

SSHS RULES AND REGULATIONS

DISCIPLINE POLICY

The staff of SSHS believes a school discipline program will contribute to a safe and stable environment so that maximum learning may occur. To accomplish this goal, there must be mutual respect between students and staff. There should be clear, concise rules explained to both students and their parents. These rules will include respect for others rights and property, adult authority, and the school facility. Enforcement of such rules will be consistent.

It is staff's belief that high school students must accept responsibility for their own behavior and the consequences of that behavior. The following is a list of the range of action that may be applied to each cause for disciplinary action:

- *Student meets with Administrator*
- *Student/teacher conference*
- *Parent Notification*
- *Detention assigned (to be served at lunch, after school, before school, or other time outside of class time as determined by administration)*
- *Work detail, campus beautification or community service assigned*
- *Mandatory parent conference*
- *Loss of open campus privilege*
- *Restriction from participation at school activities such as dances (including Homecoming and Prom), golf-a-thon, snow sculpture, and dance showcase.*
- *In-School suspension*
- *Remediation plan developed and followed (in writing - signed by all involved)*
- *Out-of-school suspension (District Policy PL 17-E)*
- *Police involvement/notification of law enforcement*
- *Student referred to Honor Council*
- *Referred to Superintendent for expulsion hearing (District Policy PL 17-E) or restorative justice hearing*

One or more of these intervention methods may be applied and may or may not be progressive depending upon a specific student's behavior history. The goal of these intervention steps is to improve student behavior. The following student behaviors will result in disciplinary action:

WILLFUL DISOBEDIENCE; DISRUPTIVE BEHAVIOR; VULGARITY/PROFANITY

Students are expected to follow the rules and regulations developed by the school, each teacher and the class itself. If a student fails to meet these expectations during class or while on school property, or exhibits behavior that is disruptive to the educational process and interferes with the learning of others, or is potentially harmful; these actions will be considered disruptive behavior and/or willful disobedience.

Range of Disciplinary Action:

Student-teacher conference, student/administrator conference, detention assigned, parent notification, suspension, and possible police notification.

HABITUALLY DISRUPTIVE STUDENT

A "Habitually Disruptive" student is defined as a student who has been suspended three times during a single school year for causing a material and substantial disruption in the classroom, on school grounds, on school vehicles, or at school activities or events.

CHEATING

(Refer to Section on Honor Code for process and consequences)

VANDALISM (INCLUDING GRAFFITI)/THEFT

Student referred to an administrator. Law enforcement notified and charges filed. Out-of-school suspension. Student assigned restitution if applicable. Possible referral to Superintendent for expulsion.

FIGHTING

Range of Disciplinary Action:

Student referred to administrator. Out-of-school suspension. Parents notified. Police will be notified and charges may be filed. Referral to Superintendent for expulsion.

“HORSEPLAY” OR “PLAYFIGHTING”

Because these type of activities often lead to serious results such as injury or violence, the school believes in the policy of *“keeping your hands to yourself”*. Students involved in activities such as playfighting or unwanted touching of another person may be subject to the range of disciplinary action identified herein.

INAPPROPRIATE LANGUAGE

Students are expected to use appropriate language while at school and at school related activities. Use of improper language such as cussing and vulgarity may result in removal from a class and any other disciplinary action contained within this section as deemed appropriate including after school detention.

VIOLATION OF DRIVING AND PARKING REGULATIONS

Improper use of vehicle will include all parking violations, use of excessive speed, exiting the parking lot via the entrance, driving through the fire lane, improper use of parking permit or no permit, and any driving deemed reckless or dangerous. Each parking violation will result in a fine of \$5.00 which must be paid before the end of each semester. Failure to pay fines could result in the loss of parking permit, open campus privileges and disciplinary action. **Students parking in the Visitor or Handicapped spaces will be fined \$25.00.** A fine of \$5.00 will be assessed to students parking in the staff parking lot during school hours.

Range of Disciplinary Action:

Student notified. Student referred to administrator. Parking privileges may be suspended for one week up to loss of privilege for the remainder of the school year.

THROWING SNOWBALLS

Because of the danger of serious injury to students, throwing snowballs or throwing students into the snow is strictly prohibited on the school grounds. All damages due to snow throwing, etc., are the responsibility of the student and his/her parents.

Range of Disciplinary Action: Parent notified and detention assigned. Student sent to office. Conference with administrator. Possible out-of-school suspension.

UNLAWFUL ENTRY

Any student who is found entering the building or a class room without permission by use of electronic keypad or a school key will be referred to an administrator. Law enforcement will be notified and charges may be filed. Range of action may include out-of-school suspension. Possible referral to Superintendent for expulsion.

CLOSED CAMPUS

Once students have arrived to school, they will not be allowed to leave the building without an exit pass (blue slip) from the Main Office.

Permission to leave campus will be granted for verified emergencies, confirmed (by parent) appointments, and school sponsored activities. Violation of policy will result in detention being assigned and loss of off-campus privileges (if applicable). Memorial Park is off-campus. SSSH has a **modified closed campus policy** which allows only Juniors and Seniors to earn the privilege to leave campus during lunch. In order to earn this privilege all juniors and seniors are required to

attend Alive at 25 classes offered by the school. This policy was developed as part of an agreement with the community. Freshmen or sophomores who choose to leave campus at lunch will be assigned detention. 2nd offense will require a parent meeting and detention, and 3rd offense will result in suspension. Juniors or seniors who take a freshman or sophomore off campus for lunch will lose off campus privileges.

VIOLENT OR THREATENING BEHAVIOR

Any behavior constituting verbal threats or physical action against any person will not be tolerated, and will result in immediate suspension and possible referral to the Superintendent for expulsion. If a violence risk assessment is a pre-requisite for the student to return to school following suspension, all associated costs must be paid by the parent or guardian.

HARASSMENT/DISCRIMINATION/INITIATION/SEXUAL HARASSMENT/INTIMIDATION/VERBAL ABUSE

Harassment or discrimination of any kind (including harassment or discrimination based on gender, sexual preference, race or religion), hazing, initiation—including athletics initiation, or intimidation of any student will not be tolerated. HAZING IS ILLEGAL. Any incidents of this nature should be reported to the school administrators or resource officer.

As outlined in School Board policy, sexual harassment may include but is not limited to:

- Sex-oriented verbal “kidding,” abuse or harassment
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications
- Unwelcome touching, such as patting, pinching or constant brushing against another’s body
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one’s grades, employment status or similar personal concerns

Range of Disciplinary Action:

Parents may be notified. May result in out-of-school suspension, parent conference, referral to Superintendent for expulsion, police notification.

BULLYING PREVENTION AND EDUCATION

The Board of Education supports a secure school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

Bullying by students is prohibited on all district property, at district or school-related activities, in district vehicles, and off school property when such conduct has a connection to school or any district curricular or non-curricular activity.

Definition

“Bullying” means a pattern of any written, verbal or pictorial expression, physical act or gesture by a student that is intended to cause distress upon one or more students and is sufficiently severe that it has the effect of:

- 1. Creating an intimidating, hostile, or significantly offensive environment for the learning or performance of school-sanctioned activities of any student; or*
- 2. Unreasonably interfering with or disrupting the education performance or participation in any other school-sanctioned activity of any student.*

Examples of Bullying include but are not limited to:

- 1. Derogatory written or pictorial communications in any media (e.g., letters, notes, voice mail, text messages, pager messages, newspaper articles, invitations, posters, photos, cartoons).*
- 2. Derogatory verbal comments (e.g., name-calling, taunting, hostile teasing, spreading*

rumors, epithets, jokes, or slurs).

- 3. Threats of force or violence against a person's body, possessions or residence (e.g., obtaining food or money by threats of force).*
- 4. Physical conduct (e.g., provocative gestures, overly rough horseplay, restricting freedom of action or movement, violence, defacing or destruction of property).*

Cyber Bullying involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, defamatory personal Websites, and defamatory online personal polling Websites, in school, on school equipment, or related to school events, to support deliberate, repeated, and hostile behavior by an individual or group that is, or could become, detrimental to the welfare or safety of other pupils. Cyber bullying will not be tolerated and will constitute the same levels of disciplinary action as other types of bullying.

Responses to Bullying

All administrators, teachers, classified staff and students share the responsibility to ensure that bullying does not occur at any district school, on district property, at district or school-related activities, in any district vehicle, and/or off school property when such conduct has a connection to school or any district curricular on non-curricular activity or event. Toward that end:

- 1. All students who believe they have been victims of bullying in any such circumstance shall immediately report it to an administrator or teacher or other adult at their school.*
- 2. All students who witness student bullying in any such circumstance shall immediately report it to an administrator or teacher at their school.*
- 3. All building administrators and teachers who have any incident of bullying reported to them shall promptly forward the report(s) to the principal or principal's designee for appropriate action.*
- 4. All principals, administrators, teachers and classified staff who witness student bullying in any such circumstance shall immediately take appropriate action to stop the bullying, as prescribed by the district and building principal and shall promptly report the bullying to the principal or principal's designee for appropriate action.*
- 5. Each building principal or principal's designee shall ensure that all reports involving student bullying in any such circumstance are promptly and thoroughly investigated, that appropriate action is taken, and that a written report is generated.*
- 6. Each building principal or principal's designee shall contact law enforcement officials, as appropriate.*
- 7. Written records shall be maintained that are sufficient to protect victims of bullying and to help prevent bullying behavior from one year to another, and from building to building.*

Disciplinary Action for Bullying

In determining the appropriate action to be taken in response to incidents of student bullying, the building principal or principal's designee shall consider existing policies and regulations that address the type of conduct that may be involved in bullying. Any necessary discipline shall be imposed pursuant to existing policies.

In deciding on appropriate discipline, the circumstances surrounding the behavior, the severity of the conduct, and whether the conduct represents a pattern should be considered. The discipline process should be instructive and corrective and its focus should be on helping the student to change or control inappropriate behavior. In making determinations under this policy, due consideration will be given to the rights to freedom of expression of public school students under federal and state law. Disciplinary consequences for student bullying may include but not be limited to any type of suspension

and/or expulsion. In addition, the building principal shall consider other actions which may be appropriate in response to student bullying.

Bullying Prevention Efforts are further addressed in Steamboat Springs School District policy S-31.

INAPPROPRIATE BEHAVIOR AT SCHOOL ACTIVITIES

If a student, parent, or anyone is asked to leave a contest or event for violations of athletic/school policies or conduct guidelines, they shall be suspended until after the next competition of that particular sport or activity. A second violation will result in suspension from any contest or activity for the remainder of the semester (5 game minimum with season/summer carry-over). A third violation shall result in suspension for one calendar year. Any removal at an away contest or activity shall be treated with the same consequences. SSHS will work with other districts to ensure sportsmanlike behavior at all competitions.

DRUGS, ALCOHOL AND WEAPONS

Any student using, in possession of, under the influence of, or selling illegal drugs, drug paraphernalia or alcohol on school grounds, during school time, or at any school sponsored activity will be immediately suspended from school, referred to legal authorities and taken before the Superintendent for possible expulsion or restorative justice hearing. Similar consequences may apply to students having knowledge of or in the presence of anyone involved in these activities. Similar actions will be taken against students who are in possession of weapons. A weapon is defined as any object that's use or potential use is dangerous to other students or staff at our school as outlined by the Colorado Revised Statutes. While on school grounds or at a school activity, school authorities with reasonable suspicion, may search student for drugs, alcohol, weapons, or other threatening items. If a student is referred for drug or alcohol counseling or violence risk assessment as a pre-requisite to return to school following suspension, all associated costs shall be paid by the parent or guardian. Cars at school are also subject to searches.

SSHS Administration is dedicated to providing a safe school environment and may on occasion bring in drug sniffing dogs to search the premises and parking areas.

Note that additionally **students participating in athletics and school sponsored extra-curricular activities must abide by established athletic/activities policies and consequences.**

POTENTIALLY DANGEROUS CLOTHING AND ACCESSORIES

If a student is wearing or carrying any clothing item or accessory that may be deemed as hazardous or as a weapon **as determined at the administrator's discretion** (example: clothing or accessories with spikes, nails, chains, or safety pins) the item must be immediately removed and held in the office. Students who repeatedly bring these items to school will be assigned after school detention or other disciplinary consequence and the item may be confiscated.

TOBACCO

All Steamboat Springs schools are tobacco-free zones. Any student using or in possession of tobacco products (including but not limited to snuff, cigars, chewing tobacco, cigarettes) in the school building, school vehicles, or on school grounds or at any school sponsored activity will be immediately suspended from school. On the first offense, an alternative to suspension such as a smoking cessation class, may be offered. Students involved in athletics or school sponsored activities will be subject to consequences defined in established athletic policies.

FOOD AND BEVERAGES IN THE SCHOOL

Food and beverages are not allowed outside of the commons area. Students are required to clean-up after themselves in the commons area and cannot throw food. Students who do not respect this may be required to clean-up the area or be assigned after school detention or other work detail.

VIOLATION OF ANCHOR TIME POLICY

Any student traveling during anchor must have this handbook with them and permission

through signatures on the hall pass pages.

Violation of anchor time procedures may result in loss of traveling privileges for up to a full semester.

STANDARDS TO DRESS FOR SUCCESS AT SSHS

Standards for dress and appearance at Steamboat Springs High School will support the academic setting and emphasize that learning is our main purpose. The purpose of having a dress code is to emphasize that school is the students' and staffs' place of work and that respect for other members of society and oneself places some restrictions on the nature of dress and grooming.

Attire of both students and staff should meet generally accepted standards of decency in an academic environment. Attire shall not be disruptive or distracting to the learning process.

- Clothing and accessories may not display obscene (violent or sexual) pictures, graphics, messages or double meaning statements. Clothing, including hats, may not have alcohol, drug, or tobacco advertising or statements of any type. Clothing cannot be demeaning toward or target any culture or ethnic group. This statement applies to all school sponsored or related activities and events.
- Clothing should not bare traditional private parts: including buttocks, back, or breasts.
- Shirts must graze the top of pants.
- Pants must be worn at least at, and not lower than, hip level.
- Clothing will come to at least midthigh.
- Footwear must be worn at all times.
- Hats will be removed in classrooms at teacher discretion.

This dress code applies to academic situations or specified situations. Appropriate attire will be expected in relation to the specific activity, such as athletic events, dances and other school related activities.

It is the responsibility of all students, staff and parents to make this dress code effective. It will be expected that all members of the SSHS community will help establish and enforce this concept to support the learning environment. If anyone is in violation of the dress code, they will be sent to the office and asked to change their dress to meet the standard. T-shirts and scrub type pants will be available to wear if necessary. Parents will be notified.

If repeat violations occur, more serious consequences will be taken, including parent conferences or other actions as described in the discipline policy. As fashion trends change, this code may need to be updated. A review committee will be formed which will include student representation.

PUBLIC DISPLAY OF AFFECTION

Any activity which is offensive or embarrassing to staff or students will not be tolerated.

OTHER BEHAVIOR/ITEMS RELATING TO SAFETY

Scooters and bicycles cannot be taken into the building or ridden on the sidewalk adjacent to the building. Students should exercise caution and safe bike riding practices while riding in the parking lot or near the school to avoid conflicts with buses and other vehicles. **Skateboards may not be ridden in the building or on the sidewalk adjacent to the school building.** however, students may store skateboards in their locker or check them in at the office. Students are not allowed to carry skateboards on school buses. Students are not allowed to have laser pens in the building as these may create a safety hazard for other students or staff. Water balloons, squirt guns, and similar objects are not allowed on campus. **The use of hackey-sacks will not be permitted inside the school building or near building entrances.** These or other items that may be a safety hazard or are disruptive to the learning environment, as determined at the administrator's discretion, may be confiscated or banned.

DETENTION

Detention is a consequence assigned for behavior or attendance violations. Detention may be

assigned by the administration or a teacher. When detention is assigned the administration will also define when and how the detention will be served, i.e. after school, before school, during lunch, or other time outside of class time including Saturday. The student must serve the detention requirement the day of assignment of the detention or the following day or they will not be permitted to attend school until an administrator meets with the student and parent at the school. During the time the student has an outstanding detention, they will not be permitted to practice athletics, or participate in any school activities or athletic events.

During detention the expectation is that students will use the opportunity to catch up on school work, and students may also be required to participate in campus beautification. Students are expected to arrive to detention on time and on their own accord. Failure to attend detention may result in out-of-school suspension. It is the student's responsibility to attend detention as assigned.

ATTENDANCE AND TARDY POLICY

Good attendance is crucial to scholastic achievement and overall success at SSSH. By working closely with the main office we can enhance the learning environment and lessen the bookkeeping obligations. The following rules and regulations must be read thoroughly and be understood by both the parent and the student(s). Please follow them and we'll have a wonderful and successful year.

Parents/Guardians need to call the main office whenever a student is absent. **Written notes will not be accepted. Please call within 24 hours of the absence** (the sooner the better). After 24 hours, absences will be considered unexcused unless validated by an administrator. After hours messages regarding attendance may be left by calling 871-3698. If no parent contact has been made, the student will be placed on the pending list. Students must clear up the absence in question by the end of the school day or the absence will be unexcused.

School District policy stipulates that medical verification may be requested for excessive absences due to illness (Minimally, four absences/semester).

Any time a student is leaving school, other than Juniors and Seniors who have earned the privilege to leave during the lunch hour, he/she needs to check out with the main office and get a permission to leave slip. Otherwise, the student is unexcused.

Any junior or senior failing to return to school following the lunch hour must have a parent/guardian call the school between 1:00 and 4:00 p.m. that day to verify the absence. Failure to comply will result in an unexcused absence. If a parent is unreachable during the afternoon, the student needs to call the office.

PREARRANGED ABSENCES.

When a student/parent knows in advance that he/she will be absent, the parent must call to inform the office of the absence. The student may then get a prearranged form from the office. The prearranged forms with work assignments and teacher signatures are for the use of the students in planning make-up work and are not to be returned to the office. A student will have one class period per period absent to complete work missed during the absence. Extenuating circumstances may be considered on an individual basis at the discretion of the teacher.

Prearranged absences for student participation in an extra-curricular activity, field trip, etc. will be approved by the coach or sponsor of the activity. The coach or sponsor will provide the students with the prearranged form and will provide a roster of participating students to the main office and teachers. Students who fail to have the prearranged form completed may not be eligible to make up work for credit.

Parents may excuse a student's absence for reasons other than illness up to five (5) times during the semester. Excessive absences will result in parent conferences to remedy the problem. Students have the right to make-up work missed for excused absences. If a student is absent from a class, he/she is allowed one class period to make-up the work. If a student misses two days of the same class period, he/she has two days of that class period to make-up the work. For absences over five days, the student, parents, and Principal will work out an acceptable arrangement.

Any absences from school for any amount of time without parent permission will be treated as truancies. Truancies are unexcused absences and student will not be given the opportunity to make-up any missed work.

The consequences for truancy or leaving class without permission is assignment of detention and parent notification. Excessive truancy can result in the student being referred to the superintendent for an expulsion hearing and attendance contract.

Students whose parents call to excuse them from a class must leave the school grounds or they will be deemed unexcused, with the exception of students who are excused from a class to work on another class with permission of the teacher of their regular scheduled class and their parent.

TARDY POLICY

Students are expected to be on time for all of their classes. Any student who arrives late to class must go by the office first and obtain an admit (tardy) slip. A student may be excused if he/she presents a written excuse from the office or another faculty member.

For tardies to the first morning class, a **parent must call** in to verify the reason the student is tardy. **NO WRITTEN NOTES FROM PARENTS WILL BE ACCEPTED.** It should also be noted that **school policy mandates that oversleeping is not a valid tardy excuse, nor is an alarm clock malfunction.** Students are allowed one automatically excused "car excuse" per semester and one automatically excused "weather excuse" (morning only) for the semester if needed. Students who have an unexcused tardy will be assigned detention.

A student who has four unexcused tardies will be assigned detention. Students with excessive tardies will attend a mandatory parent meeting and the student may be removed from the class.

Tardies that occur after lunch are treated as automatically unexcused. If a junior or senior chooses to use the privilege of off-campus lunch, he/she is responsible for being back in time for their next class.

Students with excessive tardies or absences will be referred to their counselor for a meeting, parent meeting and intervention strategies.

Refer to the Steamboat Springs School District Board of Education and Administrative Policies for additional policies and procedures applicable to students attending Steamboat Springs High School

STEAMBOAT SPRINGS HIGH SCHOOL HONOR CODE

The Honor Code for Steamboat Springs High School is outlined to enhance mutual respect and pursue the academic integrity and honesty of its students, faculty and administration.

SSHS Honor Code encompasses Academic Dishonesty, specifically cheating, plagiarism and lying.

I. Academic Dishonesty

A. **Cheating** – Cheating is defined to include gaining or attempting to gain an unfair or dishonest advantage to further one's academic standing or assisting another in doing so.

1. Cheating encompasses giving or receiving unauthorized, by faculty, information or assistance either verbal or written form in relation to homework, lab work, term and research papers, quizzes and exams.

2. **Electronic Cheating:**

All electronic devices must be turned off and put away during an assessment. If a cell phone or mp3 player (example: I-pod) is used for cheating during an assessment, it is confiscated and given to the staff sponsor as evidence. It will be held as evidence until the Honor Council has met on the case and rendered a decision.

3. SSSH acknowledges that homework and lab data are part of the learning process. The level of sharing of information in connection with these activities is subject to control of the instructor. Assignments which may be completed utilizing shared effort shall be designated in writing by each instructor by employment of a rating system from 1-3 in order to define the level of cooperative effort authorized.
 - (a) A rating of (1) allows the sharing of work at the student's sole discretion.
 - (b) A rating of (2) allows the sharing of work but does not allow the sharing of final answers, results and completed written work.
 - (c) When a rating of (3) is established, the sharing of information at any level is prohibited.

Absent a written designation by the instructor, it is assumed that an assignment has been assigned a rating of (3).

- B. **Plagiarism** – Plagiarism is defined as the representation of another's ideas or works as one's own.
 1. Plagiarism includes the representation of another's ideas, opinions, thoughts or outlined thoughts and patterns without proper acknowledgement.
 2. SSSH acknowledges that reference materials such as **Spark Notes** or **Cliff's Notes** and other secondary reference materials, including Internet resources, are available and may constitute valuable reference resources; however, ideas, quotes, theories, etc. from these sources must be properly authorized by the instructor and noted by the student. The use of ideas, thoughts and other intellectual property from these sources without appropriate credit is considered to be plagiarism.
- C. **Lying** – Lying by expression or omission, particularly in order to further one's academic standing or the academic standing of another, shall be a violation of the SSSH Honor Code. Lying may also include the act of forging another's signature to any document or paper. This shall include the forging of the signature of a teacher, administrator or parent in order to gain authorization to enter or leave the school grounds. It shall also include unauthorized computer access through the use of unauthorized passwords or PINs. If evidence appears to be tampered with or destroyed during the investigation or case, that will be considered lying and will be taken into consideration as part of the consequences.

II. Exclusions

Violations of the SSSH Honor Code shall be referred to the Honor Council for review and/or appropriate action. The test for the taking of any disciplinary action pursuant to the Honor Code shall be the existence of substantial, credible evidence of a violation. In all instances a student accused of a violation of the Honor Code shall be entitled to the benefit of the doubt and shall not be considered to have violated the Honor Code in the absence of evidence as set forth in this section.

The SSSH Honor Council has no jurisdiction with respect to and does not address discipline with respect to any activity that is considered to be criminal in nature. All such activities will be reported to the proper administration and law enforcement authorities.

III. Confidentiality

- A. All references and reports to the Honor Council and all proceedings of the Council shall be considered confidential. No information regarding any reference or report to the Council or of any action recommended by the Council shall be disclosed to any individual including but not limited to any student, teacher, parent, or member of the school administration with the exception of those enforcing the SSSH Honor Code and/or performing their official duties.
- B. Violation of the Confidentiality provisions of the SSSH Honor Code, in itself, shall be considered a violation of the Honor Code and shall be reported in accordance with reporting procedures pertaining to all other violations of the SSSH Honor Code.

HONOR CODE ACKNOWLEDGEMENT

As a student of Steamboat Springs High School, I understand that I will be expected to refrain from all acts of cheating, plagiarism and lying. I fully understand that if accused of such acts, I will be required to appear before the Honor Council and may be subject to disciplinary action.

HONOR COUNCIL

The Honor Council exists to protect and preserve the academic rights of the entire student body. The express purpose of this court is to discourage academic dishonesty by bringing suspected violators before a court of his/her peers to answer for his/her actions.

I. Structure of the Council

The Honor Council will be composed of 20 students (5 students/grade) selected from the general student population and two faculty advisors.

II. Duties and Responsibilities

- A. The Honor Council has the responsibility of protecting the rights of the student body and promoting academic integrity by encouraging faculty and students to establish an environment of trust, honesty and respect at SSHS.
- B. The Honor Council will preside over all academic violation hearings and has the authority to recommend suitable consequences if a violation is found.
- C. A two-thirds majority vote of the Honor Council will be required to remove any honor council member who has abused his/her position, neglected his/her duties or performed unsatisfactorily, or if he/she has violated the honor code or breached the confidentiality of the council (i.e. publicly discussing violation cases or individuals involved).
- D. The members of the Honor Council will be fair and unbiased during all council proceedings or he/she must excuse himself/herself from passing judgment.
- E. Severe criminal infractions of the law or disciplinary infractions by any Honor Council member will be dealt with on a case-by-case basis and may result in the removal of the council member by a two-thirds majority vote by the remaining council members.

III. Selection

- A. The selection process will occur in the spring of the current year for the next academic school year.
- B. Each faculty member has the option to nominate a maximum of three students per grade (9th-11th) to be considered for the Honor Council. Students may nominate only themselves for consideration. Eighth grade nominations for incoming freshmen will be addressed separately.
- C. Faculty members may not disclose to other faculty or students who they nominated, nor may students request nominations from the faculty. Campaigning is strictly forbidden.
- D. The twenty students from each class (sixty total) with the most nominations will be placed on the list of potential Honor Council members. The nomination list will be presented by the faculty advisor to the administration and the disciplinary record of all nominees will be examined by the principal, vice principal and faculty advisor. A nominee may be disqualified from appointment on the basis of past severe disciplinary or legal infractions.
- E. The sixty nominees will be invited to a mandatory meeting to present the extensive duties and responsibilities of the Honor Council. Each nominee will be asked if they are still interested in serving on the Council. If they should decline, their name will be removed from the nominee list. Those nominees remaining will make a commitment to be fair and unbiased, and to uphold the Steamboat Springs High School Honor Code.
- F. Of the remaining interested candidates, one student from each of the freshman, sophomore, and junior classes with the most faculty nominations will be appointed to the Honor Council for the upcoming school year. Assuming there is interest to continue from the currently seated members of the council, two students from each of the freshman and sophomore classes and three students from the junior class shall be selected by the honor

council membership to continue serving on honor council for the upcoming school year.

- G. From the remaining candidates (comprised of students nominated in paragraph E and the remaining current honor council not chosen by Honor Council to continue but who wish to be candidates) will be placed on the ballot for a student body election. Two students each from the freshman and sophomore classes along with one student from the junior class will be elected to join the appointed members as the new Honor Council membership.
- H. Five eighth grade candidates for the Honor Council will be selected at Steamboat Springs Middle School, two by teacher selection and three by student vote.
- I. The twenty Honor Council members will serve for a minimum of one full academic year. Three junior students along with two each sophomore and freshman council members will be chosen by a council vote to serve the following academic year.
- J. The three juniors who are selected by the current Honor Council to serve the following year will fill the three officer positions, presiding officer, second officer, and secretary. These three officer positions will be determined by vote of the current Honor Council membership.

IV. Officers of the Honor Council

- A. Presiding Officer - a twelfth grade Honor Council member will preside over all violation proceedings. The Presiding Officer clarifies procedures and points of information for the other council members. He/she may not offer his/her opinion during deliberations but may vote. When the Presiding Officer is not available, the Second Officer will fulfill the duties of the Presiding Officer. When both the Presiding Officer and Second Officer are not available, the staff advisors will designate one of the other senior Honor Council members as temporary Presiding Officer.
- B. Second Officer - another twelfth grade Honor Council member selected to preside in the absence of the Presiding Officer. The Second Officer may vote and participate in an investigative team.
- C. Secretary of the Council - an appointed Honor Council member who will record the minutes of all council proceedings. The Secretary is responsible for recording all violation reports and maintaining records of all consequences issued. Any violation report that does not result in an Honor Council proceeding will be filed in the confidential Honor Code records by the Secretary of the Council. The Secretary may vote in an Honor Council proceeding and may participate in an investigative team.
- D. Investigative Team - a team of three council members, preferably from different grades, will investigate an alleged violation report with one of the faculty advisors. If there is sufficient evidence of a violation, the investigative team will turn the report over to the Presiding Officer to call an Honor Council proceeding or hearing. There will be five investigative teams of three members each to review violation reports. These teams will perform their duties on a rotational basis (weekly); however, more than one team may be used per week depending on the number of violation reports.

V. Procedures

- A. A suspected violator will always be presumed innocent unless found guilty by the evidence presented or the vote of the Honor Council.
- B. A reporting individual, student or teacher, fills out a violation report with all pertinent information regarding the alleged violation incident and deposits the form in the violation report box in the school office or gives it to one of the Honor Code faculty advisors.
- C. The Presiding Officer will retrieve all violation reports and assign the violation report(s) to an investigative team and faculty advisor to review. The investigative team may query the reporting individual if necessary, however the reporting individual and the suspected violator will never meet.
- D. Pending the decision of the investigative team, the case will be filed by the Secretary of the

Council. If the student admits guilt to the investigative team and does not wish to take the case before the entire Honor Council, the Presiding Officer can call the Honor Council Officers together to meet with the student and prescribe the appropriate consequences according to the consequences outlined in section VI. of the Honor Code by-laws. To take a case before the entire Honor Council the Presiding Officer will notify the faculty advisor to gather a quorum and schedule a proceeding with the suspected violator and the Honor Council.

- E. An Honor Council proceeding with a suspected violator will require a quorum of twelve Honor Council members gathered by the faculty advisor. If an Honor Council member is unable to put aside bias (positive or negative) toward the suspected violator, this Council member must excuse himself/herself from the proceedings and a new quorum will be reestablished.
- F. The suspected violator will be notified to appear before the Honor Council at a specified date, time, and place. If the suspected violator does not appear for this specified proceeding, he/she will be referred to the administration for disciplinary action.
- G. The Honor Council proceeding will be strictly confidential and closed to the public. The only attendees at this proceeding will be the suspected violator and the Honor Council members. The Faculty Advisor will be available for observation or consultation only if necessary, or by request of the Presiding Officer.
- H. The Presiding Officer will announce the alleged charges against the suspected violator and present any evidence. The suspected violator will have the opportunity to rebut the evidence or claims against him/her, and may either plead not guilty or guilty of the offense. The council may request further information or interviews and may deliberate as needed.
- I. If the suspected violator pleads guilty, the appropriate consequences will be determined and prescribed.
- J. If the suspected violator pleads not guilty to the charges, the determination of guilt or innocence will be determined by anonymous vote of the Honor Council. The accused is not in the room during the deliberation and anonymous vote.
- K. The Presiding Officer and Second Officer will count the Honor Council votes. The Presiding Officer will announce the council's decision. A two-thirds majority vote is required to find the suspect guilty of the violation. Less than two-thirds majority vote is a decision for acquittal. If the suspected violator is found guilty, the appropriate consequences will be determined and prescribed. If found not guilty, no consequences will be applied and no recording of any sort will be made or kept regarding the student's appearance before the council; such appearance will remain confidential and will not be referenced should the student appear again before the council.
- L. If the suspected violator fails to show up for a scheduled hearing, the hearing will commence without the suspected violator present and the council will reach a verdict based on the known evidence. If the suspected violator notifies the council ahead of time, the hearing may be rescheduled if the council members judge that the reason for not attending is reasonable such as illness or being out of town. Determining whether or not a student's excuse is acceptable will be handled on a case by case basis.
- M. If the suspected violator, whether found guilty or not guilty, seeks retribution or retaliation against the reporting individual or an Honor Council member, he/she will be referred immediately to the administration for disciplinary action.
- N. The reporting individual will be subject to an Honor Code violation report if he/she has fabricated a report on another individual.
- O. The honor council may re-open a case within three days after the initial hearing if significant new evidence is discovered. Then the case may be re-opened if there is a two-thirds vote by the council.
- P. Talking During A Test: If a case is referred to the council concerning a student talking

during a test, the case will be handled by the council only if the evidence indicates that the talking was about the test and could be reasonable construed as cheating. If the talking was not about the test, the teacher should handle the situation as a classroom disciplinary incident and not make a referral to the honor council.

VI. Consequences

A student found guilty of violating the SSSH Honor Code will be subject to the following consequences:

A. Cheating and Plagiarism

1. 1st Offense: the student will receive a zero for the assignment cheated on. The offense will be recorded on the student's disciplinary record and the student's parents or guardian will be notified.
2. 2nd Offense: if the offense occurs in the same class as the first, the student will receive no credit for the class and also a minimum sentence of a one-day out-of-school suspension. If the offense was in a different class, the student will receive a zero for said assignment and also a minimum sentence of a one-day out-of-school suspension. The offense will be recorded on the student's disciplinary record and the student's parents or guardian will be notified.
3. 3rd Offense: the student will receive a zero for the assignment if the offense is in a third different class and no credit for the class if it occurs in a class with a prior offense. The student will also receive a minimum sentence of a one-week suspension. The offense will be recorded on the student's disciplinary record and the student's parents or guardian will be notified.
4. 4th Offense: the student will receive a minimum sentence of twenty days suspension and be recommended for expulsion. The offense will be recorded on the student's disciplinary record and a note made on the academic transcript. The student's parents or guardian will be notified.

B. Lying

1. Lying regarding academic assignments:
 - (a) 1st Offense: if found guilty, the student will receive a minimum sentence of a zero for the assignment in question. The offense will be recorded on the student's disciplinary record and the student's parents or guardian will be notified.
 - (b) 2nd Offense: if the offense occurs in the same class as the first, the student will receive no credit for the class and also a minimum sentence of a one-day out-of-school suspension. If the offense was in a different class, the student will receive a zero for said assignment and also a minimum sentence of a one-day out-of-school suspension. The offense will be recorded on the student's disciplinary record and the student's parents or guardian will be notified.
 - (c) 3rd Offense: the student will receive a zero for the assignment if the offense is in a third different class and no credit for the class if it occurs in a class with a prior offense. The student will also receive a minimum sentence of a one-week suspension. The offense will be recorded on the student's disciplinary record and the student's parents or guardian will be notified.
 - (d) 4th Offense: the student will receive a minimum sentence of twenty days suspension and be recommended for expulsion. The offense will be recorded on the student's disciplinary record and a note made on the academic transcript. The student's parents or guardian will be notified.
2. Lying in the academic setting that does not pertain to an assignment (i.e., lying to skip a class or leave campus):
 - (a) 1st Offense: if found guilty, the Council will assign a minimum sentence of designated community service to the student, determined on a case-by-case

basis. The offense will be recorded on the student's disciplinary record and the student's parents or guardian will be notified.

- (b) 2nd Offense: if the offense occurs in the same class as the first, the student will receive community service and also a minimum sentence of a one-day out-of-school suspension. The offense will be recorded on the student's disciplinary record and the student's parents or guardian will be notified.
 - (c) 3rd Offense: the student will receive community service and also a minimum of a one-week suspension. The offense will be recorded on the student's disciplinary record and the student's parents or guardian will be notified.
 - (d) 4th Offense: the student will receive a minimum sentence of twenty days suspension and be recommended for expulsion, along with designated community service. The offense will be recorded on the student's disciplinary record and the student's parents or guardian will be notified.
- C. The responsibility for insuring that infractions are recorded on the disciplinary record falls on the faculty advisor.
 - D. Consequences are accumulated over one's academic career at SSSH.
 - F. Faculty will be informed of the Honor Council's decision(s) only in the event of an infraction pertaining to a grade. The reporting individual will not be privy to the decision(s) of the Honor Council.

ANNUAL REVIEW OF THE SSSH HONOR CODE

The school administration will oversee an annual review each spring to revise the Honor Code as deemed necessary.