

At **Barone Middle School**, we believe in respect and responsibility, for all, from all.

Student Handbook, 2016-2017

It is the mission of the Meeker School District to seek the highest possible level of success for each student. The District will provide a safe environment in which students learn those skills necessary to become well-informed citizens and contributing members of society.

Barone Middle School is committed to assuring the highest possible level of success, within a safe learning environment, for each student. This will be accomplished with an intense focus on individual student achievement, aggressive intervention, continual curriculum analysis and best instructional strategies. With this in mind, here are guidelines for all students at Barone Middle School.

I. GENERAL INFORMATION

BELL SCHEDULE

BMS Bell Schedule	
1a	7:50-8:21
1b	8:21-8:52
2a	8:52-9:23
2b	9:23-9:54
Break	9:54-10:04
3a	10:05-10:36
3b	10:36-11:07
4a	11:07-11:38
4b	11:38-12:11
Lunch	12:11-12:44
5a	12:44-1:15
5b	1:15-1:46
6a	1:46-2:17
6b	2:17-2:48
7a	2:48-3:19
7b	3:19-3:50

BREAK

Each day there is a 10-minute break between 2nd and 3rd period. When available, students can purchase general school supplies from our school store. Proceeds from the store go to Student Council activities. The Meeker School District Food Service will also serve breakfast at this time and students may purchase snacks and meals using the same process as lunch. Morning Break is designed to give students additional time to:

- Use the restroom
- Get a snack
- Meet with individual teachers
- Visit quietly with friends
- Take care of business at the office...

CLOSED CAMPUS

Students are to remain on campus all day (including lunch). A parent or guardian may sign a student out of school and accompany the student to lunch off campus. Students will not be released to or accompany unauthorized persons off campus. The first morning bell rings at 7:40 and school begins at 7:50 am and ends at 3:50. Students are not to arrive at school before 7:30am because we do not have a supervisor on duty. Unless students are staying after school for a supervised activity, students must leave the school grounds by 4:10. Students in sports are required to remain on campus in the school's organized team activity unless that student is checked out by a parent.

EMERGENCY SCHOOL CLOSURE

Generally, schools remain open regardless of the weather. If schools are closed the district website will have up-to-date information and details. However, there can be situations that would present clear danger to children attending school. On those occasions, the superintendent of schools will determine the need for emergency closure. Should school closure become

necessary during the regular school day, your child will be dismissed from school at an irregular time. School buses will continue to run, but at the early dismissal hour. Every attempt will be made to contact the parents in this event. Please keep the contact information updated on the emergency card in the school office.

ACADEMIC EXTRA-CURRICULAR ELIGIBILITY

To participate in any extra-curricular activity (dances, sports, etc.) students must be in good standing scholastically. To encourage students to remain academically focused in the classroom, teachers will inform coaches when a student misses assignments, struggles with learning or has behavior problems. Teachers, parents and coaches will work together to correct problems. Students with missing or incomplete work, who have made little or no effort to complete the work will be considered unsatisfactory in that class. If a student is unsatisfactory in more than one class, he/she will become in poor standing with the school and will be ineligible. Eligibility will be checked on Monday mornings and ineligible students may not participate in any extra-curricular activity for a week.

LOCKERS

Students will be assigned a locker near their classrooms for the purpose of storing personal items, books and school supplies. Athletic lockers will also be provided in the locker room for physical education and athletics equipment. For each locker, students have the option of using a lock provided by the school or a lock of their own. School supplied locks will require a \$5.00 deposit that is refundable at the end of the school year with the returned lock. It is important to remember that the lockers remain the property of the school district and may be opened at any time deemed necessary by school personnel. Students are responsible for the security of their items and the school items in their care.

MEDICATION

Students may never be in possession of any medication at school without a doctor's order and approval from the school nurse. Any student who must be medicated during the school day must have their parent coordinate with the school's office and the school district nurse. Through the school nurse, consent forms are available to allow school employees to administer some over the counter medications. Please contact the school nurse for more information, 970-878-9060, ext. 106

PERSONAL ITEMS

Students may not have pop, soda, and other sugary drinks at school other than low/no sugar sports drinks. Label your belongings and do not bring valuables to school. iPods, cell phones, tablets, lap-top computers electronic games and other personal items may not be used during school hours unless directed by a teacher for a classroom activity. **If a student has a need to place a call or text with their phone, they must have permission from their teacher. In most cases, students will be asked to make their calls from the school's office.** Students who misuse their phones or other electronics must turn them in to their teacher for the remainder of the day. Parents will be notified and consequences will increase with subsequent violations. At any time a student needs to contact their parent, they may do so at the office, where they may use their cell phone once the office staff has been notified.

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.

Examples of articles of clothing not permitted at Barone Middle School:

- Any display of undergarments (while sitting or standing)
- Gang related apparel
- Bare midriffs
- Halter tops, Tank tops with sleeves / straps less than 1 ½ inches (three fingers) wide
- See-through apparel, Mesh/net clothing
- Backless tops/dresses/ blouses
- Tops/blouses with straps less than 1 ½ inches (three fingers) wide
- Strapless dresses/blouses
- Hats or any other headgear (during school hours)
- Garments which promote or advertise alcohol, tobacco, drugs, or other products prohibited at school
- Garments containing offensive or obscene words or phrases, pictures, symbols, or images
- Skintight “spandex type” shorts
- Skirts/dresses/pants that are deemed questionable or revealing (all must extend to mid-thigh or end of fingertips)
- Sunglasses – unless ordered by a medical professional
- Pajamas or other clothing worn at night to sleep in
- Articles of clothing that are excessively bulky so that they interfere with the student’s education. (sweatshirts and sweaters are alternatives to be worn instead of bulky coats on cold days in the classroom)
- The wearing of any clothing that is disruptive to the educational climate as determined by school staff

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 as outlined in the school discipline code.

TRANSPORTATION (Board Policy JICC)

Bus students remain on the school grounds until the buses arrive. A student riding a bus which he normally doesn’t ride must have a permission note from home. Students shall respect the rights and safety of others on the bus; outside of ordinary conversation, classroom conduct must be observed. Upon arrival of the buses at school in the morning, all students will remain on school grounds

Bus Consequences:

- 1st Consequence – Parents will be called and the student may be suspended from the bus for one day.
- 2nd Consequence – Parents will be called and the student will be suspended from the bus for two days.
- 3rd Consequence – Parents will be called and the student will be suspended from the bus for a designated time period.

Severity Clause- There will be zero tolerance on the buses as on the school grounds for fighting, drugs and alcohol, and weapons. Students will be automatically suspended for these infractions.

LUNCH and CAFETERIA PROCEDURES

Lunch is from 12:11 – 12:44

Students are required to take jackets, and any after lunch play equipment. to lunch with them. All students must go out the North gym doors after they are finished eating and may not re-enter the school without permission. Students may not go outside until a supervising adult grants permission. Students go outside after lunch every day. Restrooms are available outside. During extreme cold weather, students may have the option of sitting quietly on the balcony above the gym after they are finished eating, rather than going outside. These options will be announced to students when necessary. The only time students will be held inside during lunch is during hard rain and/or lightning. When outside, students must remain in the athletic field area directly to the North of the school. **Students may NOT be in the halls of the school or in unsupervised classrooms during lunch.** In the cafeteria, students need to abide by the following rules:

Walk to the cafeteria and take your place at the end of the line

Have money ready

Use your manners

Keep your voice low

Dispose of gum in a proper manner

Take your tray to the window and dispose of trash

Keep your area clean

No pop or other sugary drinks

VISITORS

As a general rule, students may **not** have visitors/friends/relatives at school. With prior approval from the principal, a student may have a visitor during lunch (very special occasions). Parents are always welcome in the school, please check in at the office upon arrival.

2. ATTENDANCE

JEA

Compulsory Attendance Ages

Every child who has attained the age of six years on or before August 1 of each year and is under the age of 17 years is required to attend public school with such exceptions as provided by law. It is the parent's/legal guardian's responsibility to ensure attendance.

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

RESPONSIBILITIES FOR SCHOOL ATTENDANCE

A. Student Responsibility for School Attendance

- a) To attend school on all days of the established school calendar.
- b) To appear in class on time, prepared to learn.
- c) To contact teachers immediately upon return from absences and arrange for completion of make-up work.
- d) To complete work as assigned by the teacher when a preauthorized absence has been requested.
- e) To check the absence list regularly and take steps to correct errors in attendance recording.

B. Parent/Guardian Responsibility for School Attendance

- a) To encourage the student to develop good attendance habits and communicate that any absence or tardy, regardless of cause, may have a detrimental effect on achievement.
- b) To be familiar with the school's attendance policies and procedures and follow them.
- c) To contact the school regarding absences and to provide the school with written documentation within 48 hours.
- d) To contact the school regarding absences, in accordance with the school's policies.
- e) To contact the school and request a conference with the appropriate administrator or teacher upon notification from the school that attendance is a concern.
- f) To furnish the school with a telephone number or other means of contacting them during the school day.

C. Teacher Responsibility for School Attendance

- a) To inform parents/guardians and students at the beginning of each year, semester of term about classroom attendance expectations and any penalties that may be imposed for tardies or absences.
- b) To take attendance daily and maintain accurate attendance records according to school policy and regulations.
- c) To apply the attendance policy consistently to all students.
- d) To notify students of tardies, absences, and academic penalties through procedures specified by the school.
- e) To notify parents of attendance concerns.
- f) To provide quality learning experiences that encourage regular attendance.

D. Principal Responsibility for School Attendance

- a) To support the development of school-wide attendance policy in conformance with Policy [JH](#).
- b) To supervise the implementation of attendance policy and procedures.
- c) To provide parents or guardians with information about the school's attendance procedures and their child's attendance records.
- d) To inform parents of absences.
- e) To facilitate the use of available resources for students who exhibit attendance problems.

The school shall establish a system of monitoring individual absences, both excused and unexcused. When a student fails to report on a regularly scheduled school day and school personnel have received no indication that his or her parent/guardian is aware of the absence, school personnel or volunteers under the direction of school personnel shall make a reasonable effort to notify the parent/guardian by telephone.

Barone Middle School Attendance Guidelines

In conjunction with Meeker School District RE-1 attendance policies JH, JH-R, JEA and JHB, the following guidelines have been developed to clarify attendance expectations. These guidelines highlight the consequence for excessive absences as well as potential rewards for positive attendance.

The school, on an annual basis, will determine appropriate incentives and rewards for those students that have demonstrated excellent attendance patterns.

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 eighth (8th) 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 twelfth (12th) absence from one or more classes per semester, the parent/guardian will be notified in writing to schedule a meeting with the building principal to devise a plan to improve attendance. This plan may include, but is not limited to making up time after school or on Fridays. As part of this plan, the building principal will have the authority to determine whether or not future absences will be excused and require documentation for absences.
3. The attendance plan will include provisions that if the student incurs an additional 4 unexcused absences as determined by the principal, the student will be considered habitually truant and the Superintendent will review the case 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 Meeker School District Policies JH and JH-R. 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.

ABSENCES

A. Excused Absences

Excused Absences are exceptions to compulsory attendance. They include the following (asterisked items are specified in Colorado law):

- a) A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance.*
- b) A student who is absent for an extended period due to physical, mental or emotional disability.*
- c) A student who is pursuing a work-study program under the supervision of a public school.*
- d) A student who is participating in any school sponsored activity, or a student who has advance approval by the administration to attend an activity of an educational nature.
- e) A student whose presence in school, on a doctor's written advice, may constitute a danger to his or her health or will seriously expose other students to a health hazard (such as a student under quarantine).
- f) A student who has a death in his or her immediate family.
- g) A student whose presence is required in court.
- h) A student who is in the custody of a court or law enforcement authorities.*
- i) A student who is being instructed at home by a certified teacher or under a system of home study pursuant to state law and State Board of Education rules.*
- j) A student who has the written approval of the building principal based on special family circumstances.
- k) A student to whom a current age and school certificate or work permit has been issued pursuant to state law.*
- l) A student who is participating in an observance of his or her religion.
- m) A student who has been suspended or expelled from school.*

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

B. Unexcused Absences

Any absence that is not covered by one of the situations described above is an unexcused absence. These include the following:

- a) Leaving school or a class without permission of the teacher or administrator in charge.
- b) Not reporting to school or a class unless the absence is excused in accordance with the school's policy.
- c) Any absence that is not excused within 48 hours.
- d) Any absence not excused by the administrator in charge.

C. Medical Absences

The school, at its discretion, may require a student who is absent for medical reasons to provide a note from his or her doctor. In such cases, a student who does not provide the required note shall be considered absent without excuse.

D. Sports

Students must be in attendance the day of any game or practice (day before Friday or Saturday games). If there is a need to be absent, they must have a doctor's note, or have a family emergency, and have communicated with the front office or principal concerning the absence.

TARDINESS

In secondary schools, a tardy student is a student without a valid excuse who is not in the classroom at the time the teacher expects. Secondary schools will determine consequences for tardiness. A student detained by another teacher or staff member shall not be considered tardy provided that the staff member gives the student a pass to enter the next class. Students who are more than five minutes tardy to class will receive an unexcused absence for that class period. Elementary students will be considered tardy if they arrive more than five minutes after class has started. Penalties for tardiness will be equated with penalties for unexcused absences. An unexcused tardy exceeding 30 minutes will be counted as a half day unexcused absence in the elementary school.

The classroom teacher, counselor and/or administrator will work with tardy students to discuss the undesirable consequences of tardiness, explore the reasons for the tardies, work mutually with the student to identify how to avoid future tardies, and point out the consequences of further tardies.

3. STUDENT DISCIPLINE

Major or Extreme Behavior (send to principal immediately)

Examples of major disruptions or extreme behavior includes but are not limited to: The possession of weapons or drugs, violence or threats of violence, assault, sexual assault, chronic disruptive behavior, insubordination, theft, damage to school property, detrimental behavior...

Students who behave in a way that is major or extreme will be sent to the office immediately. A staff member that sends a student to the office must notify the office of the student's behavior that required the office referral. The principal may suspend or recommend expulsion of a student who engages in major or extreme behaviors.

Disruptive Behavior

Examples of disruptive behavior includes but is not limited to: Classroom disruptions, being tardy to class, violation of classroom rules, refusal to participate in class...

Disruptive behaviors are any behaviors in the school or classroom that are disruptive to the learning environment. It is expected that when a member of the school staff corrects disruptive types of behavior from a student, that the student's behavior immediately improves. Disruptive students may receive consequences from any staff member in an effort to correct the disruptive behavior. These consequences may include, but are not limited to: Moving the student to another location in the room, conference with the student, detention type consequences, Time-out, phone call to parents, conference with parents. A student who continues to exhibit disruptive behaviors may be subject to increased consequences and or interventions by the staff. If a student continues to be disruptive after multiple consequences, including contacting the student's parents or guardian, that student will be considered to be a chronic disruptive student and will be referred to the principal.

Chronic Disruptive Behavior

Any student who does not promptly correct their disruptive behavior, that student's parents must be contacted. It is essential that the learning environment for the students be preserved. For students who continue to disrupt class, a parent meeting must be called, in coordination with the principal. A behavior plan will be developed for that student with specific expectations for behavior. Student behavior that remains disruptive after several interventions will be considered major and be sent to the principal.

STUDENT BEHAVIOR - CODE OF CONDUCT AND DISCIPLINE

The principal may suspend or recommend expulsion of a student who engages in one or more of the following activities while in school buildings, on District property, when being transported in vehicles dispatched by the district or one of its schools, during a school sponsored or district-sponsored activity or event and off school property when the conduct has a nexus to school or any district curricular or non-curricular event.

1. Causing or attempting to cause damage to, school property, or stealing or attempting to steal school property of value.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
4. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
5. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
6. Engaging in "hazing" activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
7. Violation of the district's policy on bullying prevention and education.
8. Violation of criminal law which has an immediate effect on the school or on the general safety and welfare of students or staff.
9. Violation of district or building regulations.
10. Violation of the district's policy on weapons in the schools. Expulsion shall be mandatory for using or possessing a firearm in accordance with federal law.
11. Violation of the district's alcohol use/drug abuse policy.
12. Violation of the district's violent and aggressive behavior policy.
13. Violation of the district's tobacco-free schools policy.
14. Violation of the district's policy on sexual harassment.
15. Violation of the district's policy on nondiscrimination.
16. Violation of the district's dress code policy.
17. Throwing objects unless part of a supervised school activity, that can cause bodily injury or damage property.
18. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
19. Lying or giving false information, either verbally or in writing, to a school employee.
20. Scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
21. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
22. Behavior on or off school property which is detrimental to the welfare or safety of other students or school personnel.
23. Repeated interference with the school's ability to provide educational opportunities to other students.
24. Continued willful disobedience or open and persistent defiance of proper authority, including deliberate refusal to obey a member of the school staff.

Sexual Harassment

The Board recognizes that sexual harassment can interfere with a student's academic performance and emotional and physical well-being and that preventing and remedying sexual harassment in schools is essential to ensure a nondiscriminatory, safe environment in which students can learn. In addition, sexual harassment is recognized as a form of sex discrimination and thus is a violation of the laws that prohibit sex discrimination, as addressed in Board policy [AC](#).

District's commitment

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

The district shall investigate all indications, informal reports and formal grievances of sexual harassment by students, staff or third-parties and appropriate corrective action shall be taken. Corrective action includes taking all reasonable steps to end the harassment, to make the harassed student whole by restoring lost educational opportunities, to prevent harassment from recurring and to prevent retaliation against anyone who reports sexual harassment or participates in a harassment investigation.

Sexual harassment prohibited

Unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal or physical conduct of a sexual nature may constitute sexual harassment, even if the harasser and the student being harassed are the same sex and whether or not the student resists or submits to the harasser, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's participation in an education program or activity.
2. Submission to or rejection of such conduct by a student is used as the basis for education decisions affecting the student.
3. Such conduct is sufficiently severe, persistent or pervasive such that it limits a student's ability to participate in or benefit from an education program or activity or it creates a hostile or abusive educational environment. For a one-time incident to rise to the level of harassment, it must be severe.

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

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

Sexual harassment as defined above may include, but is not limited to:

1. sex-oriented verbal "kidding," abuse or harassment,
2. pressure for sexual activity,
3. repeated remarks to a person with sexual implications,
4. unwelcome touching, such as patting, pinching or constant brushing against the body of another
5. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or similar personal concerns,
6. Sexual violence

Reporting, investigation and sanctions

Students are encouraged to report all incidences of sexual harassment to either a teacher, counselor or principal in their school building and file a complaint, through the district's complaint and compliance process ([AC-R](#)). All

reports and indications from students, district employees and third parties shall be forwarded to the compliance officer ([AC-E-1](#)).

If the individual alleged to have engaged in prohibited conduct is the person designated as the compliance officer, the complaint shall be made to the building administrator who shall designate an alternate compliance officer to investigate the matter.

All matters involving sexual harassment reports shall remain confidential to the extent possible as long as doing so does not preclude the district from responding effectively to the harassment or preventing future harassment. Filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect grades.

In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred shall be investigated.

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

Notice and training

Notice of this policy shall be circulated to all district schools and departments and incorporated in all student handbooks.

All students and district employees shall receive periodic training related to recognizing and preventing sexual harassment. District employees shall receive additional periodic training related to handling reports of sexual harassment.

Approved: March 30, 1992, Revised: April 21, 1998, Revised: January 5, 1999, Revised: April 1, 2014

Legal Reference: 20 U.S.C. §1681 *et seq.* (*Title IX of the Education Amendments of 1972*)

Cross Reference: [AC](#), Nondiscrimination/Equal Opportunity

Equal Educational Opportunities

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

This concept of equal educational opportunity shall guide the Board and staff in making decisions related to school district facilities, selection of educational materials, equipment, curriculum and regulations affecting students.

Students with identified physical and mental impairments that constitute disabilities shall be provided with a free appropriate public education, consistent with the requirements of federal and state laws and regulations.

In order to ensure that district programs are in compliance with applicable laws and regulations, the Board directs the superintendent or designee(s) to periodically monitor the following areas:

1. Curriculum and materials – review curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training – provide training for students and staff to identify and alleviate problems of discrimination.
3. Student access – review programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
4. District support – ensure that district resources are equitably distributed among school programs including but not limited to staffing and compensation, facilities, equipment and related matters.
5. Student evaluation instruments – review tests, procedures and guidance and counseling materials for stereotyping and discrimination.
6. Discipline – review discipline records and any relevant data to ensure the equitable implementation and application of Board discipline policies.

Adopted: 1983, Revised: March 3, 1992, Revised: April 1, 2014

Public Concerns and Complaints

Constructive criticism motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively is welcomed by the Board of Education.

The Board believes that complaints and grievances are best handled and resolved as close to their origin as possible. Therefore, the proper channeling of complaints should be as follows:

<ol style="list-style-type: none"> 1. Teacher, Coach, Aid Secretary, Custodian 2. Athletic Director (for extracurricular activities complaints only) 3. Principal 4. Superintendent 5. Board of Education 	<ol style="list-style-type: none"> 1. Bus Driver 2. Transportation Manager 3. Superintendent 4. Board of Education 	<ol style="list-style-type: none"> 1. Food Server, Cashier, Cook 2. Food Service Manager 3. Superintendent 4. Board of Education
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Whenever appropriate, the matter may be referred to the original employee concerned. Any public **concern**/complaint shall be referred through the channels outlined above before it is presented to the Board for consideration and action.

When a complaint is made directly to an individual Board member, the procedure outlined below shall be followed:

1. The Board member shall refer the person making the complaint to the appropriate individual per the channeling procedure outlined previously in this policy.
2. If the person will not personally present the complaint to the appropriate individual per the channeling procedure outlined previously in this policy, the Board member shall then ask that the complaint be written and signed. The Board member will then refer the written complaint to the superintendent for investigation.
3. If at any time the person making a complaint feels that a satisfactory reply has not been received, that person is advised to consult with the next individual per the channeling procedure outlined previously in this policy. If the complaint is to be heard by the Board of Education, the complainant will be asked to present the complaint during the public comment section of a regular or special board meeting.
4. The Board of Education will only respond to complaints when the channeling procedure outlined previously in this policy has been followed. Upon hearing a complaint as an entire body, the Board of Education may take the following action(s) at a Board of Education meeting:

- a. Request a report from school administration detailing the school district's efforts to remedy the situation.
 - b. Invite the individual(s) presenting the complaint to attend an executive session if the **concern** involves information that is of a sensitive nature. The Board of Education maintains complete discretion regarding all aspects of executive session including, but not limited to, attendees, length, and content.
5. Following the Board of Education meeting at which a properly channeled complaint has been presented, the Board of Education will:
- a. Issue a written response to the individual presenting the complaint within one week of the Board of Education meeting at which the complaint has been presented, or
 - b. Direct the superintendent to contact the individual presenting the complaint within 3 days to communicate the Board of Education's findings

All decisions and findings by the Board of Education will be the final resolution from the school district.

Adopted: March 4, 1986, Revised: July 7, 1999, Revised: April 1, 2014, Revised: November 17, 2015

Current district policies referred to in this student handbook can be found on the school district website: www.meeker.k12.co.us Please click on the SCHOOL BOARD button and then select policies. These policies are under review and revision. Revised policies will be included in the student handbook once they have been adopted by the school board.

 Cut along dotted line.

Parents/Guardians – Please review the contents of this Student Handbook with your child. If you have any questions, please contact Mr. Hanks at the school 878-9060. When you have reviewed this handbook, please sign this portion and have your child return it to their teacher. Thank you for your support in your child’s education.

Parent/Guardian: _____ Date: _____

Student: _____ Date: _____