

TELLURIDE MIDDLE-HIGH SCHOOL



Home of the Miners!

Student-Parent Handbook

2018/2019

www.tellurideschool.org

<http://tmhs.tellurideschool.org/>

AT TMHS WE ARE A HIGHLY-ENGAGED, COLLABORATIVE
COMMUNITY PURSUING AUTHENTIC, DYNAMIC LEARNING
ENABLING ALL TO REACH THEIR HIGHEST POTENTIAL



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Section 504 of the Rehabilitation Act and Americans with Disabilities Act

Notice of Non-Discrimination

Applicants for admission and employment, children, parents, persons with disabilities, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Telluride School District are hereby notified that this school does not discriminate on the basis of race, sex, color, national origin, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the school's compliance with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act (ADA) or Section 504 is directed to contact:

Mike Gass, Superintendent

Mr. Gass has been designated by the school board to coordinate efforts to comply with the regulations regarding non-discrimination.

Principal's Welcome - Sara Kimble

I have been a part of the TMHS staff for twelve years and every year this school grows and improves. I love being a part of the TMHS community and am passionate about helping each and every student find their path to success. We are proud that Telluride High School was ranked 9th in the state by US News and World Report last year and we are proud of the accolades that both THS and TMS have received. But, the reason I come to work every day isn't for the accolades and recognition it is because I love being a part of the students lives and believe we can help each and every student grow to their highest potential. I look forward to welcoming your students back to a great school year!

The vision for Telluride Middle High School is:

At TMHS we are a highly-engaged collaborative community pursuing authentic, dynamic learning enabling all to reach their highest potential.

What does this mean? The focus for the 2018 - 2019 school year will be helping each and every student and staff member reach their **highest potential**. We will be looking at and continuing to improve our curriculum and instruction to meet the "**authentic and dynamic**" standard. Over the past few summers we have been increasing the number of staff members that have been to AVID Summer Institute. AVID is a school wide system that brings **best teaching practices** in to all classrooms and offers an elective to increase student achievement.

As Principal, it is my belief that the most important component to academic success is the strong relationships we develop with our students. With that foundation our teachers are able to challenge our students to raise the bar, challenge critical thinking, increase collaborative opportunities and increase problem solving skills.

We value the partnership between home and school and encourage parents to be an active participant in their child's education.

We will be thoroughly invested in each and every student. It is our goal to inspire, nurture, and empower students to be active participants of a larger global society. As the school year progresses, I invite you to check our website [www.tmhs.tellurideschool.org] for frequently updated information on athletics, fine arts, special school events, your child's progress, and the school calendar. Please also utilize PowerSchool and Schoology to see what is happening in your child's classroom. Our primary form of communication is our Friday weekly emails. My door is always open, please do not hesitate to contact me if you have any questions or concerns.

Respectfully Yours,

Sara Kimble

Mission Statement

“Through quality education, our students will achieve personal success.”

Vision Statement

“At TMHS we are a highly-engaged collaborative community pursuing authentic, dynamic learning enabling all to reach their highest potential.”

The Miner Way

Respect, Responsibility, and Integrity.

Telluride Fight Song

*On you Miners
On you Miner,
Fight on for your fame
Take that ball right down
and score
A victory for this game
Rah! Rah! Rah!*

*On you Miners
On you Miner,
Fight on for your fame
Fight Miners, Fight, Fight,
Fight And win this game!!*

Colors: Maroon and White

Team Name: The Miners

Parent/Student Resources

All TMHS staff members maintain an open door policy and are available to all students, parents and teachers. Call or come by and arrange an appointment whenever we can be of service to you.

Administration, Counseling and Support Staff

Principal – Sara Kimble	369-1211
School Counselor 9-12 – Alex Jones	369-1217
School Counselor 6-8 – Sara Baffoe	369-7154
College Counselor – Karen Lavender	369-7120
Mental Health Counselor - Matt Mlynarczyk	369-7114
School Psychologist-Shawna Rice	369-7155
Athletic Director/Dean of Students – Chris Murray	369-1210
THS Administrative Assistant/Registrar - Sharon Broady	369-1224
TMS Administrative Assistant - Kim Spaulding	369-1221
TMHS Attendance Clerk - Kim Spaulding	369-1221

Attendance

The Attendance Clerk maintains and updates attendance records for students. Please refer to the Attendance section of this handbook or call our clerk whenever you have an attendance question or concern.

Faculty

TMHS teachers are professional, certified educators, who are highly qualified to assist students and parents with matters of curriculum, instruction and learning. Because of the large time that teachers dedicate to instruction, please call or e-mail to schedule an appointment. You can email teachers at: (first initial)(last name)@telluride.k12.co.us Example: skimble@telluride.k12.co.us

Library

The library is available to students, teachers, and staff during hours of operation for research, reading and studying. There are also computer stations available for academic use. Library Media Specialist – Jen Hubbard 369-7119

Nurse

The nurse and front office staff are available during school hours to provide students with first aid and coordinate assistance in medical emergencies.
District School Nurse - Christine Tschinkel 369-7103

Registrar

The Registrar maintains each high school student's transcript, which includes course history, graduation requirements and credits earned.
Registrar – Sharon Broady 369-1224

TMHS Directory
970-369-4 digit extension below

Name	Position	EXT
Arenson, Jeff	TMS Math	7133
Baffoe, Joe	THS Math	7140
Baffoe, Sara	TMS Counselor	7154
Bergstrom Noel, Nicki	TMS Humanities	7128
Boykin, Kelly	THS Social Studies	7144
Broady, Sharon	THS Admin	1224
Clements, Kari	TSD Assessment Coordinator/GT	1202
Cornell, Katrina	THS Math	7140
Cristol, Ursula	Cultural Liaison	7102
Davis, Sara	THS Math/THS Sped	7154
Emerick, Bonnie	TMHS English	7143
Engbretsen, Derek	TMHS Science	7148
Gass, Mike	Superintendent	1213
Gennari, Jessica	TMS Art	7221
Gillett, Tuck	Music	7112
Hagen Nagl, Jenna	TSD Sped	7125
Halliday, Timothy	TIMS PE	7109
Hanna, Mo	TMS Humanities	7126
Henderson, Laurel	TMS Spanish/ESL	7134
Heady, Jessica	THS Social Studies	7147
Hennessy, Grace	TMS SPED	7117
Hubbard, Jennifer	TMHS Library	7119
Jackson, Carolyn	TMS Reading Intervention	7124
Jones, Alex	THS Counselor/THS English	1217
Kimble, Sara	TMHS Principal	1211

Knechtel, Sue	TMS Humanities	7127
Lambert, Scott	THS Math	7141
Lauritzen, Leah	TMHS Science/Health	7131
Lavender, David	THS English	7145
Lavender, Karen	College Counselor	7120
Loew, Chris	TMHS Science	7129
Lopez, Sara	THS Spanish	7135
Lybrand, Rex	TMHS Science	7150
MacDonald, Joanna	THS ESL	7136
Mlynarczyk, Matt	Mental Health Therapist	7144
Morgan, Jennifer	THS Art	7122
Murray, Chris	TMHS AD/Dean of Students	1210
Olsen, Dan	TMS Math	7132
Olson, Ken	Director of Operations/Technology	1236
Patrick, Ryan	THS English	7137
Picard Rogers, Brittany	THS Sped	7118
Pignoli, Tara	THS Social Studies	7138
Proud, Marion	THS English	7146
Rice, Shawna	District Psychologist	7155
Rodriguez, Ramon	TMHS Spanish	7123
Rosen, Heather	THS Tech/Yearbook	1220
Russell, Lauren	THS Math	7149
Spaulding, Kim	TMS Admin/Attendance	1221
STEM/Angela	TMS Technology	7157
Tschinkel, Christine	Nurse	7103
Twitchell, Kate	THS Science/Avid	7139
Watkins, Angela	Drama	7233

2018/2019 Telluride School Calendar

approved 3.20.18 A

August 2018						August
Su	M	Tu	W	Th	F	Sa
						13-21
	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						K-2 3-12
						8 15
						Teachers

January 2019						January
Su	M	Tu	W	Th	F	Sa
						24-4
	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						K-2 3-12
						18 18
						Teachers

September 2018						September
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
						No School PK-12/Labor Day
						No School PK-2 ONLY/PK-2 Good Setting
						3-12 grades IN SESSION
						18
						19
						Teachers

February 2019						February
Su	M	Tu	W	Th	F	Sa
						15
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		
						K-8 9-12
						18 19
						Teachers

October 2018						October
Su	M	Tu	W	Th	F	Sa
						26
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						HdL Day PK-12/Teacher Grading
						Trimester 1 ends PK-2/Quarter 1 ends 3-12
						23
						23
						Teachers

March 2019						March
Su	M	Tu	W	Th	F	Sa
						8
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						K-2 3-12
						21 21
						Teachers

November 2018						November
Su	M	Tu	W	Th	F	Sa
						1
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
						No School PK-8 ONLY Conferences
						1-2-23
						9-12 grades IN SESSION
						16
						No School PK-12/Thanksgiving Break
						17
						Teachers

April 2019						April
Su	M	Tu	W	Th	F	Sa
						8-19
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
						No School PK-12/Spring Break
						12
						12
						Teachers

December 2018						December
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
						HdL Day PK-12/Semester 1 ends 3-12
						24-4
						No School PK-12/Winter Break
						15
						15
						Teachers

May 2019						May
Su	M	Tu	W	Th	F	Sa
						27
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						K-2 3-12
						21 21
						Teachers

June 2019						June
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
						No School PK-12/Memorial Day
						HdL Day K-12/Semester 2 & Trimester 3 ends PK-2
						Teachers Last Day/THS Graduation
						21
						21
						Teachers

June 2019						June
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
						No School PK-12/Memorial Day
						HdL Day K-12/Semester 2 & Trimester 3 ends PK-2
						Teachers Last Day/THS Graduation
						21
						21
						Teachers

2018/2019 TSD Calendar

Indicates Half Day

K-2		3-8		9-12 Teachers	
T1	46 Q1	47	47	54	54
T2	63 Q2	34	35	35	35
T3	61 S1	81	82	89	89
	Q3	42	43	43	43
	Q4	48	48	49	49
	S2	90	91	92	92
	170	171	173	181	181

**Telluride Middle-High School
Master Bell Schedule
2018/19**

THS

TMS

Monday-Thursday-Friday

Period	Start	End	Minutes
1	8:15	9:04	49
2	9:08	9:57	49
Break	9:57	10:07	10
3	10:11	11:00	49
4	11:04	11:53	49
5	11:57	12:46	49
Lunch	12:46	1:29	43
6	1:33	2:22	49
7	2:26	3:15	49

Period	Start	End	Minutes
1	8:15	9:04	49
2	9:08	9:57	49
Break	9:57	10:07	10
3	10:11	11:00	49
4	11:04	11:53	49
Lunch	11:53	12:36	43
5	12:40	1:29	49
6	1:33	2:22	49
7	2:26	3:15	49

THS

TMS

Tuesday

Period	Start	End	Minutes
2	8:15	9:30	75
Break	9:30	9:40	10
4	9:44	10:59	75
Tutorial	11:03	11:53	50
6	11:57	1:12	75
Lunch	1:12	1:56	44

Period	Start	End	Minutes
2	8:15	9:30	75
Break	9:30	9:40	10
4	9:44	10:59	75
Tutorial	11:03	11:53	50
Lunch	11:53	12:37	44
6	12:41	1:56	75

THS

TMS

Wednesday

Period	Start	End	Minutes
1	8:15	9:30	75
Break	9:30	9:40	10
3	9:44	10:59	75
Tutorial	11:03	11:57	54
Lunch	11:57	12:37	40
5	12:41	1:56	75
7	2:00	3:15	75

Period	Start	End	Minutes
1	8:15	9:30	75
Break	9:30	9:40	10
3	9:44	10:59	75
Lunch	10:59	11:43	44
Tutorial	11:47	12:37	50
5	12:41	1:56	75
7	2:00	3:15	75

Telluride School District R-1 Mission & Results

Through quality education our students will achieve personal success. As a result of our efforts students will...

1. Master rigorous academic standards required to meet the challenges of their future by:
 - a. Understanding the relevance of the core content knowledge
 - b. Accessing and utilizing current technology to research and communicate
 - c. Performing at or above proficiency on formative assessments
 - d. Connecting and applying content learning to real life situations
2. Direct and own their learning through the use of effective tools and processes by:
 - a. Applying and transferring critical thinking and creativity to solve complex problems
 - b. Developing interpersonal skills to communicating clearly, politely and persuasively
 - c. Identifying their learning levels and personal interests
 - d. Helping to design their standards based learning projects
3. Interact globally and contribute locally to improve the human condition and environment by:
 - a. Accessing information and communicating digitally
 - b. Developing social awareness of regional and global issues and the impact of activism
 - c. Contributing through service to the local and global community
4. Be ethical and healthy individuals by:
 - a. Respecting self and others
 - b. Demonstrating tolerance of diverse communities, opinions and perspectives
 - c. Understanding the impact of individual choices on emotional and physical wellness

Our Students' Right to Learn

It is the goal of Telluride R-1 School District to create a safe and positive environment that promotes productive learning. The following student rights are based upon common sense, courtesy, consideration of safety, and respect for the rights of others:

The right to a positive learning environment

All students have the right to learn and no one has the right to interfere with that learning.

The right to be respected

All students have the right to be respected for who they are.

The right to learn in a safe environment

All students have the right to feel emotionally and physically safe in their school.

The right to learn in a substance free environment

In accordance with Colorado State law, all students have the right to learn in a drug, alcohol, and tobacco free school.

Parents-Partners in Learning

Parental Involvement

We value our partnerships with students, parents, teachers and staff. There are a number of ways parents can be positively involved in these partnerships to strengthen the academic and personal growth of your child. Here are a few ways we encourage you to stay involved in your child's life at school:

- Place a high value on your child's education by discussing his or her educational progress on a daily basis.
- Be familiar with the educational opportunities available to your child.
- Remain in touch with your child's teachers, counselor and principal.
- Schedule and attend conferences: Parent/teacher/student conferences are an important component to a child's educational program. Parental insight and input improves student involvement

and learning.

- Use your knowledge of your child's work at school to set goals for the future and to support their engagement in as many areas as possible.
- Let your son or daughter's teachers know if something is going on outside of school that could adversely affect their work/life here. Also let us know if there is something we can do to help support your child at school.
- Exercise your right to access information about your child, so that teachers, staff, and parents can effectively communicate.
- Let faculty or staff know when they can be of service to you.
- Participate in or attend school events whenever possible. Parents are always welcome and encouraged to become involved!

Telluride Education Foundation

The mission of the Telluride Education Foundation: "We R-1" is to expand and enrich academic, artistic, and leadership opportunities for students, to motivate and recognize those who guide students, to encourage strong volunteer involvement and to broaden community support for the Telluride R-1 School District. We encourage all parents and community members to volunteer this year—there will be opportunities, big and small, throughout the year. So get involved! <https://tellurideeducation.org/>

Accountability Committee

TMHS Accountability Committee is responsible for making recommendations to the principal concerning priorities for spending school funds, the preparation of the school's Performance plan and meeting to discuss the implementation of the school's plan and other progress pertinent to the school's accreditation. For a calendar of Accountability Committee meeting dates, please go online to the Accountability section under "For Parents" link [here](#).

Athletic Advisory Committee

The Athletic Advisory Committee (Booster's Club) meets monthly to discuss relevant topics pertaining to the interscholastic sports program.

PowerSchool

Our Student information system is Power School, you can access student grades and all pertinent information. Teachers update their gradebooks once a week. If you need login information instructions are [here](#).

Schoology

Teachers, students and parents will be using Schoology for the 2018-2019 academic year. Schoology is a Learning Management System (LMS), which means that all teachers will use Schoology to communicate information about assignments and classroom related events as well as post resources pertinent to the class. This is the preferred method for teacher-student and teacher-parent communication. Some teachers will use Schoology to grade assignments and populate a gradebook, but the official gradebook is in PowerSchool, which parents and students can access through the portal.

Volunteering

As the school regularly coordinates curricular events, competitions, and field trips, teachers need parent volunteers to assist them. Please call your child's teacher to see how you may help.

Confidentiality

According to the Family Educational Rights and Privacy Act (FERPA), the confidentiality of student records are protected from unauthorized inspection. Information pertaining to student's educational history, such as grades, test results, discipline and records regarding student disabilities are confidential, and may only be accessed by:

- Parents who retain parental rights.
- District or school faculty and staff with a "legitimate educational interest" in the student.
- Other institutions with a "legitimate educational interest", such as colleges requesting transcripts

Photographic Opt Out Form

Throughout the school year many students' pictures are taken in the classroom, on field trips, and during other school related activities. If you would like to have your students' picture excluded from being printed in our school publications, please indicate on the student registration form.

Classroom Visitors

All visitors must report to the front office immediately upon arrival to sign in. For the safety of the school, and the maintenance of a productive educational environment, we require that any person visiting during the school day have the principal's approval **twenty-four hours prior to the visit**.

It is wonderful when family and friends visit our students during the school year and while we welcome these visitors to accompany our students to have lunch or attend a special presentation, we discourage un-enrolled students from attending classes for the day. We permit student visitors for half day, either in the morning until lunch or from lunch until 3:15. Student visitors will not be allowed to visit the first week after vacation, during finals week or any other time that is deemed inconvenient. Any request for exception due to extraordinary circumstances must be submitted to the principal in advance for approval.

Prospective Parent Classroom Observations

We are confident that we have high quality teachers and instruction occurring within each classroom and we encourage parents to visit our school. Our curriculum is aligned with state standards, our teachers in each grade level work with one another to ensure that the curricular content is consistent within each classroom, and our performance data rates our schools among the highest achieving schools in Colorado. Therefore, when parents request to visit classrooms for the purposes of enrolling their child in our school, we ask that they arrange this visitation with the principal.

Temporary Guardianship

Many times parents leave town for a specified amount of time and leave their child under the supervision of a friend, or caretaker. Parents who assign guardianship of their child to another adult must provide the school with a signed and notarized power of attorney form, it can be found on the website or picked up at the front desk. That form indicates the level of decision-making authority that the temporary guardian is granted. Link to form: [Power of Attorney Parental Authority Form](#)

Public Conduct on School Property

All visitors must sign in at the front desk and obtain a visitor's pass. All visitors must conduct themselves in a manner that does not disrupt the academic environment for our students and faculty. As such, all visitors are expected to comply with the Telluride School District Board of Education policy on Public Conduct on School Property.

Out of District Students

TMHS asks that out of district students submit a request form each May. We will accept out of district students if there is room in the grade level. A student who has discipline, academic or attendance/tardy issues may not be readmitted for the following year. The administration meets each August to determine enrollment for our out of district students.

Part Time Students

If your student starts on the first day of school and completes the eighteen-week semester, they will earn letter grades A-F that will appear on a Telluride High School transcript, which they can take back to their school. If they start on the first day of SECOND semester, and complete until the last day of school in June, we will also award them second semester grades of A-F, and provide them with a transcript of courses to take back to their home school.

However, in the case of students who arrive after the first quarter, and/or leaves before the end of the 4th quarter, your student will receive a Pass or Fail in each class they attend at the end of the semester. We will make every attempt to put them in classes that are close to what they were taking at their home school, but because they will have missed at least 9 weeks of instruction at our school, either at the beginning of the school year, or at the end of the school year, (and sometimes both), our staff will not be asked to provide them with the formative assessments that have taken place, or will take place, during the time your student isn't enrolled here. At the high school level, transcripts become important, and our teachers work very hard to differentiate and plan lessons for the entire school year. They honor their standards and mastery by each student to accomplish schoolwork based on those standards and objectives. An "A" means students have shown mastery of the objectives they have presented. We do not expect them to assess students who are only here for part of their curriculum using the same standards and expectations. That is not fair for the teachers or for your student.

1:1 Chromebook Program for 7th Grade

For use during the 2018-19 school year all seventh grade students will be issued a Chromebook for a rental fee of \$50. The Technology Acceptable Use Policy applies. Form is linked [here](#).

BYOT (Bring Your Own Technology) BYOT Checkout form is linked [here](#)

BYOT Purpose and Plan (Grades 8-12)

Telluride School District is committed to moving students and staff forward in a 21st century learning environment. As part of this plan, TMHS (grades 8 -12) students are expected to bring a technology device each day to school to access class resources, explore and save information from the Internet, communicate with other learners and use the productivity tools loaded on their device.

The minimum requirements for this device are below, but basically this means any device with a large screen (meaning not a smartphone). Laptops are strongly recommended.

Here are some of the key points to BYOT:

- Students are expected to take their devices home and bring them back to school fully charged each day.
- Use of devices in the classroom will be at the discretion of the teacher.
- Students and parents will sign the **Comprehensive Sign-Off Form** in the student registration packet acknowledging that they have read and understand the Technology Acceptable Usage Policy, which is printed below and available on the Telluride School District website.
- The Telluride School District Internet connection will be filtered for inappropriate content according to federal law.

- Students and parents should assume that the connection is not secure and privacy is not guaranteed.
- Telluride School District is not responsible for lost, stolen or damaged personal devices.
- If students do not have access to a device, they may pay a nominal deposit and check out a Chromebook for use during the school year. At any time during the year, a student may acquire a personal device and return the Chromebook.

BYOT Requirements (Grades 8-12)

Two Tiers: Minimum Requirements and Recommended

Minimum Requirements:

- Essentially any device with a large screen (9.5" or more)
- Must be able to access the Internet through Wi-Fi
- Must have a keyboard
- Mobile (desktop computers are not tenable)
- Examples: Netbook, Chromebook, Laptop

Recommended: (due to state testing requirements and adaptability in classroom):

- A 11" or larger screen size
- A physical keyboard (laptops have them, tablets would require an additional purchase)
- 2 GB RAM, 1GHz Processor, 1024 x 768 Screen Resolution
- An extra power source.

There are excellent ways to acquire devices inexpensively.

- Find a friend or relative who is upgrading and get their used device
- Buy "refurbished" devices
- Look for the older models
- Netbooks and Chromebooks are the least expensive options

TELLURIDE R-1 SCHOOL DISTRICT TECHNOLOGY ACCEPTABLE USE POLICY

"Technology" means a privately owned or school issued wireless and/or portable electronic device that includes, but is not limited to, existing and emerging mobile communication systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

Internet

Only the Internet gateway provided by the school may be accessed while on campus. Personal Internet connective devices are not permitted to be used to access outside Internet sources at any time.

Security and Damages

Responsibility to keep the device secure rests with the individual owner. TSD is not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office. Additionally, protective cases for technology are encouraged.

Ethical Use

All students must abide by the following ethics:

1. **Users must respect and protect the intellectual property of others by:**
 - a. Following copyright laws (not making illegal copies of music, games, or movies).
 - b. Citing sources when using others' work (not plagiarizing).

2. **Users must respect and practice the principles of community by:**

- a. Communicating only in ways that are kind and respectful.
- b. Reporting threatening or discomforting materials to a teacher or administrator.
- c. Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct (such as messages/content that are pornographic, threatening, rude, discriminatory, or meant to harass).
- d. Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- e. Not using the resources to further other acts that are criminal or violate the school's code of conduct.
- f. Avoiding spam, chain letters, or other mass unsolicited mailings.

Attendance

Attendance Philosophy

Good attendance is essential to academic success. A significant part of the student's experience is derived from classroom relationships, activities, discussion and participation. Students cannot learn when they are not present. Unauthorized ("unexcused") and frequent personal absences are disruptive to the educational program. Make-up work cannot duplicate the learning process in the classroom.

Please note students who turn 18 during the school year but are not financially independent cannot sign themselves out of school without parent permission.

According to state law, it is the obligation of every parent/guardian to ensure that every child under their care and supervision receives adequate education, training and, if of compulsory attendance age, attends school.

If a student is absent from school, parents should call or email Kim Spaulding immediately to inform the school of the student's whereabouts. The following are reasons generally considered to justify making an absence **excused**:

- Personal illness or injuries - a written statement from a doctor is required after five consecutive absences.
- Personal medical or dental appointments
- Personal legal matters or court appearances
- Religious holidays
- Death in the family
- College or other alternative schooling visits. *This applies only to our Juniors & Seniors.*
- School sponsored and school sanctioned events and activities
- Other events or activities pre-approved by the principal.

Unexcused Absences

An unexcused absence is defined as any absence that is not covered by one of the accepted reasons listed above.

Make-up Work

Students should reference PowerSchool and Schoology for any make-upwork. In addition, when a student returns to school they should make arrangements with the teacher. It is the student's responsibility to initiate contact with the teacher for make-up work and to meet the teacher's established due date. Make-up work

for unexcused absences is done at the teachers' discretion when the student first returns to school. For EXCUSED absences listed above there will be one day allowed for make-up work for each day of absence.

Pre-Arranged Absences

If a middle or high school student knows in advance that he or she is going to be absent from classes, please complete a [pre-arranged absence form](#) to the student, which must be taken to, and signed by, all teachers and parent. A completed [pre-arranged absence form](#) does not guarantee that the absence will be excused. While we appreciate and value advanced notice of the absence we refer to the list of excused and unexcused absences noted above. Students may not interrupt other classes to have a pre-arranged absence form signed. The purpose of the pre-arranged absence form is to permit the student to make arrangements to make up work missed during the absence.

If a student knows that due to outside athletics, arts or other extracurricular activities they will miss more than 15 school days in a semester they must complete the [Extended Pre-approval From](#) prior to their absence.

TMHS Attendance Policy

Eighty-two Percent (82%) Attendance Requirement

In order to receive credit for the term, 82% attendance is required in each assigned class. Classes missed due to school approved activities, e.g., field trips, performing groups, student government, etc., are excluded. Administrators are authorized to excuse additional absences for extended illness, injury or extenuating circumstances upon satisfactory verification. If a student is placed on Attendance Probation he/she may lose credit for that class. In such case, to receive credit, students are expected to make up missed work in a timely manner. Should a student accumulate 15 total absences in a semester class, credit may be withheld and student will be placed on attendance probation.

Attendance Probation

Should a student accumulate 15 total absences, regardless of the reason, in a semester class, credit may be withheld and student will be placed on attendance probation. Students will be notified via letter or email on the 8th and 12th recorded absence prior to the student being placed on probation. If a student is placed on attendance probation due to excessive absences, notification via letter or email will be sent home, at the 15th absence, explaining the reason for being placed on attendance probation as well as the procedure to appeal for credit reinstatement. Students and parents must sign and return the appeal form. A parent conference may be required to develop a plan for a successful appeal. Students should continue to attend classes and complete assigned work. Attendance and grades will be considered in granting appeals. The Appeal Committee will make the final decision.

Tardies

TMHS values instructional time. Both students and teachers are to make full use of each class period. In order for that to occur, students are expected to be on time and prepared for each class.

Students have four minutes as a passing period between classes. Students must be in class and prepared with all assignments and materials to begin the lesson on time. Students not present and prepared are considered tardy to that class. After twenty minutes, the tardy will be considered an unexcused absence.

Tardies are accumulated for all classes per quarter. Three tardies per class is equivalent to one cut or unexcused absence. As detailed above, accumulating cuts or unexcused absences will result in a meeting with parents and will follow the above attendance policy.

Academic Information

Effective for the 2018 - 2019 we have a Academic and College Counseling Guide, please refer to this for all academic counseling information (which will be updated Fall 2018)

Expectations for Our Students

TMHS teachers and staff, as well as community members, will support our students, as they grow, learn, and achieve. Together we relay to our students an expectation that encourages them to participate, learn, and behave in a way that reflects our high standards of academic and behavioral responsibility

Academics

- **Be prepared for class.** Be on time, have a great attitude, and have the proper materials that support your learning.
- **Complete your assignments** on time and in a quality manner.
- **Challenge yourself** to optimize your learning, and produce quality work. **Set personal social and academic goals** that help you learn.
- **Cooperate with your teachers and other students** in order to achieve your own goals, and help other students optimize the learning opportunities provided.

General

Our curriculum balances core classes with exploratory course offerings and delivers instruction in a way that is age appropriate. The Board of Education has set the following minimal requirements for our students:

- English/Language Arts 4 years
- Math 4 years
- Science 3 years
- History/Social Studies 4 years
- Foreign Language 1 year
- Fine Arts 1 year
- Physical Education/Health 1 year
- Additional Fine Arts or PE 1 year
- Technological Literacy ½ year
- Electives make up the remaining credits.

Graduation/Credit Deficiencies: Generally, students should meet these guidelines for credits in order to graduate in 4 years:

End of 9th grade	7 credits completed
End of 10th grade	14 credits completed
End of 11th grade	21 credits completed
End of 12th grade	26 or more credits completed

Students who do not meet these benchmarks are considered to be credit deficient. They and their parents should meet with the School Counselor to develop a plan for credit recovery and graduation. This plan may include taking summer school, completing pre- approved online courses, enrollment in other credit-granting programs, or another individually tailored program of study.

Academic Information-THS

All Telluride High School courses meet both district and state standards for curriculum and instruction. All high school students must be registered for seven classes each semester unless administrative approval has been

granted. **Students wishing to take additional online courses or summer courses must receive approval from the Principal prior to taking the class.** Failure to do this may result in the school not accepting the credit.

Class Fees -

Every Telluride Middle High School class has a financial account that travels with them until graduation, the money rolls over with the class from year to year. These fees have been put in place beginning Fall of 2018. The goal and purpose is to collect money once a year for activities such as end of year celebrations, field trips etc. In a student's senior year the class money is used to supplement the graduation budget.

7th Grade: \$20 plus \$50 chromebook rental

8th Grade: \$40

9th Grade: \$20

10th Grade \$20

11th Grade \$40

12th Grade \$60

Tutorial

TMHS Tutorial periods are on Tuesdays and Wednesdays. This is a mandatory class. Students are assigned to Tutorial and are required to meet with their teachers to get assistance with their schoolwork or get permission to work with another teacher. This is a great time for students to get extra help with assignments they have not understood or have not completed. It is also a time for teachers to help students who need extra instruction. **Campus is closed for all TMHS students during this time.**

THS 8th Period/TMS Homework Club

8th period is open to all THS students. It is mandatory for those students who are failing a class and they must attend 8th period until they are in good academic standing. 8th period meets Monday – Friday after school for 1 hour (3:30 – 4:30 and 2:00 – 3:00 on Tuesdays). Students will not be eligible for school sponsored after school activities (ie. Athletics, Drama and Fashion Show, etc.) until they are in good academic standing. Every week students will be automatically enrolled in 8th period based upon the eligibility list; in order to be removed they must have a note from their teacher to be given to Chris Murray, Dean of Students or have an updated grade in PowerSchool. Location TBD. If a student fails to attend 8th period they will be assigned a Saturday school. Please check Power School for grades.

TMS Students may participate in Homework Club. Homework Club meets Monday – Friday after school for 1 hour (3:30 – 4:30 and 2:00 – 3:00 on Tuesdays). The TMS team may make Homework Club mandatory for a student based on grades and will notify parents. The location is TBD.

Tutoring/Extra Help

If your child is requesting tutoring we encourage them to seek out their teacher during the school day or tutorial. The counseling office maintains a list of local tutors should you want outside tutoring. Please note the following board policy:

To ensure all students reasonable assistance without charge from their own teachers and to avoid placing a teacher in a position where there may be a conflict of interest, no teacher, administrator, or other licensed staff member shall be permitted to receive money for tutoring any student they have in class or upon whose evaluation they will be called on to pass.

Telluride High School Course Descriptions

All our course descriptions are located in the [Academic and Career Course Planning Guide](#) on the website.

Distinguished Academic Program [DAP] – THS

Telluride High School offers a Distinguished Academic Program for students who are college bound. This program consists of a rigorous course of study, preparing students for their college experience. Completion of this program will be recognized at the end of their senior year with a certificate and presentation of a graduation cord.

Cords are given based upon 7th semester GPAs. (determined at the end of first semester senior year)

Cum Laude Cords (3.5-3.99)

Magna Cum Laude Cords (4.00-4.19)

Summa Cum Laude (4.2 and above)

A student may not be a Valedictorian or Salutatorian unless he/she completes the DAP.

To promote academic excellence and acknowledge students who pursue it, THS is proud to recognize the achievement of graduates who complete the Distinguished Academic Program. Preparation for college by some students focuses on merely fulfilling minimum entrance requirements. As a result, some high school students suffer the disappointment of being denied admission to their school of choice or to prestigious, highly selective private colleges and universities because they failed to take four years of rigorous college-prep curricula even though they may have high grades. To many colleges, the best indicator of a student's motivation is a transcript reflecting four years of solid academic work. College admission personnel state that students' success is more predictable based on the degree of difficulty of their high school classes rather than on their overall grade point average.

The Telluride High School Distinguished Academic Program requires a minimum GPA of 3.5 at the end of the 7th semester. In addition, the following requirements must be met:

- Mathematics completed must be through the Algebra II level.
- Two lab sciences must include Biology, Chemistry or Physics.
- Three separate levels of the same World Language.
- Two AP courses: AP English Language, AP English Literature, AP US History, AP American Government, AP Calculus, AP Statistics, AP Studio Art, AP Psychology, AP Spanish or AP Environmental Science.
- Three additional years (or combined semesters) in any of the following academic electives (when offered): Pre-Calculus, Physics, Foreign Language 4th or 5th year, any additional AP courses, or any additional Social Studies, Math or Science electives
- A minimum grade of "C" or better in all courses.
- No fewer than six class periods in both semesters of the senior year
- Any "extra" AP class beyond the required 2 may be substituted for a missing requirement excluding GPA requirements.

Adding/Dropping Classes

Class changes can be made without penalty **only during the first two weeks of each semester**. Students may add a class for credit only during those first two weeks. Partial credit after that time is not possible. If a student drops a class after the drop deadline, that student will receive a final grade of a (Withdrawn Failure). A student dropped from a class for disciplinary reasons receives a W.F. and loss of credit.

Advanced Placement Classes

Students have the option of taking Advanced Placement classes. THS has offered AP classes in the following disciplines: English, Social Sciences, Math, Science, Spanish, Technology and Art. In an effort to uphold the highest standards for these classes, students are expected to meet or exceed class expectations and demonstrate their commitment to the class in the first grading period. If this is not evident, they will be asked

to move into the regular section. Students have until fall parent-teacher conferences to drop an AP course. Failure to meet any of these standards may jeopardize a student's right to be in an AP class. AP students are also required to take the AP exams in May. **There are costs associated with AP courses and payment is required prior to taking the tests in May. Students enrolled in AP classes must take the AP test in order to receive AP credit on their transcript.**

For more detailed information please refer to the Academic and College Counseling Guide.

Eligibility

Students participating in extra-curricular activities must maintain passing academic and conduct grades. When teachers turn in eligibility reports each week, any student receiving failing marks either in academics or conduct in two or more classes is ineligible for the following week. Teachers are responsible for providing students and parents with an explanation of the students' eligibility. Each teacher will notify the student regarding his or her eligibility and report the eligibility status to the front office. The front office will then forward a report to the parents. CHSAA requires that a student must be enrolled in a minimum of six classes and have no more than one "F" at each grading period (quarter). Therefore, any student failing two or more courses for a quarter will be ineligible for competition during the next quarter grading period. In order to participate in school-sanctioned activities, students who fail a course at the quarter grading period during their activity participation, shall be required to agree to a contract with the teacher of the failing course to insure that a concerted effort is being made to rectify the situation during the following academic quarter.

Examinations

In middle and high school, each semester is divided into two grading and reporting periods. Written and/or performance final exams are given at the end of each semester. Each teacher determines the percentage of the semester grade that the final constitutes. Each teacher will convey this information in a reasonable time before the examination.

The following exam policies are in place:

1. Students cannot have access to phones during the exam period.
2. Students cannot have access to computers, unless the student has accommodations to type responses on. If an exam is given on the computer please work with the tech department to turn off internet access during testing.
3. Students must take their exam during the scheduled exam time. The only exceptions are if a student is ill or has accommodations that note not more than one exam in a day. If there are extenuating circumstances students need 2 weeks prior approval from the teacher and principal.
4. If students have a presentation (art, mentorship, etc) they do not need to be present for the exam period.

Testing

Standardized Testing is vital to the educational process. It provides valuable data regarding students growth and achievement as well as helps TMHS continue to improve the curriculum and instructional practice of Teachers. If a parent decides to opt their student out, they must have an in-person meeting with the principal at least 48 hours prior to the start of testing. Please schedule a meeting through the front office. Please note opting your student out of testing affects school ratings.

Long Haul Award

Students who have completed 13 years in the Telluride School District are eligible for the Long Haul Awards. We recognize students who have gone on exchange or may have done a year at The Mountain School.

Valedictorian/Salutatorian

Students enrolling in the district for the first time at Telluride High School **must be in attendance for at least two years to qualify for salutatorian or valedictorian honors.** Students who participate in a sophomore or junior year abroad program are eligible for Valedictorian/Salutatorian as long as they have been enrolled at THS for two years. To qualify, students must also complete the Distinguished Academic Program.

The valedictorian is the senior student with the highest scholastic average and will give the valedictorian address at commencement. The salutatorian is the senior student with the second highest scholastic average and will give the salutatory address at commencement.

Determination will be made at the end of the third quarter of the senior year. Students selected are expected to maintain their grades, class enrollment and contribute positively to the school community through graduation or forfeit this honor.

Reporting of Student Progress

Telluride High School Grading Scale

Please be aware that the grading scales below were adopted Spring, 2013. This grading scale will also apply to students transferring into THS.

THS Grading Scale

A+	97-100	4.0
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	0-59	0.0

THS Weighted Scale (AP Classes)

A+	97-100	5.0
A	93-96	5.0
A-	90-92	4.7
B+	87-89	4.05
B	83-86	3.75
B-	80-82	3.45
C+	77-79	2.8
C	73-76	2.5
C-	70-72	2.2

TMS Grading Scale

A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
U	0-69

Report Cards

Report cards are a record of the student's work for a grading period and are mailed home at the end of each grading period. Report cards will be held if a parent has failed to reimburse the school for missing library books, textbooks, unpaid athletic fees or other financial obligations.

THS Honor Roll

Honor roll is determined at the end of each semester and is given to students who have a semester GPA of 3.5 or above.

Incompletes

If a student has an incomplete they have one quarter to change that grade. If they do not change their grade it will be converted to an F at the end of the following quarter. For example if a student has an incomplete in English at the first semester they have until the end of the 3rd quarter to change the incomplete.

School Wellness:

The School Wellness Policy is located on the district website: [TSD Wellness Policy](#)

Athletic/Activities Code of Conduct

TMHS charges athletic fees for each sport ranging from \$50 for TMS and \$150 for THS. All fees are due prior to the completion of the sport. Game schedules and athletic information can be found at tellurideathletics.com

TSD Code of Conduct:

The Telluride School District (TSD) Code of Conduct establishes standards by which student athletes are expected to conduct themselves as representatives of Telluride School District. Parents are expected to discuss the following regulations and consequences with their student athlete so that appropriate and informed decisions about behavior are made.

The TSD Code of Conduct is to be used concurrently with the TSD Student Code of Conduct. If a student athlete is suspended for a violation of the TSD Student Code of Conduct, then the student athlete will not be allowed to practice or participate in games during the suspension. If the same misconduct also constitutes a violation of the TSD Code of Conduct, then the student athlete will be penalized accordingly.

The TSD Code of Conduct applies to ALL athletes participating in TMHS athletic sports when they are "in season" and applies to behavior that takes place on or off school grounds. When off-campus behaviors are proven to violate the District Policy and/or the TSD Code of Conduct, then consequences will follow if brought to the attention of the principal and athletic director. With regard to suspensions from games, scrimmages do not count as games.

Types of Violations

1. Drug or Alcohol Use, Possession, or Distribution

Student athletes are not to use, possess, sell, distribute, or get hold of any amount of alcohol, drugs, drug paraphernalia, controlled substances or be under the influence of alcohol, drugs or other controlled substances.

First Violation: The student athlete shall be suspended for two games of his/her competitive season immediately and consecutively. If the season ends before the full suspension is served, the remaining suspensions shall be applied to the next sport or season.

Second Violation: For the second violation within the student athlete's season, the student athlete shall be suspended for 50% of the remaining games in the competitive season immediately and consecutively. If the second violation occurs during post-season the student will be suspended for all post-season games.

Third Violation: When a student athlete violates the drug and alcohol policy for a third time during their competitive season in Telluride School District, he/she shall not be allowed to participate in the remainder of the season.

2. Other Unlawful Behavior

Additional unlawful acts include, but are not limited to theft, vandalism, destruction of property, or other misdemeanors and felonies as defined by the Colorado Criminal Code. The principal and athletic director reserves the right to determine whether the athlete committed an unlawful act rather than to be bound necessarily by the decisions of the courts or others. Incidents involving athletes either directly or as accomplice will be subject to review by the principal and athletic director. The principal and athletic director will decide the appropriate penalty for the student athlete taking into consideration the seriousness of the offense. Consequences shall include, but not be limited to, short-term to full-season suspension from team.

3. School Suspension

Student athletes who are suspended from school are prohibited from participating in practices and games during the length of the suspension.

4. Hazing

Hazing is defined as "the practice of rituals and other activities involving harassment, abuse or humiliation used as a way of initiating a person into a group." It is the responsibility of parents and students to report any knowledge of hazing to the school authorities. The principal may suspend or recommend expulsion for a student who engages in hazing.

5. Violation of Team Rules and Regulations

Coaches may establish reasonable rules and regulations, subject to the approval of the principal and athletic director, for behavior not otherwise specified in the TSD Athletic Code of Conduct. Coaches may determine reasonable penalties for violations of team rules and regulations subject to the review of the principal and athletic director.

All Telluride Middle-High School athletes, and their parents, are to become familiar with the Telluride School District Athletic Code of Conduct and indicate their awareness of the TSD Athletic Code of Conduct by signing the **Comprehensive Sign-Off Form** in the student registration packet. No student athlete will be permitted to participate in Telluride Middle- High School athletics until the sign off form is completed.

School Meal Payments

The district is committed to ensuring that all students receive the nutrition they need to engage in active learning during the school day. In accordance with applicable federal guidance from the United States Department of Agriculture (USDA), this policy is intended to serve the purposes of meeting student needs,

minimizing the identification of students with insufficient funds to pay for school meals and maintaining the fiscal integrity of the district's school food service account.

Student meal accounts and meal charges

Student meal accounts shall be established by the district.

Parents will be encouraged to pre-pay for students paying full or reduced price for meals. The district shall ensure that parents have access to at least one no-cost method of paying for meal services, such as the ability to pay in person.

Students will be permitted to pay for meals and/or add funds to student accounts on the day of service.

If a student has money to purchase a full or reduced price meal at the time of the meal service, the student must be provided a meal. The student's money may not be used to repay previously unpaid charges if the student intended to use the money to purchase that day's meal.

A meal account balance remains with the student until the student is no longer enrolled in the district. Students with unused credit in their accounts at the point of disenrollment or graduation will receive a refund in the amount of the credit.

Students paying full or reduced price for meals and who do not have money in their account or in hand to cover the cost of a meal at the time of service will be permitted to charge a meal. However, these students will be denied permission to charge à la carte or "extra" items, such as a second milk or additional entrée.

Students and staff may charge up to \$50 per school year before the student or staff member will no longer be permitted to charge meals. Students at the meal charge maximum will be provided a complimentary replacement meal. Students will be limited to 10 complimentary replacement meals per school year.

Notification of low or negative balances

Notification of a low balance on a student account will be provided privately by mail or e-mail or phone call from the school office that includes the amount that constitutes a "low" balance and payment reminders,

When notified of a low balance on a student account, parents will be reminded of this policy and the process for submitting applications for free or reduced price meal benefits. Parents will also be notified that any school meal debt accrued prior to the district's determination that the student is eligible for free or reduced lunch remains the parent's responsibility.

Notification of a negative balance on a student account will be provided by email or phone call from the school office. Payment will be requested when the balance in a student's account is less than \$.0. Payment will be expected within one (1) week.

Collection of meal charge debt

In collecting debt, the district shall ensure that collection efforts do not have a negative impact on the students involved and instead focus on the adult(s) in the household responsible for providing funds for student meal purchases. The district will work with parents to establish repayment plans with payment levels and due dates appropriate to the household's particular circumstances.

For students with delinquent meal charges, the following process will be used to collect debt:

Returned Checks and Past Due Collections

- The District understands that unexpected financial hardships can occur and is willing to work with people to satisfy payments. We encourage parents who may find themselves in unanticipated financial circumstances to contact the principal before the situation becomes unmanageable and the District seeks assistance from outside collection agencies.
- There will be a charge of \$20 for each check written to the district and returned due to non-sufficient funds or closed accounts. Reimbursement for returned checks and fees must be made in cash, money order or cashier's check. After the District has returned two checks from any party, no further checks will be accepted for any District fees or activities.
- Past due items will incur an interest rate of 18% per annum. When a past due item is turned over to a collection agency, the individual will be responsible for the past due balance, returned check fees, interest to the District, and be liable for all costs associated with the collection of these amounts. These costs include but are not limited to collection and legal fees.
- Collection efforts from one school year may continue into the following school year, including when students transfer to a school outside of the district.

Lunch Prices*

Students:	Full	Reduced
Type A	\$3.00	\$.40
A La Carte Items	\$.50 – \$3.00	
Adults:	Full	
	Type A \$4.00	
	A La Carte Items \$.50 - \$3.00	

* Prices are subject to change without notice.

TMS and THS offer lunch accounts for students.

Student Services

Counseling

The School Counselor offers academic and personal counseling in both group and individual settings, as appropriate. Please contact TMS counselor, Sara Baffoe at 369 -7154 and THS counselor, Alex Jones at 369-1217 for more information. Personal counseling services offer assistance in areas such as death/dying, substance use, peer relationships, anger management, etc. When appropriate and possible, our counselor utilizes experts and community resources to assist students.

Library

The TMHS library provides many services, including:

- Guidance and assistance in academic research.
- Processing book loans to students, faculty and staff.
- Providing a quiet place to read or study.
- Collaboration with teachers in student research projects.
- Maintaining accessible periodicals.
- Supervising Internet research.

The library hours are Monday through Friday 7:30 am - 3:30 pm.

Lockers

TMHS provide academic hallway lockers to students. Locks are provided and students should not place privately owned locks on lockers. TMHS will remove any privately owned lock. This does not include athletic / PE lockers.

Students are responsible for the security and upkeep of their own lockers. If there are any problems, students should report them to the front office. No modifications to the inside or outside of the lockers may be made. Appropriate pictures may be hung only with scotch or masking tape – no stickers, decals, etc. are allowed. The student assigned to the locker is responsible for any and all damage and will be charged for all cleanup, repairs or damage.

Lockers are school property and remain at all times under control of the school. By state and federal laws, the contents of a locker may be searched by school officials without notice, or consent if there is a "reasonable cause" to believe that the locker contains illegal or suspect materials. The student may also be denied the use of a school locker for serious violations. Any student found tampering with lockers or locks will be charged for replacement costs and appropriate disciplinary action will follow.

TMHS is not responsible for the security of any items stored within lockers. Students are reminded to keep their lockers locked.

DO NOT SHARE YOUR LOCKER COMBINATION WITH ANYONE BECAUSE YOU ARE COMPLETELY RESPONSIBLE FOR THE CONTENTS AND CONDITION OF THE LOCKER ASSIGNED TO YOU.

Lost & Found

TMHS provides a lost and found for students. Please turn in any found items to the front office, or the lost and found located next to the elevator located in the TMHS main lobby. Items left after one week may be donated to a charitable organization.

Telephones/Messages

When students try to arrange for after school activities etc. during the school day, the focus of learning often times takes a "backseat". Therefore, students will not be allowed to use the phone to arrange after school social activities. The staff of TMS and THS encourages parents to communicate closely with their child prior to coming to school and ensure that the student is aware of what his/her after school plans may be. We do understand that circumstances sometimes change and the office staff is happy to record and deliver important messages to our students. You may leave a message for your child with TMS Administrative Assistant, Kim Spaulding at 369-1211, or with THS Administrative Assistant, Sharon Broady at 369-1224.

Cell Phone/Portable Electronic Devices

TMS: Cell phones and other devices are not allowed at TMS. Students should put their cell phones away in a bag when they enter the building and then put that bag or just the cell phone in their locker where it should remain for the entire school day. Students may not check or use their phones during the day. The implications of this rule are twofold. First, please know that if you need to reach your student during the school day, you should call Kim Spaulding at 369-1221. Second, please try to communicate with your student the plans for after school before school so that immediate communication with your child is not necessary. Your child will be able to use his or her phone after the final bell at 3:15.

THS: No phones in educational rooms. Classrooms & library are phone free.

If parents have an emergency and need to contact their child, they are asked to relay the message to their child via or Sharon Broady (THS). Devices will be confiscated for infractions of individual classroom rules governing portable electronic devices and may be picked up at the end of the school day.

Textbooks

The Telluride School District loans textbooks to students, and students are responsible for the issued textbooks. Students must reimburse TMHS for any damaged or missing textbooks. High school students purchase AP textbooks.

Health Services and Procedures

Accidents at School

Anyone involved or witnessing an accident in which injury or potential injury has occurred should seek the nurse's assistance immediately. If there is any question regarding the condition of an accident victim, those present should leave the person stationary, stay with him or her and send someone to get the nurse.

Accident Insurance

Student accident insurance information forms are available in the front office and should be mailed directly to the insurance company. Any student, who misses the initial application period, may apply at any time during the school year. These forms are available in the front office. All students involved with TMHS sponsored athletics must have appropriate insurance coverage.

Emergency Contact

TMHS will attempt to contact the parents or guardians in emergency situations and will call EMS, as necessary. Student's families are responsible for any costs incurred for outside emergency services requested by TMHS for their student. It is not recommended that Telluride faculty and staff transport students to the medical clinic but will be done in case of an emergency.

Illness

TMHS realizes that everyone becomes ill at times. If a student is ill and contagious, he or she should remain at home and seek medical help if necessary. If a student becomes ill while at school, the student is allowed to come to the nurse's office. The nurse or designee will determine the condition of the student and may contact the parent to dismiss the student from school, have the student recover in the nurse's office, or send the student back to class.

Immunization Requirements

Unless approved as exempt for religious/personal reasons, students must maintain current state required immunizations to be able to attend TMHS. Immunization exemptions must be updated annually. Please check with the nurse for more specific information regarding vaccinations or for the Non-Medical Exemption Form.

Medication

When possible, please administer medication at home. When medication needs to be administered at school, our school nurse, or front office staff will administer medication. To maintain the health and safety of students taking medication on campus, the school nurse requires all students to register medications **(prescription and non-prescription, including Advil and Tylenol)** with the front office by completing a [Student Medication Permission Form](#) and a [Telluride School District Consent Form to administer Acetaminophen \(Tylenol\) or Ibuprofen \(Advil/Motrin\) in school](#).

This form requires both a parent/guardian and physician's signature. **Teachers may not administer medication to students, and students may not self-administer medication or administer medication to another student.**

General Policies & Procedures

Bicycles

Students, faculty and staff are encouraged to use bicycles as transportation. Bicycle racks are located outside the building, and students are welcome to use them. For safety, students riding bicycles should ride them only on the streets and driveways at TMHS. Bicycles should not be left on campus during weekends, holidays and/or vacation. We encourage all bikes to be locked during the school day, if bikes are left on campus for extended periods of time the locks will be cut.

Dances

Unless previously announced, TMS dances are for Telluride Middle School students only, and THS dances are for Telluride High School students only. School rules and discipline consequences are in place at all school dances. To maintain a safe environment, students are to arrive at the dance and stay. They may leave but may not re-enter the dance. High school students wishing to invite high school students from other schools must complete a request form from the front desk. Students in Middle School or College are not permitted to come to THS Dances. Smoking or drinking controlled substances is not allowed. A student who is suspected of substance violations will be subject to the Discipline Code located at the end of the handbook.

Dress Code

The TMHS Dress Code requires that all students cover the 4 B's, Belly, Back, Breasts, Bottom. The link to the TSD Dress Code Policy is here: [TSD Dress Code Policy](#)

Field Trip Permission

During the course of the school year, students take a number of excursions off-campus. In each grade level, teachers plan academic field trips. A class, club or advocacy group may plan to go out to lunch together. In addition, we have numerous end-of the school-year trips. Signing the **Comprehensive Sign-Off Form** in the student registration packet gives your child permission to attend all of these field trips. You will be notified of each of these field trips as they pertain to your child via our weekly Friday Emails.

Emergency Procedures

The safety of Telluride students, faculty and staff largely depends upon its students' knowledge of its emergency procedures and their calm execution of those procedures. Students should be ready to take part in appropriate drills to insure the safety of all students and staff should an emergency situation ever arise. If a student has any questions, he or she may ask any teacher or administrator.

Fire Drill/Building Evacuation

TMS and THS, in accordance with state law, hold regular fire drills. Exit maps are posted in each classroom and on the bulletin boards. Upon hearing the fire alarm, all students, faculty and staff will exit the building in an orderly manner according to the mapped exit routes. Administration will announce when students, faculty and staff may return to the building.

Closings, Delayed Starts, or Dismissals

Please stay tuned to KOTO and the District website for information regarding delayed starts, or school dismissals, due to weather. When possible, a telephone tree, email or text may also be used to notify students.

Lockdown Drills

In the event of a threat of a potentially dangerous intruder entering the building, TMS and THS will secure the students and the building. We practice this procedure at least once each year.

Food

With the exception of individual classroom teacher permission, all food and drinks are permitted only in the cafeteria, or outside of the building. We expect students to appropriately dispose of trash.

Games

Students may play physical games (such as hackey-sack, catch, etc.) only in the gym or outside, unless otherwise granted permission by faculty or administration. Students may not play such games in the halls.

Parking Policy

Students and visitors will park in the front parking lot and students will need to apply for a parking permit which must be displayed at all times. Parking applications are available with course registration, students will be notified if they received a permit one week prior to the start of school. Vehicles parked in undesignated areas (walkways, sidewalks, fire lanes and handicap spaces) may be towed at the owner's expense. No vehicles are to be left in the school parking lot overnight and those that are may be towed at the owner's expense. Parking on campus is a privilege, not a right, which may be withdrawn should a THS student's driving and parking habits become an issue. The rear parking area is reserved for faculty and staff. Priority for a permit will be given in the following order:

1. Students enrolled in a "0" hour class.
2. Seniors who live out of town.
3. Juniors who live out of town.

Physical Restraint

Any person employed by the district may, within the scope of their employment, use reasonable and appropriate physical intervention when reasonably necessary:

- To restrain a student from an act of wrongdoing.
- To quell a disturbance threatening physical injury to others.
- To obtain possession of weapons or other dangerous objects upon a student or within the control of a student.
- For the purpose for self-defense.
- For the protection of persons or property.
- For the preservation of order.

Physical restraint will only be utilized to an extent necessary for the purposes established above. Any incident of physical restraint shall be reported, in writing, to the principal or his designee within twenty-four hours, or as soon as is practical. Report will include a concise description of the incident, including the reason for the restraint and how the incident has been, or will be, followed-up.

Skateboards and Scooters

Students are welcome to use skateboards or scooters as transportation. However, once on school grounds, students must carry their boards and not attempt tricks or jumps. They cannot ride them inside the building. Students may keep their skateboards in their lockers or other teacher approved areas. Helmets are always encouraged.

Ski PE

Ski PE at TMHS occurs Thursday and Friday afternoons from 1:15 – 3:15. Students may elect to participate through Telluride Ski Resort Ski School, Telluride Ski and Snowboard Club, or an off snow option (alternative Ski PE options change yearly). If a student is ineligible they may be held back from Ski PE. Ski PE is mandatory and attendance is taken. **TMHS does NOT have a STUDY HALL option.**

Student Grievances

Students have the right to a standard procedure for the resolution of a grievance through process that includes appropriate lines of communication, adherence to a timeline, and a method of appeal. If a student has a grievance, he or she should present it in the following manner and to the following person:

Level I: The classroom teacher involved, assuming the grievance concerns an individual classroom issue. If the grievance is not promptly resolved at this level, the student may go to Level II by presenting the grievance in writing to the school principal.

Level II: The principal will schedule an informal discussion of the grievance with the student and appropriate others as soon as possible, but in no case later than within five school days of the time of filing. It is expected that many grievances may be resolved at this level.

Level III: If the student is not satisfied with the resolution made at Level II, he or she may submit a written appeal, including all statements and evidence, to the principal for an informal conference and discussion of the grievance. Within five school days after receiving the grievance, the principal will give his written decision, with all supporting reasons and evidences, to the superintendent.

Level IV: The superintendent will review the principal's recommendation and will make a final, binding decision with five days of receiving the principal's decision.

NOTE: In no way is the grievance procedure meant to lessen the legal authority of the school officials to deal with disruptive students. Rather, it is a means of inviting student communication on matters of concern to the school and its students.

Transportation

TMS and THS ask for assistance in maintaining a safe school. Parents can help in this effort by:

- Not leaving cars unattended in the drop off lane / fire lane.
- Observing and adhering to all traffic signs.
- Keeping a keen eye out for, and yielding to pedestrian traffic.
- Using common sense and safe driving habits when driving through the parking area.

We welcome support in this effort and suggestions for improvement.

Videotaping

Students are videotaped on school grounds, within the school house and on District school buses. These monitoring devices are for student safety and security. Tapes are reviewed on a routine basis by the administration and evidence of misconduct is documented. Students found in violation of school rules will be notified and discipline procedures will be follow.

Withdrawals

Students who withdraw from school prior to the end of the school year, regardless of the reason, must complete a withdrawal form at the front office. The student will be issued a checkout form, which is to be signed by each teacher the student has for a class or activity, including the librarian. The form is to be returned to the front office. Monies owed to the school must be taken care of at this time. Official grades will be mailed to the new school upon written request from that school, providing all books have been returned and all bills paid. Transcripts cannot be forwarded without completing the official withdrawal form.

Conduct and Discipline Code

It is the belief of the Telluride R-1 Board of Education that a carefully planned school program, superior instruction, and individual guidance of students can eliminate serious discipline problems and that student discipline is an ongoing process. It is the responsibility of the district and its employees to encourage growth in student self-discipline in positive ways through:

- Modeling appropriate behavior and standards for students.
- Setting appropriate expectations for students, and establishing appropriate consequences if a student should choose to violate those expectations.
- Providing consequences for infractions that will be appropriate to the level and severity of the infraction. These consequences may include, but may not be limited to the following: loss of privileges such as recess, transportation privileges, detention (before school, after school, or during lunch), suspension, and possible expulsion from school.
- Working closely with families and the primary teachers of students to ensure a positive, mutually supportive, and coordinated effort on behalf of the students in the district.

Reporting Behavioral Issues to Colleges

Most colleges require that a School Report or a Counselor Report be completed for each applicant. In the report, the college counselor is asked a question usually in this form:

“Has the applicant ever been found responsible for a disciplinary violation at their school from the 9th grade forward, whether related to academic misconduct or behavioral misconduct, that resulted in a disciplinary action? These actions may include probation, suspension, removal dismissal or expulsion.”

The student is also asked this same question in their Common App. for colleges. That question may look like this:

Have you ever been found responsible for a disciplinary violation at any educational institution you have attended from the 9th grade (or the international equivalent) forward, whether related to academic misconduct or behavioral misconduct that resulted in a disciplinary action? These actions could include, but are not limited to: probation, suspension, removal, dismissal, or expulsion from the institution. Yes_____ No_____

Have you ever been adjudicated guilty or convicted of a misdemeanor, felony, or other crime? Yes_____ No_____

Note that you are not required to answer “yes” to this question, or provide an explanation, if the criminal adjudication or conviction has been expunged, sealed, annulled, pardoned, destroyed, erased, impounded, or otherwise ordered by a court to be kept confidential. If you answered “yes” to either or both questions, please attach a separate sheet of paper that gives the approximate date of each incident, explains the circumstances, and reflects on what you learned from the experience.

The policy of THS that all non-expunged, out-of-school suspensions will be reported, by the counselor along with a brief description of the offense, to the applicant’s colleges. In these cases, suspensions must have occurred while the student was in grades 9-12.

Student offenses may be expunged from a student’s permanent record if the student incurs no further disciplinary infractions for four consecutive semesters after the event. For example, a student who is suspended in the second semester of 9th grade with no further infractions may have his/her violation expunged at the start of his/her senior year. Whether a record is expunged is based upon the decision of

the Principal, after being provided input from teachers, counselors and other administrators and at the Principals discretion.

It is important to remember that after 9th grade, the infractions of students who commit multiple disciplinary violations within a four semester period will be ineligible for expunction.

If a senior is suspended after a School Report has already been submitted, the college counselor will immediately notify the student's colleges of the suspension.

Note: Applicants are expected to immediately notify the institutions to which they are applying should there be any changes to the information requested in this application, including disciplinary history.

Conduct and Discipline Code Consequences and Definitions

Consequences

While teachers work with students to resolve conflicts with a minimum of disruption to class instruction, there are times when a student's behavior in or out of the classroom warrants immediate removal. The infractions listed below will result in a student being "referred" to the principal's office. Once referred to the principal's office, students may serve a consequence based on the severity of their infraction, consistent with the **TMHS Discipline Code/Behavior Expectations** section of this handbook below.

Definitions

The following are definitions of infractions that compromise the learning environment and safety of students and staff within TMS and THS. The consequences for breaking the rules are detailed in the **Discipline Code/Behavior Expectation** below.

Academic Dishonesty

Commonly called cheating, academic dishonesty includes, but is not exclusive to:

- Using notes or study aids without permission during a quiz or test.
- Falsifying someone else's work as one's own, including plagiarism.
- Forgery of a signature on an assignment or school document.
- Looking at another person's quiz, or test, without the teacher's explicit permission.
- Providing work to another student with the knowledge that it will be plagiarized.

Consequences for academic dishonesty include a zero for the assignment without an opportunity for making-up the assignment. TMS and THS may assign additional consequences as appropriate for highly serious or persistent incidents.

Alcohol/ Drugs/ Tobacco

Use TMS and THS prohibit the consumption, possession, and sale or being under the influence of alcohol, tobacco products, or any prohibited drug. Any student involved in such activity will be subject to disciplinary and/or legal action.

According to House Bill 96-1203, any student involved in the sale, gift or offer of drugs or controlled substance as defined by Colorado Law within the school domain will be expelled.

Drug Paraphernalia: TMS and THS will suspend any student in possession of drug paraphernalia.

Drug paraphernalia shall be any machine, instrument, tool or device as defined in the Uniform Controlled Substances Act of 1992, 18-18-426 including but not limited to vaporizing devices.

Bomb Threat/Terrorist Threat

TMHS will suspend or expel any student involved in a bomb or terrorist threat to the school, even if there is no actual threat to the safety of the school.

Bullying

Bullying and/or harassing behavior is not tolerated at TMS or THS. Bullying is defined as any behavior that involves one person coercing, intimidating, or causing a hostile environment for another person. Bullying will be dealt with by referral to the principal. Student and parents may report bullying anonymously via the link located on the Middle/High School webpage:

<http://tmhs.tellurideschool.org/cms/One.aspx?portalId=4162284&pageId=16032298>

District Bus Rules & Policy

Transportation to school is furnished for eligible pupils at the expense of ALL the taxpayers in the district and it is expected that the privilege will be appreciated by those who benefit from it.

Each school district has the responsibility to formulate procedures for the conduct of the pupils as bus passengers. The procedures shall include, but not be limited to, the rules set down by the State of Colorado. The procedures of Telluride R-1 District include the following:

1. The driver is in full charge of the bus and students. Students will comply cheerfully and promptly with his requests.
2. Students will not tamper with the door controls or safety equipment.
3. Students will practice general classroom conduct while riding the bus.
4. Students will not litter on the bus.
5. Students will not operate the windows unless directed to do so by the driver.
6. If windows are open, students will not throw objects or extend any part of their bodies outside the bus.
7. Students will not reserve seats.
8. Students will remain seated while the bus is in motion and will not stand to disembark until the bus is fully stopped.
9. Students will not exit from the emergency door unless directed to do so by the driver.
10. Students must be on time. The bus will not wait for those who are late.
11. Continued or willful violation of any rule will result in suspension of riding privileges.
12. The bus driver may assign seats.
13. Absolutely no gum chewing.
14. Students may not bring large sports equipment on the bus such as but not limited to: hockey sticks, snowboards, skis, lacrosse sticks.

Disciplinary Measures: If a student is misbehaving on the bus, thus endangering other students, this student will be referred to their building principal and will be subject to the following consequences:

First Offense: Warning, parent notified, may have up to one-week suspension from riding the bus OR Saturday School.

Second Offense: Parent conference, one-week suspension from riding the bus.

Third Offense: Suspension from riding the bus for the remainder of the school year. Parents of students will be contacted by the building principal prior to suspension of bus privileges

Campus Restrictions/Closed Campus Policies

TMS is considered to be a closed campus and students may not leave the school grounds at any time during the day without parental and teacher permission. When a student leaves the campus for a valid purpose, he/she must have parental permission to do so, and must sign out at the front desk. **TMS students may not leave campus.**

Telluride High School students may leave campus during lunch only. It is the high school students' responsibility to return to classes on time. High school students violating this policy will be considered tardy or unexcused for the absence. The principal may revoke off-campus privileges of any high school student for disciplinary reasons. **Telluride High School students may not leave campus during break or Tutorial period.** Students may only leave campus for approved classes photography, mentorship with teacher permission.

Defiant Behavior

Students are to follow teacher directives. Students who do not comply with teacher or administrative requests or directives are subject to disciplinary consequences.

Fighting/Assault

TMS and THS will not tolerate fighting or any type of violence within its domain. TMS and THS will carefully investigate any such incidents, assign an appropriate consequence (including suspension or expulsion), and communicate with parents, and local law enforcement when appropriate.

According to House Bill 96-1203, any student committing an act that would be considered assault or battery, if committed by an adult, will be expelled.

Harassment

TMS and THS will enforce disciplinary consequences and may contact law enforcement when a student creates a hostile environment or threatens the well-being of another student through persistent, unwelcome teasing or harassment. This does include, but is not exclusive to, sexual harassment.

Hazing

According to Colorado Law, "hazing means any activity by which a person recklessly endangers the health or safety of or causes a risk of bodily injury to an individual for the purposes of initiation or admission into or affiliation with any student organization..." In support of the law and the safety of our students, **hazing is prohibited.** Any student involved in hazing another person in the school's jurisdiction will be subject to disciplinary action.

Inappropriate Language

TMS and THS students are here to support each other and to make all students feel welcome and safe. As such, students are expected at all times to present themselves in a manner that reflects positively on our school. Students may not use language that the Telluride School District staff considers vulgar, obscene, profane, degrading, racial, sexually explicit or otherwise offensive. Students should also avoid any language that may be offensive to a particular person or group.

Inappropriate Public Display of Affection

In an effort to create and maintain a safe, productive learning environment, students, when in the school's domain, are not to engage in acts of physical affection that are contradictory to school and community standards, disrupt the educational environment, or that make other TMS or THS students, faculty or staff uncomfortable.

Insubordination

Students and teachers are to treat each other with respect. At all times, students are to behave in a way that indicates care and respect for all people in the school. Students are to demonstrate appropriate respect for school faculty, staff and volunteers. A student who fails to comply with faculty direction may be considered to be insubordinate and may face disciplinary action.

Theft

Students must respect others' property. A student that takes another person's property without their explicit permission will face disciplinary and/or legal action.

Trespassing

Any student on school property without permission, outside of the school's operating hours, or that is on school grounds against school directive (i.e. suspension or expulsion) may face disciplinary or legal action.

Unsafe Behavior

Telluride students demonstrate care for others. Students are to behave in a way that maintains and supports a safe school environment. Students may not throw objects, "roughhouse," or play in a way that may endanger the safety of another.

Vandalism

Students are to demonstrate care for school property and the school facility. Students destroying, damaging, or attempting to destroy or damage school property may face both disciplinary and legal action as well as being required to make financial restitution.

Weapons

No weapons of any kind are allowed at TMS or THS or any school-sponsored events. This includes firearms, knives or other items that are considered weapons by Colorado Law or by Telluride administration. Students that have brought items to school or school sponsored events that are considered weapons by Colorado Law (House Bill 96-1203) will be expelled.

Discipline Code/Behavior Expectations

District Discipline Policy

It is the belief of the Board of Education that a carefully planned school program, superior instruction and individual guidance of students can eliminate serious discipline problems and that student discipline is an ongoing process, the goals of which are:

- To help students learn to discipline themselves.
- To help students internalize society's values -- including democracy, truth, respect for themselves and their fellow citizens -- so that they can lead active, productive, and meaningful lives.
- We believe it is the responsibility of the District and its employees to encourage growth in student self-discipline in positive ways through:
 - Setting appropriate limits for students and publishing consequences if a student should choose to violate those limits.
 - Modeling appropriate behavior and standards for students.
 - Providing consequences for infractions that will be appropriate to the level and severity of the infraction which may include, but may not be limited to the following: loss of privileges, such as recess, transportation privileges, participation in clubs, athletics or activities; detention before or after school, at lunch; suspension, and possible expulsion from school.

- Working closely with families - the primary teachers of students - to insure a positive, mutually supportive, and coordinated effort on behalf of the students in the District.

Behavior Infractions & Consequences

It is the goal of Telluride R-1 School District to create safe and positive environments, which allow productive learning to occur. The following rights are based on common sense, courtesy, consideration of safety, and respect for the rights of others.

- **The right to a positive learning environment.** Everyone has the responsibility and the right to learn, and no one has the right to interfere with learning. Students have the obligation to be prepared to learn. This includes attending school regularly and on time, and completing assignments.
- **The right to be respected.** Teachers' and students' dignity, welfare, and material possessions shall be respected.
- **The right to learn in a safe, positive environment.** Fighting, threatening behavior, and possession of any type of weapon will not be tolerated. Drugs, drug paraphernalia, alcohol, and tobacco products are not allowed in the schools.

If a student chooses to ignore behavior expectations, the teacher will:

- Work with the student to modify behavior;
- Notify the principal;
- Contact parent(s); • Meet with the parent(s), student, and principal to develop a plan to improve behavior.

If misbehavior continues, the student will be referred to the Principal.

The following pages clearly describe the disciplinary actions that will be taken. They include the following:

- After School Detention – Students will be expected to work quietly and on their class work. Students unable to attend Detention because of a sanctioned athletic activity should contact the principal.
- Saturday School – This will take place from 7:00 am – 11:00 am.
- Suspension – Suspensions will be assigned as detailed in the Discipline Code.
- Expulsion – Expulsions will be sought for infractions detailed in the Discipline Code

The School District may suspend or expel a student who engages in one or more of the specific activities outlined in the matrix while in school buildings, on or off school grounds at school sponsored activities, or in school vehicles.

Suspension may be either in school or out of school depending upon the circumstances. Students are ineligible for sports or activities during periods of suspension. * = Parent called

**** = Parent and Police called**

Problem	Occurrence	Minimum	Maximum
Academic Dishonesty as defined in the Student Handbook	First*	0 on assignment	Saturday School
	Repeated*	Saturday School	Loss of credit
Alcohol or Drug Use	First**	3-day suspension and counseling (including referral)	Expulsion plus counseling

		to juvenile diversion)	
	Repeated**	5-10 day suspension	Expulsion plus counseling
Alcohol or Drug Possession	First**	5-day suspension and counseling (including referral to juvenile diversion)	Expulsion plus counseling
	Repeated**	5-10 day suspension	Expulsion plus counseling
Possession of Alcohol or Drug Paraphernalia including vape pens	First**	5 day suspension and referral to juvenile diversion.	10 day suspension
	Repeated**	5-10 day suspension	Expulsion plus counseling
Arson/Explosives/Fireworks	Any** (Restitution in all cases)	5 day suspension	Expulsion
Assault (3rd degree)	Any**	Suspension or Expulsion	Expulsion
Bus Rules Violations	First	Refer to District Bus Rules & Policy	1 week bus suspension
	Repeated**	Refer to District Bus Rules & Policy	Bus suspension rest of year
Inappropriate use of cell phone in classrooms or at activities	First	Warning	Detention or Saturday School
	Repeated*	Detention or Saturday School	Suspension
Defiance of Staff Authority or Insubordination	First*	Detention or Saturday School	Suspension
	Repeated*	1-3 day suspension	Drop from class: "W.F." (withdrawal/fail)
Disruptive Behavior on Campus	First*	Detention or Saturday School	1-3 day suspension
	Repeated*	After 1st suspension, a behavior contract may be developed.	Drop from class on 3rd offense; "W.F.", Expulsion, Refer to state law below
False Fire Alarms	First*	5 day suspension; call Fire Dept	10 day suspension; call Fire Dept
	Repeated**	10 day suspension	Expulsion
Bomb Threat	First**	5 day suspension	Expulsion
Fighting	First*	1 day suspension	1-3 day suspension

	Repeated**	1-3 day suspension	Expulsion/Refer to state law
Physical Assault	First** OR Repeated**	5-10 day suspension and referral to juvenile diversion	Expulsion for 3rd degree Assault
Forgery	First*	Detention or Saturday School	1-3 day suspension
	Repeated**	1 day suspension	5 day suspension
Inappropriate Public Display of Affection	First	Detention	Detention
	Repeated*	Saturday School	5 day suspension
Profanity/Inappropriate Gestures/Pornagraphy	First	Meeting with principal	Saturday School
	Repeated**	1-3 days In School suspension	Expulsion
Laser Pointer, Lighters, Matches	First*	Confiscation	Detention
	Repeated *	Detention	Saturday School
Academic Dishonesty as defined in the Student Handbook	First*	"0" on assignment	"0" on assignment and Detention
		"0" on assignment and Saturday School	Loss of credit
Sexual Harassment	First*	Detention	1-3 day suspension
	Repeated*	3-5 Day Suspension	Expulsion
Theft	First*	Detention	Saturday School
	Repeated	1-3 Day Suspension	Expulsion
		Students will be required to return or replace stolen item	
Threats/Harassment/Bullying/Extortion	First*	Saturday School	1-3 day suspension
	Repeated*	3-5 Day Suspension	Expulsion
Tobacco Possession or Use including e-cigarettes	First*	Saturday School	1-3 day suspension
	Repeated*	3-5 Day Suspension	5 day Suspension
Trespass/Campus	First	Detention	In School Suspension

disruption/			
	Repeated**	1-3 Day suspension	3-5 day suspension
Truancy/Cutting Class	First*	Saturday School	In School suspension
	Repeated*	Referral to juvenile diversion	Loss of credit
Unsafe Behavior/ Horseplay, etc.	First	Detention	In School Suspension
	Repeated*	1-3 Day suspension	3-5 day suspension
Disrespect of school property including littering	First	Conference with principal	Saturday School
	Repeated*	Saturday School	In School suspension
Vandalism and/or Destruction of Property	First**	Detention	In School Suspension
	Repeated**	1- 3 day Suspension	referral to juvenile diversion

Mandatory Expulsion

Expulsion shall be mandatory for the sale, gift, or offer of a drug or controlled substance. (House Bill 96-1203)

Expulsion shall be mandatory for carrying, bringing, using, or possessing a dangerous weapon. (House Bill 96-1203)

Expulsion shall be mandatory for the commission of an act, which if committed by an adult would be assault or battery. (House Bill 96-1203)

According to the Colorado "Safe Schools Act", expulsion is mandatory for a "habitually disruptive" student who has been suspended three times during the course of the school year for causing a material and substantial disruption in the classroom, on school grounds, on school vehicles, or at school activities or events, because of behavior that was initiated, willful, and overt on the part of the child. A remedial discipline plan shall be developed after the first suspension, and the student and parents shall be notified in writing of each suspension counted toward declaring the student as habitually disruptive. (House Bill 96-1203)

If a student creates a dangerous and unsafe environment for students, teachers, and other school personnel shall determine if sufficient grounds exist to expel the student. (House Bill 93- 1093)

THE PRINCIPAL SHALL BE THE SOLE AND FINAL ARBITER IN ASSIGNING CONSEQUENCES UP TO EXPULSION FOR VIOLATION OF THE BEHAVIOR CODE, STUDENT HANDBOOK, TSD CODE OF CONDUCT, OR SCHOOL BOARD POLICY.

APPEALS ARE HEARD BY THE SUPERINTENDENT.

THE SUPERINTENDENT RECOMMENDS EXPULSION TO THE SCHOOL BOARD AND THE BOARD OF EDUCATION DETERMINES EXPULSION. THEN BY THE SCHOOL BOARD FOLLOWING DUE PROCESS PROCEDURES.

Comprehensive Sign-Off Form

Every student and parent must sign the [comprehensive sign off form](#) that is included in the student registration packet which indicates that they abide to the rules and guidelines in this handbook.