

# McClave School

## Student Handbook

### 2023-24



**EXCELLENCE HONESTY INTEGRITY RESPECT**

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School Board Members  
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Stephanie Malone – Vice President  
Terri Beckett – Secretary  
Jack Goble – Treasurer  
Derek White-Heckman– BOCES Director

Administration  
Brienne Howe – Superintendent  
Maggie Pacino – 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 handbook 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

(Policy IKC)

**Intercurricular/Extracurricular Activity Eligibility**

Eligibility will be run weekly on Thursday mornings and will be in effect for the following week. The following rules set forth by McClave School shall govern participation in all school-approved intercurricular/extracurricular activities:

1. Participants must be enrolled in the district as full-time junior high students or high school students in courses that will earn 2.5 Carnegie units of credit per semester.
2. Students enrolled in the district must be in attendance by 10:00 a.m. in order to participate in any school-sponsored activity that is conducted on that day. Students who report after 10:00 a.m. must have a written excuse from a doctor. Students who leave after 10:00 a.m. must make prior arrangements with the principal or designee and/or may not be allowed to participate without a written excuse from a doctor. In cases of emergency or extenuating circumstances, the principal or designee may grant an exception to this limitation.

3. Grades will be submitted by high school and junior high school teachers by 10:00 a.m. on Thursday. Final eligibility status will be determined by the principal or designee. Guidelines to determine eligibility include:
- 2 D's and the student must attend 1 hour of school-sponsored tutoring.
  - 3 D's and/or below the student is ineligible (and must attend 1.5 hours of school-sponsored tutoring)
  - 1 F and the student must attend 1 hour of school-sponsored tutoring.
    - 1 F for 3 consecutive weeks and the student is ineligible (and must attend 1.5 hours of school-sponsored tutoring)
    - 2 or more F's and the student is ineligible and must attend 1.5 hours of school-sponsored tutoring) (Policy JJJ-R)

### **Graduation Requirements**

In pursuit of its mission to ensure that all students reach their learning potential and are prepared for postsecondary and career opportunities, the Board of Education has established the following graduation requirements for students entering the ninth grade in the 2017-18 school year and each ninth grade class thereafter.

To receive a high school diploma from the district, students must meet or exceed the district's academic standards and measures required by this policy. Students with disabilities shall be provided access to all graduation pathways provided by this policy and shall have the opportunity to earn a high school diploma from the district.

### **College and career readiness**

The Colorado State Board of Education has adopted state graduation guidelines that identify college and career readiness measures in English and Math.

### **English**

Students must demonstrate college or career readiness in English on at least one measure listed in the CDE Graduation Guidelines.

### **Math**

Students must demonstrate college or career readiness in Math on at least one measure listed in the CDE Graduation Guidelines.

### **Credit from other institutions and home-based programs**

Students entering from outside the district must meet the district's course requirements. The principal or principal's designee shall determine whether credit toward course requirements shall be granted for courses taken outside the district.

In accordance with applicable state law, college courses completed pursuant to a student's participation in a "dropout recovery program" shall count as credit toward completion of the district's credit requirements. (Policy IKC)

### **Early graduation**

The Board of Education believes that most students benefit from four years of high school experience and are encouraged not to graduate early. However, in some cases, students are ready for postsecondary education or other opportunities at an earlier age. Therefore, the principal may grant permission to students wishing to graduate early, provided the student has met all district graduation requirements in accordance with this policy. (Policy IKC)

### **Fees and Prices**

A musical instrument rental price of \$20.00 is required for the use of the instrument. Additional fees may result due to damage or loss of instrument. In dual credit courses students are responsible for buying textbooks.

Breakfast prices:	Grades Pre-K through 6	\$ 1.25
	Grades 7-12	\$ 1.50
	Adults	\$ 2.00
	Carry Out	\$ 2.50
Lunch prices:	Grades Pre K through 6	\$ 2.50
	Grades 7-12	\$ 3.00
	Adults	\$ 4.00
	Carry Out	\$ 5.00

Extra milk: \$ .50 (must be paid at time of consumption)

Extra juice: \$ .50 (must be paid at time of consumption) (Policy EF-E-I)

### **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 Fridays when we are not in school.

### **ALL STUDENTS K-12:**

1. 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.

2. A student who is absent for an extended period due to a physical disability or a mental or behavioral health disorder. Please note, \*\*Exceptions to number two may be made under School Board discretion for special cases such as a prolonged illness under a doctor's care.\*\*

### **THE FOLLOWING PERTAINS TO PRIMARILY GRADES 6-12**

3. 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. Students who have not completed make up time may not attend field trips or other school functions such as dances.
4. In the junior 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.
6. 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 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)

### **School Schedule**

School is in session from 7:50 a.m. to 4:05 p.m. for grades K-12. Please do not come to school unsponsored or remain here unsponsored before 7:30 a.m. or after 4:15 p.m. Before, during, and after school hours, students should not be in any area without permission. At 7:47 a.m. students have permission to be in the locker hallways. Please refer to the school calendar for vacations and holidays. (Policy GCL)

### **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 social media, and local radio stations as soon as possible. We will also text all phone numbers on the School Messenger call list. If you have any questions please call the school at 829-4517. (Policy EBCE)

### **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. Students who choose not to use a lock, assume responsibility for any stolen or missing items whether they be school issued, or personal.

### **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. (Policy JLD-R)

### **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. (Policy JLCB)

### **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. (Policy KI)

### **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. (Policy JICJ)

### **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. (Policy EF)

### **The Dress Code**

Students will dress appropriately for school and all school functions. The following items are deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school and are not acceptable in school buildings, on school grounds, or at school activities:

1. Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length.  
Shorts are only allowed during the 1<sup>st</sup> and 4<sup>th</sup> quarters.

2. Sunglasses and/or hats worn inside the building.
3. Inappropriately sheer, tight or low-cut clothing (e.g. midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts.
4. Tank tops or other similar clothing with straps narrower than 3 inches in width.
5. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
  - Refer to drugs, tobacco, alcohol, or weapons
  - Are of a sexual nature
  - By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
  - Are obscene, profane, vulgar, lewd, or legally libelous
  - Threaten the safety or welfare of any person
  - Promote any activity prohibited by the student code of conduct
  - Otherwise disrupt the teaching-learning process (Policy JICA)

### **Student Use of Cell Phones and Other Personal Technology Devices**

McClave School recognizes the importance of communication and collaboration, and provides devices for students to be productive in the classroom. To keep the focus on academics, to reduce unnecessary distractions, and to protect students from other's misuse of cell phones and other personal technology devices (PTD), the school enforces the following:

- Cell phones and other PTDs shall be TURNED OFF on school campus during school hours. Students are also not allowed to wear smartwatches during school hours.
- Cell phones and other PTDs will be confiscated if seen or heard.
- The school will not be responsible for any lost or stolen devices.
- If a student needs to make a phone call during the day, he or she is required to do so from a school phone.
- For purposes of this policy, "personal technology device" (PTD) or "device" includes any privately-owned portable technology device, including but not limited to cell phones, tablets, smart watches, headphones,airpods/earbuds, laptops, cameras, audio and/or video recorders and players, headphones and speakers, and all other hand-held electronic communication and data storage devices.
- The superintendent and/or principal may grant temporary access to cell phones or PTDs at their discretion. Teachers may grant temporary access to cell phones for classroom activities at their discretion, and with notification of administration.

**Consequences:**

**First offense:** The phone/device will be taken to the office and the student may pick up the device at the end of the school day.

**Second offense:** The phone/device will be taken to the office and the parent(s) or legal guardian must pick up the device. Students will owe 1 lunch detention.

**Third and successive offenses:** The phone/device will be taken to the office and will not be allowed at school the remainder of the school year. Phones brought to school after the third offense will be checked into the school office each morning. The student will attend Friday School, in-school or out-of-school suspension, at the administration's discretion. (Policy JICJ)

**Safe Schools**

Safe schools are a priority of the district. The district is committed to providing a safe environment in school, on school vehicles, and at school sponsored activities. The School Board directs the superintendent to develop and maintain a safe school plan. (Policy ADC)

**Security/Access to Buildings**

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. (Policy KI)

**Guidance and Counseling**

Services are available to all students. Students are encouraged to meet with the guidance personnel to maintain their four 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.
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. We are a CLOSED campus, students may not leave during lunch to go home or to get lunch elsewhere.
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 and in the parking lot 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.
9. Energy drinks of any kind are not permitted on campus.
10. 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.
11. Use of Language, which by school standards is considered vulgar, obscene, demeaning, threatening or intimidating, is prohibited.
12. 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 attached).
13. 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.

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 the parent(s) 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. (Policies JIC, JICDA)

### **Class Organizations**

All classes must meet with sponsors to hold formal elections of officers. All class business outside of the assigned committee must be planned and enacted while the entire class has the opportunity to participate. All fundraisers 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. (Policy JJH-R)

### **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 athletic director to participate in athletics. School accident insurance may be purchased by anyone attending school. Please contact the office for further information. (Policy JICC, JICC-R)

### **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. Should school be canceled or bus routes changed, the information will be broadcast over local radio stations as early as possible, we will text all phone numbers and please check social media.

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)

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

## **Signature Page**

My signature below indicates that I have received a copy of the McClave School District RE-2 Student Handbook.

I understand that this handbook contains information regarding the school district's rules.

I acknowledge that I have read and understood these rules.

I also understand that the McClave School District RE-2 may revise, supplement or rescind policies, procedures or rules described in the handbook at any time.

Student Printed Name \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent Printed Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_