

# Student Handbook 2019-2020 McClave School



EXCELLENCE HONESTY INTEGRITY RESPECT

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## School Board Members

Teale Hemphill – President  
Justin Miller – Vice President  
Stephanie Malone – Secretary  
Jack Goble – Treasurer  
Terri Beckett – BOCES

## Administration

Merlin Holmes – Superintendent  
Brianna Howe – Principal

This handbook is a fair representation of McClave School Policy.  
If a dispute should arise in the content of this handbook, the  
School Policy Manual and any rules adopted by the School Board supersede any information that  
may be printed here.

TO THE PARENT/GUARDIAN:

The rules and policies contained in this handbook have been adopted by the McClave School Board of Education and the McClave School Staff. We strive to keep you informed and up to date on all events affecting your child. If you have any questions, please direct them to the office at 829-4517.

TO THE STUDENT:

Welcome to the McClave School. Please keep this planner on hand for general information and to refer to all of the rules and regulations governing student life. We are looking forward to assisting you in fulfilling your educational goals. The McClave School has much to offer, and your participation is encouraged. The staff is here to help make your years at McClave successful yet as educationally challenging as possible.

- Grading Scale and GPA Computation

“A”	Excellent	100-90%
“B”	Above Average	89-80%
“C”	Average	79-70%
“D”	Below Average	69-60%
“F”	No Credit	59% and below

For GPA computation: A=4, B=3, C=2, D=1, F=0.

For purposes of the Honor Roll, the following designations will be used:

Gold- 4.0

Silver 3.99- 3.5

Red & White 3.49- 3.0

**Graduation Requirements**

Policy IKF-2

<b><u>University Bound (HEAR)</u></b>	<b><u>Welding/Cosmetology Pathway</u></b>	<b><u>HS General Ed.</u></b>
<b>25 credits</b>	<b>25 credits</b>	<b>25 credits</b>
4 English	3 English (Must take Eng. I, Eng. II)	3 English (Must take Eng. I, Eng. II, Eng. III; Must take 4 and pass 3)
4 Math (Must include Alg. I, Alg. II, Geom)	2 Math	3 Math
3 Science	2 Science	3 Science
3 Social Science (must include US or World History and Civics)	2 Social Science (Must take Civics)	3 Social Science (Must take Civics)
1 Foreign Language	16 electives	13 Electives
10 Electives		

**Graduation Requirements**

**State Menu of College and Career-Ready Demonstrations**

\*\*The McClave School District shall develop graduation criteria that meets or exceeds the guidelines adopted by the state of Colorado.

<b>Menu Option</b>	<b>Math</b>	<b>English</b>
ACCUPLACER	61 on Elementary Algebra	62 on Reading Comprehension
ACT	19 on ACT Math	18 on ACT English
ASVAB	31	31
SAT	460	430
Concurrent Enrollment	Passing grade per district and higher education policy.	Passing grade per district and higher education policy.
Industry Certificate	Individualized: Industry certificates are credentials recognized by business and industry. They are district determined, measure a student's competency in an occupation, and they validate a knowledge base and skills that show mastery in a particular industry.	Individualized: Industry certificates are credentials recognized by business and industry. They are district determined, measure a student's competency in an occupation, and they validate a knowledge base and skills that show mastery in a particular industry.

### **Guidelines for Cosmo/Welding Pathways**

- Juniors and seniors are eligible for classes.
- Courses that are offered must have administrative approval.
- Application must be made prior to the beginning of the semester in which the requested courses are taken.
- The district will cover the cost of tuition of the course(s).
- Books, fees, transportation and all other expenses will be the responsibility of the student.
- The student must follow the college procedures for dropping classes.
- For every 3 college credits earned, McClave will award ½ credit.
- A student who receives a W, D, F or I in any course will not be eligible for the following semester and will be billed for the cost of the class.
- The student must have a 2.0 GPA

### **Valedictorian/Salutatorian Requirements**

To be named valedictorian, a GPA of 3.5 or above is required. A 3.25 GPA minimum is required to be named salutatorian. To be eligible for valedictorian or salutatorian, you must enter be continuously enrolled for your junior and senior year.

To be considered for valedictorian or salutatorian honors, the student must have successfully completed 9 of 16 semesters and not have withdrawn from any college credit course. At least one semester from each area of math, science, language arts, and social studies must be chosen as part of the 9 semesters. In addition, five of the nine classes must be taken at McClave High School.

- Chemistry 1<sup>st</sup> Semester
- Chemistry 2<sup>nd</sup> Semester
- Anatomy and Physiology 1<sup>st</sup> Semester
- Anatomy and Physiology 2<sup>nd</sup> Semester
- College Algebra 1<sup>st</sup> Semester
- College Trigonometry 2<sup>nd</sup> Semester
- Calculus 1<sup>st</sup> Semester
- Calculus 2<sup>nd</sup> Semester
- College Comp. I 1<sup>st</sup> Semester
- College Comp. II 2<sup>nd</sup> Semester
- College Speech 1<sup>st</sup> Semester
- College Literature 2<sup>nd</sup> Semester
- Sociology 1<sup>st</sup> Semester
- Psychology 2<sup>nd</sup> Semester
- US History 1<sup>st</sup> Semester
- US History 2<sup>nd</sup> Semester

### **Fees and Prices**

A musical instrument rental price of \$30.00 is charged to those students requiring instruments that the music department happens to have in supply. A \$35.00 deposit is required for the use of the instrument in addition to the rental fee. In dual credit courses students are responsible for buying textbooks.

Breakfast prices:	Grades Pre-K through 6	\$ .85
	Grades 7-12	\$ 1.10
	Adults	\$ 1.50
	Carry Out	\$ 2.10
Lunch prices:	Grades Pre K through 6	\$ 2.20
	Grades 7-12	\$ 2.70
	Adults	\$ 3.70
	Carry Out	\$ 4.35

Extra milk: \$ .35 (must be paid at time of consumption)

Extra juice: \$ .35 (must be paid at time of consumption)

### **Attendance**

Regular attendance is always encouraged, but we realize children will sometimes become ill. If your child displays symptoms of illness, please protect them as well as others and keep them home until they are well. When illness necessitates your child's absence, please call 829-4517 and notify the school.

If it is necessary for you to pick up your child before the end of the school day, please come to the office and sign your child out. To assure safety, if someone other than the custodial parent is to pick up your child, please submit a request in writing to the school office.

Valuable instruction time is lost when a child is absent from school for any period of time. Unless an emergency occurs, please arrange for doctor's appointments or other family activities to take place on Friday's when we are not in school.

## The Policy for Grades 6-12

1. Excessive absences, more than 9 in a semester, will result in morning, after school or Friday make-up time. Excused or unexcused absences not made up will result in the loss of credit. Once time has been made up, the student will be granted credit for work completed. If a student is absent following the make-up of time for excessive absences, said student must make up time for those beyond the excessive absence limit of 9 immediately.
2. If a student knows in advance of an absence, it is the student's responsibility to make arrangements to complete all assignments to be turned in upon the day of return. There shall be one (1) day allowed for make-up work for each day of an excused absence.
3. **\*\*Exceptions to number two may be made under School Board discretion for special cases such as a prolonged illness under a doctor's care.\*\***
4. In the Jr. High and High School, the students are required to clear each absence through the office upon returning to school. Students who fail to check in will be counted as unexcused.
5. If a student must be absent after arriving at school, the parent must contact the school.

**\*\*#2 and #3 pertain to grades K-5 as well.**

## School Schedule

School is in session from 7:55 a.m. to 4:04 p.m. for grades K-12. Please do not come to school unsponsored or remain here unsponsored before 7:40 a.m. or after 4:15 p.m. Before, during, and after school hours, students should not be in any area without permission. At 7:45 a.m. students have permission to be in the locker hallways. Please refer to the school calendar for vacations and holidays.

## School Cancellations

Because of weather and other unforeseen events, the McClave School may cancel school for the entire day or part of the day. We put this information out on the local radio stations as soon as possible, we will also text all phone numbers on the call list as well. Please check the website at [www.mcclaveschool.org](http://www.mcclaveschool.org) . If you have any questions please call the school at 829-4517.

## Lockers

Students may rent locks for their lockers from the office. It is not mandatory to have a lock and no other locks except school locks will be allowed. A refundable \$5.00 deposit is required for all locks. Lockers must be neat and orderly at all times.

## Medications and the School Nurse

All medication required by students during the school day should be cleared through the office. Conditions that warrant the use of medications or medical conditions that pose a health risk must be reported to the office. The school nurse is available every Wednesday for further information. No teacher may administer medication.

### **Immunizations**

Information on immunizations is available at the school and in the school newsletter. State law required children to be immunized. If it is not done they will not be allowed in school. The school nurse is available on Wednesday only.

### **Visitors**

All visitors to classrooms not arranged by the teacher must be approved through the office at least one day in advance. Only students currently enrolled in another K-12 school may visit as students. Multiple visits are discouraged as well as out of grade level visits. Teachers having student or adult visitors or volunteers should notify the office.

### **Phone Calls**

Students will not be allowed to receive phone calls during class. Phone calls made during class time are limited to emergency use only, the use of cell phones for student use is not allowed during school hours without permission.

### **Vending Machines**

The school has vending machines provided by the student council. They may not be used until 2:00 p.m. and then only while class is not in session.

### **The Dress Code**

Students will dress appropriately for school and all school functions. The following are not allowed: Short shirts showing bare midriffs see through blouses, muscle shirts, and spaghetti strap blouses are not considered acceptable dress. Make sure your shirt or blouse covers all exposed skin other than arms; tank tops are not allowed. Unbuttoned shirts or loose-fitting clothes must have an appropriate undershirt; pants must not sag, belts and suspenders must be fastened. Extra long belts or any chains other than small jewelry chains are not allowed. Students may not wear hats in the building. Shorts are allowed during the first and fourth quarters if they have at least a four-inch inseam on each leg. Athletic shorts, tight shorts, sweat pants, medical scrubs, or anything resembling non-traditional type school clothing shall not considered acceptable school attire. Yoga pants, leggings, and spandex shall not be worn without a shirt covering the tips of your fingers. Shirt length must be even with finger tips when arms are extended downward. Also, do not wear soiled or torn clothing to school, and clothing

is not allowed that displays vulgar writing or symbols. Sexual reference clothing is not allowed as well as clothing that has tobacco, alcohol, or controlled substance references.

### **Safe Schools**

Safe schools are a priority of the district and the district is committed to providing safe environment in school, on school vehicles and at school sponsored activities. To that end, the Board directs the superintendent to develop and maintain a safe school plan.

<b><u>Security/Access to Buildings</u></b>
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All visitors and students are to enter the building at the main entrance. Please use the doorbell to be let into the building. The doorbell is located on the north and south entrance of the school buildings.

### **Student Absence, Tardies, & Make up work- Policy JH**

Absences, more than 9 in a semester, will result in Friday make up time. Any student who enters a class after the tardy bell rings and prior to the class being in session for a period of 15 minutes, will be considered tardy. Entering any class beyond 15 minutes shall be considered an unexcused absence. Students may face in school suspension, loss of open campus privilege, other consequences to be determined by administration, or be required to attend school on Fridays for tardies in excess of four in any one class. There shall be one day allowed for make-up work for each day of an absence.

**Policy JH specifically states:** *Excessive absences, more than 9 in a semester, will result in Friday make-up time. Excused or unexcused absences not made up will result in the loss of credit. Once time has been made up, the student will be granted credit for work completed. If a student is absent following the make-up of time for excessive absences, said student must make-up time for those beyond the excessive absence limit of 9 immediately.*

<b><u>Extracurricular Activity Eligibility-- Policy JJJ-R</u></b>
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Students must be in attendance by 10:00 am in order to participate in any school sponsored activity that is conducted on that day. Students who report after 10:00 am must have written excuse form a doctor. Students who leave after 10:00 am must make prior arrangements with the principal or designee and or may not be allowed to participate without a written excuse form a doctor.

### **Guidance and Counseling**

Services are available to all students and students are encouraged to meet with the guidance counselor to maintain their 4 year plan, set goals, inquire about scholarships and seek guidance. In addition, a student may see the counselor regarding any personal issue they may have.

### **Expected Student Behavior**

Our student body at McClave is one that we are proud of. The students of McClave are expected to be responsible and respectful, or they will be subject to disciplinary actions. The following guidelines list most of the expectations for students.

1. Responsibility for Property. Please take extra care of the facilities. Do not damage or steal school property or the property of others. Make sure your own property is clearly marked to avoid mistakes. Avoid bringing expensive items to school. If you should have property damaged or stolen, please report it to the office immediately.
2. Please keep your hands to yourself. Do not initiate physical contact of any kind where it is inappropriate. Shoving, hitting, and tripping are examples of this unwanted behavior. Handholding, kissing, embracing, or other public displays of affection are not allowed in the school or on school trips. Handholding is only permitted outside during the noon hour.
3. Please obey all cafeteria rules.
  - A. Follow the breakfast and lunch schedule.
  - B. During the lunch hour do not crowd or cut in line.
  - C. Cafeteria food may not be removed from the cafeteria, and no pop, gum, or snack food may be brought in.
4. During the lunch break, students may not be in or near any vehicle during the noon hour.
5. Once a student arrives at school they always need permission from the office to leave the school grounds. Students also need permission from the office to go to their vehicles.
6. Only licensed vehicles are allowed at school and school events, and students must obey all traffic laws while driving them. Parking is provided in the street north and south of the school only. Remember, the speed limit is 15 miles per hour around the school. Do not use the street where the buses are parked. Running a bus stop sign could result in the suspension of your license.
7. After school go immediately to the bus. If you are staying for an activity that begins immediately, or if you plan to use the library, go there promptly. Do not interfere with other activities and do not stay and wait for activities to begin. There should be no elementary students in the high school until 4:05 p.m.
8. Follow all general classroom rules. There are no snacks or pop in the classroom and no sitting on tables. Many classrooms have their own specific set of rules. Please follow them or be subject to disciplinary action.

At McClave we utilize a three-step discipline procedure in the classroom. If a teacher places a student on step one, it will serve as notification and result in a student-teacher conference. The student will, in most cases, be removed from the room for the hour. If the unwanted behavior continues or other problems arise, the student will be placed on step two. The student will be removed, and parent will be notified. If a student is placed on step three, suspension or Friday

detention will be carried out. Step three may be reached immediately for severe infractions. Students that continue to have problems may be expelled for up to 365 days.

9. Any conduct which causes or creates, or has the potential to cause or create a substantial disruption is prohibited at school and school functions. Use of violence, weapons, noise, coercion, intimidation, or fear, or any other action interfering with school purposes will result in strict disciplinary actions. Bringing a weapon to school or possessing a weapon at school will result in expulsion.
10. Use of Language, which by school standards is considered vulgar, obscene, demeaning, threatening or intimidating, is prohibited.
11. Anyone bringing to school or in possession of tobacco, alcohol, or any controlled substance, will be subject to disciplinary measures as set forth by policy (appropriate policies are included in this planner).
12. Please observe all computer rules. The network is in place for the benefit of all who follow the rules and take care of the McClave system. A policy is included on computer and internet use.

## Student Activities

### **Class Organizations**

All classes must meet with sponsors to hold formal elections of officers. All class business outside of assigned committee must be planned and enacted while the entire class has the opportunity to participate. All fund raisers and activities must be cleared through the administration. Please collect and store all funds in the office where all classes have accounts.

### **Class Trips**

The seniors are allowed a class trip at the discretion of administration. The junior high is allowed a one-day trip during the school year in the last month. Field trips are arranged by the classroom teachers.

### **Activity Trips**

McClave provides an abundance of educational experiences through activity trips involving vocational education, educational competitions, and athletics. We encourage all students to participate. Please follow all rules associated with each of these functions. Remember that you must have a current physical, as well as proof of insurance on file with the principal to participate in athletics. School accident insurance may be purchased by anyone attending school. Please contact the office for further information.

### **Transportation**

On all activity trips please observe all route bus rules for behavior. Keep the bus clean. We currently allow food to be consumed while on activity trips. This is subject to change if cleanliness becomes an issue.

### **SCHOOL BUS**

Bus services are provided as a privilege. KWAY & KLMR are designated as emergency route channels. Should school be canceled or bus routes changed, the information will be broadcast over the radio stations as early as possible, we will text all phone numbers and please check the website at [www.mcclaveschool.org](http://www.mcclaveschool.org).

Bus drivers are urged to pass most of the responsibility for the cleanliness of the bus on to the students. Any student who damages the seats, windows, or body of the bus will not only pay for such damage, but may also lose the privilege of riding.

The bus, as well as the students riding, is the responsibility of the bus driver. No one except school personnel and school children regularly assigned to that bus will be allowed to ride unless it is requested in writing and authorized by the school administration. If a student is to ride another bus other than the one he or she normally rides, the student must bring a note from home twenty-four hours before the approval will be granted. The same holds true for getting off the bus at a place other than the designated stop for a particular student. Prior approval by the school administration is required.

The bus driver has the authority to assign seats if necessary. Should a severe discipline problem arise, the student may lose the privilege of riding the bus. In such a case, the school official and the parents will be notified and the length of time the student will not ride will be set.

Students are asked to watch for the bus and be ready and waiting. Stay clear of the bus until it has come to a complete stop. The bus drivers have been instructed not to wait any longer than one minute at each stop unless the bus is early. Bus drivers will adjust their times of pick-up so that the bus will arrive at the school no earlier than 7:45 a.m. When school is out, the students should load as safely and quickly as possible so that others do not have to wait on them. Buses are scheduled to leave five minutes after the last bell rings.

The older students should help the younger students in safely loading and unloading the buses. An emergency unloading process will be demonstrated once each semester. Those students who are picked up in their yard (off the road) must sign a waiver releasing the school and county for damages which may occur during bad road conditions. Each student will bring home a set of bus rules for parents to read and sign. The safety of the student is the primary concern.

Policy JICC-R  
Rules and Regulations for Bus Riders

We look forward to having a very successful year. Thank you