are late to class and do not have an excused tardy pass will be recorded as tardy on the daily attendance.

Each semester every student is allowed 4 tardies. On their 5th tardy the student will serve a lunch detention. Each additional tardy in that semester will result in a lunch detention. If a student is continually tardy progressive discipline may be applied.

**Truancy is defined in the following ways:**
1. An absence from class for any part of the school day without permission from a teacher, parent, the school office, or a school administrator.
2. When a student leaves the school building during the day without a “Blue” pass. (Exception: Lunch break for 9th - 12th grade students)

**Consequences for truancy:**
1. **1st offense**: Notification home, one lunch detention and activity penalty.
2. **2nd offense**: Notification home, one day in-school suspension and activity penalty.
3. **3rd offense**: Parent meeting will be held to develop a behavior plan for the student. Progressive discipline may apply.

**Activity penalty** - A student who is truant may not participate in activities during the week in which the truancy occurs. (7 days)

Activities are defined in the “Academic Eligibility” policy.
Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. – 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.”

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR – 99.31)

  School officials with legitimate educational interest;
  Other schools to which a student is transferring;
  Specified officials for audit or evaluation purposes;
  Appropriate parties in connection with financial aid to a student;
  Organizations conducting certain studies for or on behalf of the school;
  Accrediting organizations;
  To comply with a judicial order or lawfully issued subpoena;
  Appropriate officials in cases of health and safety emergencies; and
  State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.
Notice Regarding Directory Information

The Family Educational Rights and privacy Act (FERPA), a Federal law, requires that Rangely School District No. RE-4 ("the District"), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, the District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama/music production;
- The school annual or yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.1

If you do not want the District to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing. The District has designated the following information as directory information:

- Student’s name
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Photographs in school district related programs, etc. Photographs used on the district webpage will only be done with specific prior consent of the parent.
- Degrees, honors, and awards received
- Grade level
- Their most recent educational agency or institution attended

Note: For Secondary Students include Address and Telephone listing to allow for compliance with state and federal reporting requirements.

These laws are: Section 9528 of the ESEA (20 U.S.C.7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation’s armed forces.
Colorado Dept. of Health

K – 12th Grade School-required Immunizations for the 2019-20 School Year

Dear parents and guardians of students in Colorado kindergarten – 12th grade schools:

● Colorado law requires students who attend a public, private or parochial kindergarten - 12th grade school to be vaccinated against many of the diseases vaccines can prevent. Your student must be vaccinated against:

  o diphtheria, tetanus & pertussis (DTaP, DTP, Tdap)
  o polio (IPV)
  o measles, mumps, rubella (MMR)
  o hepatitis B (HepB)
  o varicella (chickenpox)

● Vaccines are recommended for hepatitis A, influenza, meningococcal disease and human papillomavirus, but are not required.

● Colorado rule requires students entering kindergarten to receive their final doses of DTaP, IPV, MMR and varicella. Students entering 6th grade must receive one dose of Tdap vaccine, even if they are under 11 years of age.

● The number, timing and spacing of the required vaccine doses is set by the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices (ACIP). You can view current versions of the ACIP vaccine schedules for children 0 - 6 years of age at www.cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf and preteens/teens 7 - 18 years of age at www.cdc.gov/vaccines/schedules/downloads/teen/parent-version-schedule-7-18yrs.pdf.

● Please take your student's updated vaccine record to school every time he or she receives a vaccine.

● If your student cannot get vaccines because of medical reasons, you must submit an official Immunization Medical Exemption Form to your school, signed by a health care provider licensed to give vaccines. You only need to submit this form once, unless your student's information or school changes. You can get the form at www.colorado.gov/vaccineexemption.

● If you choose not to have your student vaccinated according to the current ACIP schedule for personal belief or religious reasons, you must submit a non-medical exemption to your school. Non-medical exemptions must be submitted every year. Multiple options are available at www.colorado.gov/vaccineexemption.

● Some parents, especially those with students who have weakened immune systems, may want to know which schools have the highest percentage of vaccinated children. Schools must report immunization and exemption numbers (but not student names or birth dates) to the state health department by December 1 every year. Immunization and exemption rates can be found at www.colorado.gov/pacific/cdphe/school-and-child-care-immunization-data.
● You may want to talk to a health care provider licensed to give vaccines or your local public health agency (LPHA) about which vaccines your student needs or if you have questions. You can read about the safety and importance of vaccines at www.ImmunizeForGood.com and www.colorado.gov/cdphe/immunization-education.

● If you need help finding a health care provider, or finding free or low-cost vaccines, contact your LPHA, or call the state health department’s Family Health Line at 1-303-692-2229 or 1-800-688-7777. You can find your LPHA at www.colorado.gov/pacific/cdphe/find-your-local-public-health-agency.

● Please share Page 2 of this letter with your student’s health care provider as it provides helpful information about vaccines required for school entry, per Colorado law.

Sincerely,
Colorado Immunization Branch | Colorado Department of Public Health & Environment 303-692-2700 | cdphe.dcdimmunization@state.co.us
December 2018
The following procedures shall be followed in instances of assault, disorderly conduct, harassment, knowingly false allegation of child abuse, or alleged criminal offences by a student directed towards a teacher or other school employee. These same procedures shall be followed in instances of damage by a student to the personal property of a teacher or other school employee occurring on school district premises.

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

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

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

4. The superintendent or his/her designee shall report the incident to the district attorney or the appropriate local law enforcement agency or officer who shall then investigate the incident to determine the appropriateness of filing criminal charges or initiating delinquency proceedings.

5. A copy of this policy shall be distributed to each student and posted at each school building.

Communication of disciplinary information

The principal or designee shall communicate discipline information concerning any student enrolled in the district to all teachers and counselors who have direct contact with that student. Any employee who is assigned a student with known serious behavior problems will be informed of the student’s behavior record. Any teacher or counselor who is provided this information shall maintain its confidentiality and shall not communicate it to any other person.

ADOPTED: May 1977
REVISED: May 1981
November 12, 1996
December 19, 2000 (legal references)

LEGAL REFS.: C.R.S. 22-32-109.1 (3) (policy required as part of safe schools plan)
C.R.S. 22-32-109.1 (9) (immunity provisions in safe schools law)

Rangely School District RE-4, Rangely, Colorado
Student Grievance Procedure

The Rangely School District wants you to know about a standard district process called the Student Grievance Procedure and highlight how it can be used. The process is used when you feel the school has taken an action against you that was questionable or in violation of your civil rights. The process also covers things such as school discipline and acts by school staff, which discriminates against you due to your race or sex. If you wish to use the grievance procedure, see the school principal. The principal will help you make use of the process.

Definition of Terms
1. Grievance - Alleged violation of School Board policies, central administration rules and regulations, or school administrative policies as well as past practices and informal procedures.
2. Grievant - One who files a grievance against another person.
3. Respondent - One against whom a grievance is filed.
4. Contact Person - One with whom the grievant can discuss the issue before filing a grievance.

Be sure to find the contact person for your type of grievance.

General Steps
1. Discuss the issue with the principal or a contact person the principal identifies. It may be easily resolved at this step.
2. If you wish to file a grievance in writing, the school will have a form for you to use. State the exact problem and what you want to happen.
3. Follow the guidelines for the number of days. Sex equity grievances must be concluded in sixty (60) calendar days. All others follow the school day timelines in the handbook.
4. You may request the hearing be held by the school principal or the Superintendent. If privacy is of concern the hearing may be held in a closed session.
5. The issue may be appealed beyond the school level. If you have questions on this or any other part of the process, contact the school principal.

Procedures -
Steps or procedures to be followed by all parties involved in a grievance procedure regarding credit, scheduling, or staff and student relationships, including classroom discipline and attendance:

1. All grievances must be instituted within five (5) school days of the alleged act.
2. The involved staff member and student must confer for the purpose of attempting to solve the problem.
3. If the above conference does not resolve the problem, the person with the grievance will request a conference with the administrator responsible for the area involved in the complaint.
4. If item number three (3) does not solve the problem, the administrator shall schedule a conference with the staff member, the student and the student’s parent/guardian. The conference will be facilitated by the designated principal and will attempt to arrive at a satisfactory solution.
5. If a solution is still not acceptable to the grievant, the complaint must be put in writing and submitted to the Hearing Officer within three school (3) days.
6. After receipt of the written complaint, the Hearing Officer will then schedule a meeting between the grievant and the respondent in order to ascertain all the facts and arrive at a conclusion and a recommended solution.
7. The decision of the Hearing Officer will be rendered in writing to both parties and the administrator within four (4) school days after the hearing has been completed.
8. Either party may appeal the Hearing Officer decision to the principal, who will review the committee’s decision and make whatever arrangements are necessary to carry out step five (5).
Student Grievance Form

Name of Grievant: ____________________________ Date: __________________

Name of respondent: ____________________________

State the nature of problem and its suggested solution: ____________________________  
_________________________________________________________________________  
_________________________________________________________________________
_________________________________________________________________________  
_________________________________________________________________________

Respondents’ reaction to the problem: ____________________________  
_________________________________________________________________________  
_________________________________________________________________________
_________________________________________________________________________

Supervisors’ recommendation: ____________________________  
_________________________________________________________________________  
_________________________________________________________________________
_________________________________________________________________________

Panel Hearing Requested: Yes No

____________________________
Student signature

____________________________
Parent signature

NOTE: In the event that some offenses are not specifically addressed in this document,  
the decorum issues discussed here should serve as guidelines to determine the  
appropriate sanctions.
Junior High - Class Sponsors

6th - Class of 2026
Joanne Allred
Jennifer Hodges
Kamilee Jorgenson

7th - Class of 2025
Jeremy Cantrell
Katie Toyne

8th - Class of 2024
Gretchen Connor
Mark Skelton
Michelle Wilkie

Junior High Clubs

Natl. Jr. Honor Society
Beth Scoggins
Katie Toyne

Drama Club
Kamilee Jorgenson

Student Council JR-STUCO
Gretchen Connor

Junior High - Coaching Staff

Football
Head - Matthew Hunter
Head - Mark Doolin

Boys’ Basketball
Head - Jess Fortunato
Head - Michelle Wilkie

Wrestling
Head - JC Chumacero
Head -

Volleyball
Head - Patsy Wanstedt
Head - Jimmie Mergelman

Girls’ Basketball
Head - Jess Fortunato (8th)
Head -

Track & Field
Head - TBA
Head - TBA

Cheerleading
Coach - Bethany Green

Cross-Country
Coach - Beth Scoggins
Rangely Senior High - Class Sponsors

9th - Class of 2023
Shanelle Hillbery
Melissa Key

10th - Class of 2022
Carol Morton
Joyce Prock
Beth Scoggins

11th - Class of 2021
Davin Boydstun
Talitha Hejl
Jimmie Mergelman

12th - Class of 2020
Mark Doolin
Sal Higgins
Jeremy Lohry

Senior High Clubs

FBLA
Jimmie Mergleman

Student Council
Kyle Boydstun
Jimmie Mergelman

Knowledge Bowl
Kyle Boydstun
Katie Toyne

NHS - National Honor Society
Vivian Green
Patsy Wanstedt

FFA Club
Shanelle Hillbery

Senior High - Coaching Staff

Football
Head - Paul Fortunato
Asst. - Jeremy Lohry
Asst. - Keenan LeBleu
Asst. - Ryan Wilkie
Asst. - Cameron Enterline

Boys’ Basketball
Head - Kyle Boydstun
Asst. - Colt Allred

Baseball
Head - Jeremy Lohry
Asst. - Jerry LeBleu

Volleyball
Head - Marybel Cox
Asst. - Katie Toyne

Girls’ Basketball
Head - Jimmie Mergelman
Asst. - Jeremy Lohry

Track & Field
Head - Beth Scoggins
Asst. - Colt Allred

Wrestling
Head - J.C. Chumacero
Asst. -

Girl’s Soccer
Head - Patsy Wanstedt
Asst. - Roberto Gomez

Cheerleading
Coach - Cherise Cardin

Cross-Country
Coach - Beth Scoggins
### Student Council (STUCO) Officers

<table>
<thead>
<tr>
<th>Position</th>
<th>STUCO Co-Presidents</th>
<th>STUCO Secretary</th>
<th>STUCO Treasurer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Tiffany Holmes</td>
<td>Dixie Rhea</td>
<td>Dylan LeBleu</td>
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<tr>
<td></td>
<td>Dillya Wagner</td>
<td></td>
<td></td>
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<tr>
<td>Rowdy Worm</td>
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<tr>
<td></td>
<td>Andrea Knight</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Zoey Peck</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Public Relations

- Andrea Knight
- Zoey Peck

### Class Officers

#### Senior Class of 2020
- President: Aubrey Patch
- Vice-Pres: Susan Gillard
- Secretary: Del Garner
- Treasurer: Katelyn Willis
- STUCO Rep: TBA

#### Junior Class of 2021
- President: Kacie Lapp
- Vice-Pres: Travis Coates
- Secretary: Dixie Rhea
- Treasurer: Gabe Polley
- STUCO Rep: Dalton Dembowski

#### Sophomore Class of 2022
- President: Brent Cantrell
- Vice-Pres: Adelyn Halcomb
- Secretary: Chloe Goshe
- Treasurer: Aspen Low

#### Freshman Class of 2023
- President: Corbin Lucero
- Vice-Pres: Kiley Goshe
- Secretary: Kyrah Phelps
- Treasurer: Kadance Wagner

- Students are encouraged to attend STUCO meetings to participate. Anyone can be in Student Council as an at-large member.
Grade: (Circle One) 6 7 8 9 10 11 12

Student Name: (Please Print) ____________________________________________

I have read this Student/Parent Handbook, either electronic or hard copy, and agree to abide by the rules and regulations established herein. I further understand that should there ever be a time whereby I feel that there is a question about these guidelines I may request a conference with my principal or personnel involved to resolve any difficulties.

____________________  ____________________________
Student Signature                   Date

We the parent(s) or guardians(s) of the above named student, have also read this Student/Parent Handbook and agree to abide with the rules and regulations established herein. We further understand that we are entitled to a conference with the principal or personnel involved if ever any questions in these policies arise.

____________________  ____________________________
Parent or Guardian Signature                Date

On occasion your child’s picture or their work may be displayed in the local newspaper, the school website, businesses and/or school newsletters to highlight events at RJSH. Your permission is required for your child to be featured. As a precaution, we do not print any personal information such as addresses.

Local field trips may also be taken occasionally and your permission is required for your child to participate.

____________________  ____________________________
Parent or Guardian Signature                Date

• NOTE •

* Please sign and return this page to the School Office. If this page is not received your student will not be able to utilize school resources including media center, technology, transportation to special events, etc.
Student Use of the Internet and Electronic Communications  
(Annual Acceptable Use Agreement)

**Student**
I have read, understand and will abide by the district’s policy on Student Use of the Internet and Electronic Communications. Should I commit any violation or in any way misuse my access to the school district’s computers or computer systems, including use of the Internet and electronic communications, I understand and agree that my access privileges may be revoked and disciplinary and/or legal action may be taken.

If I am 18 years or older, I hereby release the school district from all costs, claims, damages or losses resulting from my use of district computers and computer systems, including use of the Internet and electronic communications, including but not limited to any user fees or charges incurred through the purchase of goods or services.

• Your signature on the Acceptable use Agreement is binding and indicates you have read the school district’s policy on Student Use of the Internet and Electronic Communications and understand its significance.

_________________________  ______________________  __________
Student’s Name (printed)  Date of Birth (mm/dd/yy)  Student’s Grade

_________________________  ______________________
Student’s Signature  Today’s date

**Parent or Guardian**  • If the user is under 18 years of age, a parent or guardian must sign this agreement.

As the parent/guardian of this student, I have read the district’s policy on Student Use of the Internet and Electronic Communications. I understand that access to the Internet and electronic communications is designed for educational purposes and that the school district has taken reasonable steps to block or filter material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the Board. I also recognize, however, that it is impossible for the school district to prevent access to all materials or information I might find harmful or controversial and I agree not to hold the district responsible for any such materials and information accessed by my child. Further, I accept full responsibility for supervision if and when my child’s Internet or electronic communications use is not in a school setting.

I hereby release the school district from all costs, claims, damages, or losses resulting from my child’s use of district computers and computer systems, including use of the Internet and electronic communications, including but not limited to any user fees or charges incurred through the purchase of goods or services.

I hereby give permission to issue an Internet and Electronic Communications account for my child and certify that the information contained on this form is true and correct.

• Your signature on the Acceptable Use Agreement is binding and indicates you have read the district’s policy on Student Use of the Internet and Electronic Communications carefully and understand its significance.

_________________________  ______________________
Parent/Guardian’s Name (printed)  Parent E-mail address

_________________________  ______________________
Parent/Guardian’s Signature  Today’s date

Rangely School District RE-4, Rangely Colorado  (File: JS-E2)