

# LEGACY HIGH SCHOOL

## Student/Parent Handbook

2701 W. 136<sup>th</sup> Avenue  
Broomfield, CO 80023  
<http://www.legacy.adams12.org>

Main Office: 720-972-6700  
Fax: 720-972-6897  
Attendance Voice Mail: 720-972-6896

**2017-2018**

### Administration

Principal	Sara Marx
Assistant Principal	Brendon Feddema
Assistant Principal	Adria Moersen
Assistant Principal	Melissa Sivernell

### Deans

Dean	Dawn Gaffin
Dean	Mike Thompson
Deans Secretary	Betty Dannenberg

### Student Services

Counselor	Amanda Beuke
Counselor	Lisa Dietel
Counselor	Carrie Kujawa
Counselor	Anthony Romano
Counselor	Karen Smith
Counselor	Audra Webb
Counseling Secretary	Terri Johnson
Office Manager	Peggy Bolduc
Bookkeeper	Julie Rodriguez

The information contained in this handbook is designed to provide students and parents/guardians with school and district policies and information pertaining to academics, behavior standards and student services. These policies are critical in establishing a positive learning environment and maximizing learning opportunities for all students. Information regarding important dates throughout the school year is provided, as well.

Calendar activities and events published may not represent a total listing due to changes, deletions and additions that may occur throughout the year. Please listen to daily announcements and consult the webpage for updates.

*Dear Legacy High School Student:*

*Welcome to the 2017-2018 school year at Legacy High School. Our theme for this year is Journey. As we begin a new year, we are excited that you will be a member of Legacy High School. You will have the opportunity to challenge yourself academically, participate in a multitude of co-curricular offerings, and provide our school with your unique talents, abilities, and skills.*

*Decisions we make as a staff are made with your future in mind. As our Mission Statement indicates, we will provide opportunities, expectations, and support for each student to achieve academic excellence. It is also up to you, the student, to put forth your best effort as you strive to reach your potential. Working together, we can create experiences which will benefit you as an individual.*

*I look forward to a great year and know you will be successful as a member of the Legacy Lightning!*

*Sincerely,*

*Sara Marx  
Principal*

***Legacy High School  
Mission Statement***

***Legacy High School will provide opportunities, expectations, and support for each student to achieve academic excellence. The partnership of staff, students, families, and the community will encourage individual integrity, personal growth, and enthusiasm for the future.***

# Legacy High School Vision

## Student

Legacy High School acknowledges its students' conduct, character, and achievement reflect the effectiveness of the school. Legacy High School students will:

- accept responsibility for their learning, decisions, and actions.
- set challenging goals and exhibit a strong work ethic to achieve them.
- work together cooperatively, respect diversity, and appreciate democratic values.
- contribute to school and community.

## Staff

Legacy High School operates on the principle that a quality staff creates a quality school. The staff will:

- operate on the premise that all students can achieve when held to high expectations.
- actively support the mission, vision, commitments, and goals of the school.
- model life-long learning.
- maintain open and honest communication in order to sustain a professional and collaborative environment on a consistent and formal basis.
- closely monitor the academic progress of all students and respond with necessary support.

## Curriculum

Legacy High School recognizes the importance of providing all students with a coherent and viable curriculum. The curriculum is:

- sequenced and aligned both vertically and horizontally to ensure academic growth from grade to grade and subject to subject.
- based on district and state standards that identify essential content.
- assessed to ensure quality learning and to inform teachers and teams regarding curricular and instructional decision-making.
- reflective of the school's belief in seeking out and implementing best practices.
- designed to establish effective articulation with affiliated schools and post-secondary institutions.

## Environment

Legacy High School recognizes that a successful environment encompasses both the physical setting and the climate of the school. Legacy High School will:

- maintain an emotionally and physically safe environment.
- operate in an orderly, purposeful, professional environment.
- celebrate the efforts and achievements of students and staff.
- maintain the physical facilities to meet the needs of the students and the community.
- monitor, respond to, and assist students in a fair and consistent manner.

## **Community**

**Legacy High School recognizes the importance of establishing effective partnerships with its extended community. These partnerships will:**

- **provide the means for two-way communication in order to exchange information and feedback.**
- **encourage the community to participate in the daily life of the school and demonstrate its support for the school's mission, vision, commitments, and goals.**
- **facilitate the involvement of parents/guardians in the education of their students.**



### **Statement of Nondiscrimination**

Adams 12 Five Star Schools does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment of employment in, its educational programs or activities.

Legacy High School Bell Schedules  
2017-2018

Regular Schedule (Monday and Friday)

Block 1/2	Period 1	7:15 AM	8:09 AM
	Period 2	8:14 AM	9:08 AM
Block 3/4	Period 3	9:13 AM	10:07 AM
	Period 4	10:12 AM	11:06 AM
Block 5/6	Period 5	11:11 AM	12:05 PM
	Period 6	12:10 PM	1:04 PM
Block 7/8	Period 7	1:09 PM	2:02 PM
	Period 8	2:07 PM	3:00 PM

Early Release Schedule (Wednesday)

Block 1/2	Period 1	7:10 AM	7:45 AM
	Period 2	7:50 AM	8:25 AM
Block 3/4	Period 3	8:30 AM	9:10 AM
	Period 4	9:15 AM	9:50 AM
Block 5/6	Period 5	9:55 AM	10:30 AM
	Period 6	10:35 AM	11:10 AM
Block 7/8	Period 7	11:15 AM	11:50 AM
	Period 8	11:55 AM	12:30 PM

Academic Support Schedule (Tuesday and Thursday)

Block 1/2	Period 1	7:15 AM	8:04 AM
	Period 2	8:09 AM	8:58 AM
Block 3/4	Period 3	9:03 AM	9:54 AM
	Period 4	9:59 AM	10:48 AM
Block 5/6	Period 5	10:53 AM	11:42 AM
	Period 6	11:47 AM	12:36 PM
Block 7/8	Period 7	12:41 PM	1:30 PM
	Period 8	1:35 PM	2:24 PM
Academic Support		2:29 PM	3:00 PM

## Legacy High School 2017-2018 Important Dates

<b>AUGUST</b>	
2-8	Athletic Check in at the Business Window
16	9 <sup>th</sup> Grade Orientation (7:15 a.m. – 12:30 p.m.)
16	10, 11, 12 – New Student Orientation (10:30 p.m. - 12:30 p.m.)
17	Classes Begin for All Students
17	Fall Sports Parent Night (6:30 p.m.)
24	9 <sup>th</sup> Grade Parent Information (5 p.m.)
24	Parent Night-All grades (6 - 8:30 p.m.)
29	First Day of Academic Support Schedule
<b>SEPTEMBER</b>	
4	Labor Day – No School
6	Academic Lettering Ceremony (6:30 p.m.)
20	Parent Teacher Conferences (4 - 7 p.m.)
26	Senior College Planning Night (6:00 - 8:00 p.m.)
<b>OCTOBER</b>	
4	Wellness Night (6:00 p.m.)
6	Picture Retakes (10 a.m. – 2 p.m.)
9-13	Pride Week
13	Homecoming Assembly
13	End of 1 <sup>st</sup> Quarter
14	PSAT/NMSQT (8 – 11 a.m.)
18	College Financial Aid Night (6:30 p.m.)
<b>NOVEMBER</b>	
10	Veterans' Day Observed (No School)
15	College Planning Night Freshmen/Sophomore (6:30-7:30 p.m.)
15	Armed Services Vocational Aptitude Battery Test (ASVAB) 1:00 p.m.-4:00 p.m.
20-	Thanksgiving Break (No School)
24	
<b>DECEMBER</b>	
20	Finals - 12:30 p.m. Dismissal (periods 1-4)
21	Finals - 12:30 p.m. Dismissal (periods 5-8)
21	End of 1 <sup>st</sup> Semester
22	Teacher Work Day (No School for Students)
25	Winter break begins

<b>JANUARY</b>	
8	Teacher In-service Day – No Students
9	Students Return – 2 <sup>nd</sup> Semester begins
15	Martin Luther King Day–No School
16-	Winter Pride Week
19	
17	College Planning Night for Juniors (6:30 p.m.)
19	Winter Pep Assembly (Activity Schedule)
24	AP Parent Night (6:30 p.m.)
<b>FEBRUARY</b>	
8	Parent/Teacher Conferences (4:30 - 7 p.m.)
16	Teacher In-service Day – No Students
19	Presidents' Day – No School
<b>MARCH</b>	
5	8 <sup>th</sup> Grade Information Night (6:30 p.m.)
16	End of 3 <sup>rd</sup> Quarter
23	Spring Pep Assembly (Activity Schedule)
26-	Spring Break
30	
<b>APRIL</b>	
TBD	SAT Test –11 <sup>th</sup> Grade
TBD	PSAT Test—10 <sup>th</sup> Grade
TBD	PSAT 8/9 Test – 9 <sup>th</sup> Grade
TBD	CMAS Science – 11 <sup>th</sup> Grade
14	Prom
17	National, German, and Spanish Honor Society Induction (6:30 p.m.)
25	Student Leadership Awards Ceremony (12:45 p.m.)
25	Senior Project (formerly Capstone) (5:00 – 8:30 p.m.)
27	Student Gov't. Elections (Activity Schedule)
<b>MAY</b>	
2	Academic Awards Ceremony (6:30 p.m.)
7-18	AP Exams
7-8	Senior Finals
9	Senior's Last Day - Make-up Finals/Senior Picnic
10	Senior Dessert
14	Graduation Practice (1:30-3 p.m.)
16	Graduation @ CU Events Center (7 p.m.)
17	AP Summer Homework Meetings (3:00 p.m.)
22	Finals - 12:30 p.m. Dismissal (periods 5-8)
23	Finals - 12:30 p.m. Dismissal (periods 1-4)
23	Last Day of School
24	Teacher Work Day (No School for Students)



SCHOOL CALENDAR- 2017-2018\*

**JULY 2017**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**AUGUST 2017**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	D	I	rs/mc	FS	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**SEPTEMBER 2017**

S	M	T	W	T	F	S
					1	2
3	4	A	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**OCTOBER 2017**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	W	B/Q	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**NOVEMBER 2017**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	C	21	22	23	24	25
26	27	28	29	30		

**DECEMBER 2017**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	Q	D	23
24	25	26	27	28	29	30
31						

- F First Day of School for Students**  
FS-August 16, 2017 6<sup>th</sup> morning; 7<sup>th</sup>-8<sup>th</sup> afternoon; 9<sup>th</sup> ONLY  
FE-August 16, 2017 ALL Elementary K-5 and K-8 Report  
FS-August 17, 2017 ALL Students K-12 Report
- L Last Day of School for All Students**  
May 23, 2018
- A Elementary Assessment Days**  
September 5, 2017; January 12, 2018  
May 4, 2018
- W Elementary School Work Days (No School for K-5 Students)**  
October 12, 2017  
February 14, 2018; May 11, 2018\* potential snow day make up
- D Teacher Duty Days (No School for All Students)**  
August 11, and 14, 2017  
December 22, 2017  
May 24, 2018
- C Teacher Comp Day - All Schools (No School for All Students)**  
November 20, 2017
- I District In-service Days - All Schools (No School for All Students)**  
August 10, and 15, 2017; February 16, 2018
- B In-Common Release Days - K-8 (No School for K-8 Students)**  
October 13, 2017  
January 8, 2018; February 15, 2018; April 2, 2018
- Q Quarters Days**  
Oct. 13, 2017 42 days  
Dec. 21, 2017 43 days  
Mar. 16, 2018 47 days  
May 23, 2018 43 days

Pupil Count Window ..... September 25 - October 9, 2017

**Calendar Information**

- Registration of New Students ..... Please Contact Your Local School
- School Year Starts, K-9 ..... August 16, 2017
- School Year Starts, All Students Report ..... August 17, 2017
- Labor Day ..... September 4, 2017
- Elem. Assessment Days ..... Sept. 5, 2017; Jan. 12, 2018; May 4, 2018
- Dist. In-Svc. No School-All Students ..... Aug. 10, 13, 2017; Feb. 16, 2018
- Elementary Work Days ..... Oct. 12, 2017; Feb. 14, 2018; May 11\*, 2018
- In-Comm. Rel. Days, K-8 ..... Oct. 13, 2017; Jan. 8, Feb. 15, Apr. 2, 2018
- Veterans' Day Observed ..... November 10, 2017
- Teacher Comp Day-No School ..... November 20, 2017
- Thanksgiving Break ..... November 20-24, 2017
- End of First Semester ..... December 21, 2017
- Teacher Duty Day-No School-All Students ..... December 22, 2017
- Winter Break ..... December 25, 2017-January 5, 2018
- High School In-Common Release Day ..... January 8, 2018
- All Students Return ..... January 9, 2018
- Martin Luther King Day ..... January 15, 2018
- Presidents' Day ..... February 19, 2018
- Spring Break ..... March 26-30 2018
- Last Day for Students ..... May 23, 2018
- Teacher Duty Day ..... May 24, 2018
- Memorial Day ..... May 28, 2018

- BASE CLOSED ..... August 7-11, 2017
- SUMMER BASE OPEN - ..... May 31-August 4, 2017
- BASE OPEN ..... August 14, 2017 A.M. and P.M.

**JANUARY 2018**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	A	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**FEBRUARY 2018**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	W	B	I	17
18	19	20	21	22	23	24
25	26	27	28			

**MARCH 2018**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	Q	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**APRIL 2018**

S	M	T	W	T	F	S
1	B	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**MAY 2018**

S	M	T	W	T	F	S
		1	2	3	A	5
6	7	8	9	10	W*	12
13	14	15	16	17	18	19
20	21	22	Q	D	25	26
27	28	29	30	31		

**JUNE 2018**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

\*Subject to Revision

Approved May 8, 2017

## ACADEMIC LETTER

Maintaining a grade point average of 3.7 for two consecutive semesters at Legacy High School will entitle a student to an Academic Letter. Academic Letters will be presented during the fall and spring Academic Awards Ceremonies.

## ACTIVITIES

Student involvement in activities/clubs is highly recommended. Through participation, students from friendships, build self-esteem, develop a greater sense of identity, time management skills, and pride in their school. We believe these activities promote positive behaviors, and develop life-long skills.

A complete list of Clubs and sponsor information can be found on the Legacy website. Watch bulletin boards or posters throughout the school, for exact date, time, and location of meetings.

## ACTIVITY CARDS

The admission price for all sporting events in the Front Range League is:

Adults-----\$7  
Students K – 12<sup>th</sup> grade-----\$5  
Seniors-----\$5  
Under 5 years -----free  
\*Subject to change

Complimentary activity cards for senior citizens are available for individuals 62 years or older. For more information, call the District Athletic Office at 720-972-5921.

Activity cards may be purchased for home sporting events (*excluding district, regional or state playoff games.*) They may not be used at away games. Student cards are \$30 (unlimited admissions,) family cards are \$70 and contain 24 admissions; one admission per family member is required.

**\*Subject to change based on Superintendent Fee Schedule**

## ADVANCED PLACEMENT

The Advanced Placement (AP) Program provides students an opportunity to take college-level courses and exams while they are in high school. As a result of the final national test score that students receive, college credit may be awarded. Credit awarded depends on the college the student wishes to attend. AP courses are designed to replicate college level classes, which mean they are challenging and rigorous. ***All students who take AP classes will be required to take the AP exams in May. Students who do not take the final AP exam will not be eligible for weighted grade status.*** Fees will be collected through the district billing process. The current fee for each exam is \$93 and is subject to change. Financial aid is available for those who qualify. Besides the possibility of earning college credit, AP courses can help the student develop skills and study habits that will be vital in college. AP classes require substantial time outside of the classroom; therefore, students may be required to complete prerequisite work in order to enter the class. Students are required to obtain recommendations of current content teachers to help them evaluate their likelihood of success. For more information about AP, you can access the web site at: [www.collegeboard.org](http://www.collegeboard.org). Students who qualify for the free/reduced meal program will also qualify for a reduced fee from College Board.

***In order to maintain appropriate class size, students registered for AP classes will not be able to drop those classes once they are placed on their schedules.***

## ANNOUNCEMENTS

The Pledge of Allegiance and important announcements will be broadcast daily at the beginning of 3<sup>rd</sup> period. A copy of the announcements will be posted on the Legacy website.



## ASSESSMENTS

- The following state-mandated assessments will be given to Legacy students during the school day. Information from these assessments supports school staff in making instructional decisions, identifying student strengths and weaknesses, and helping students develop post-secondary plans.
  - Colorado PSAT 8/9 will be given to all 9<sup>th</sup> grade students.
  - Colorado PSAT 10 will be given to all 10<sup>th</sup> grade students.
  - Colorado SAT will be given to all 11<sup>th</sup> grade students.
  - CMAS Science and Social Science will be given to all 11<sup>th</sup> grade students.
- Scores from the Colorado SAT/ACT and/or from the National SAT/ACT may appear on students' transcripts. If parents do not wish for these scores to appear, they can complete a written request form and submit to the Assistant Principal of Curriculum & Instruction. These requests are then submitted to the district and will be processed in one to three weeks. Please note that Legacy staff cannot add or remove assessment scores from transcripts.
- In addition to taking the Colorado PSAT or SAT, students are encouraged to consider the possible benefits of taking the National SAT or ACT.
  - National ACT Dates: Information and registration available at [www.act.org](http://www.act.org)
  - National SAT Dates: Information and registration available at [www.collegeboard.org](http://www.collegeboard.org)

## ATHLETICS

Any questions concerning a specific sport (practice, lettering requirement, etc.) should be discussed with the head coach of that sport.

Eligibility, financial, and athletic check-in questions should be discussed with the Assistant Principal in charge of Athletics.

All athletes participating in high school sports must return all required forms and fees before practice begins. The necessary forms are available in the Athletic Office. All athletes must comply with the following 13-point checklist before participating in the high school athletic program.

1. Must be an undergraduate of LHS.
2. Must be enrolled in and attending classes, which offer a minimum of 2.5 Carnegie Units of credit during the semester he/she is participating and the previous semester. If an athlete drops his/her course load to less than the equivalent of 2.5 credits, he/she **immediately** becomes ineligible.
3. Must not be failing more than the equivalent of .5 credit at the end of each week. A student who receives more than .5 credit of failure (one "F") will be ineligible for the next full week (Monday-Saturday). **Students receiving an "F" in more than .5 units of credit at the end of the semester will be ineligible for approximately the next six weeks (per CHSAA guidelines).**
4. Summer school courses taken after the close of the second semester may be used to replace any Carnegie Units failed. Classes must be completed by the first day of school for an allowable contest in that sport. Credits completed through summer school should be in the same curricular area and be accepted to meet graduation requirements of classes failed.
5. Must have read and signed the Legacy High School authorization for athletic participation form, including the Adams 12 High School Athletic Code.
6. Must have a physical examination from a practicing physician, physician's assistant or nurse practitioner within the last calendar year. Physicals are good for one calendar year.
7. Must have a permission form signed by parent/guardian giving authorization to participate in the athletic program and indicating coverage by an insurance plan.
8. Must not have turned 19 before August 1.
9. Must not have dropped out of school.
10. Must not play more than four seasons in any one sport during their high school career. The period of eligibility for a high school athlete shall be limited to eight consecutive semesters (if he/she began high school as a ninth grader), except that a student otherwise eligible may complete a season begun with the limits set forth above.
11. Must not practice with a non-school team in their sport while a member of a Legacy High School team. (Unless they have received prior written consent from the Legacy High School Principal.)
12. All student-athletes must attend all classes the day of an athletic activity (game or practice) in order to participate. Absences due to a doctor appointment, court appearance, or other legitimate reasons need to be cleared by the Athletic Director. **Any unauthorized absence from any class by the end of the school day makes the participant ineligible to participate on that day.**

13. If a student is serving a discipline suspension, he/she shall not participate in athletics until they he/she has regained status as a student. (A student suspended on Friday from school, cannot participate in athletics until he/she regains student status on the next scheduled school day.)

It is the athlete's responsibility to know and understand all rules regarding eligibility. If an ineligible player participates on a Legacy High School team in any athletic contest(s), the contest(s) must be forfeited according to league and state association rules.

### **NCAA ELIGIBILITY CENTER**

Students who plan on participating in NCAA Division I or II college athletics must register with the NCAA Eligibility Center. Students who participate in NCAA Division III college athletics do NOT need to register with the NCAA Eligibility Center.

To register, students will visit the website [www.eligibilitycenter.org](http://www.eligibilitycenter.org) where they will develop a login and password during their junior or senior year of high school.

#### Requesting Transcripts:

##### Initial Transcripts:

Once students have registered with the Eligibility Center, they must request a transcript to be sent from Legacy High School to the Eligibility Center. This can be done in one of two ways: 1) Contact Mr. Romano directly to make this request; 2) submit a request via Naviance-that request will go to Mr. Romano. In either case, the requests will be delivered electronically to the Eligibility Center for maximum efficiency. Receipt of the document will show up in the "my tasks" section of the student's Eligibility Center account.

##### Final Transcripts:

On roughly June 1 of each year, Mr. Romano will upload an initial 6 semester transcript for each junior who has created an eligibility account. Any graduating senior who has created such an account does NOT have to request their final transcript to be sent to the NCAA; it will be sent automatically.

#### ACT Scores:

In addition to transcripts, students must also have their ACT/SAT scores sent to the NCAA directly from ACT/SAT; scores are NOT accepted by the NCAA if they are sent from LHS or included on the transcript. To accomplish this task, students should visit <http://www.actstudent.org> and have their scores sent to the NCAA (school code #9999).

#### Note of Caution:

It is the *student's* responsibility to ensure the classes they are taking will meet the outlined NCAA Eligibility Center needs. Mr. Romano is available to assist students in the process, but cannot guarantee that a student will be cleared by the NCAA. Through the Eligibility Center website students can see a complete list of all approved courses by looking up each school they have attended and reading its 47H Form.

**THERE ARE NEW ELIGIBILITY REQUIREMENTS BEGINNING ON AUGUST 1, 2016, FOR DIVISION I AND AUGUST 1, 2018, FOR DIVISION II. BE SURE TO READ ABOUT THESE BEFORE SELECTING CLASSES, CALCULATING YOUR CORE GPA AND/OR DECIDING TO RETAKE THE ACT/SAT.**

The National Collegiate Athletic Association  
P.O. Box 6222 Indianapolis, Indiana 46206-6222  
317-917-6222  
NCAA Hotline: 800-638-3731  
NCAA Eligibility Center: 319-377-1492  
[www.eligibilitycenter.org](http://www.eligibilitycenter.org)

Visit our website at [legacy.adams12.org/athletics.html](http://legacy.adams12.org/athletics.html) for athletic information

## ATHLETIC BEHAVIOR - LIGHTNING FANS

In order for school athletic programs to be positive educational experiences, spectators need to be aware of the necessity for good sportsmanship and the means by which it is attained. All fans viewing high school contests are asked to:

- Show respect for the opponents at all times and treat them as guests.
- Show respect for the officials and judges. Good sportsmanship is the willingness to abide by and accept the decisions of the officials.
- Know, understand and appreciate the rules of the contest.
- Maintain self-control at all times. Keeping a proper perspective on the environment, the event and the level of competition is important.
- Recognize and appreciate skill and performance, regardless of the team. The ability to recognize quality performance and to acknowledge it without regard to team membership is one of the highest gestures of good sportsmanship.
- Observe league and state rules prohibiting signs and noisemakers and help focus on the positive benefits of high school athletics and activities.
- Cheer for your team; not against your opponent.
- Guests will not be allowed to bring open beverage containers to athletic events.

The way to influence the behavior of other spectators is to be a model of excellent behavior. We appreciate your support and involvement.

## ATHLETIC CODE

Prior to participating in an athletic program, students and parents must sign the District Athletic Code. The code applies to the student athletes 365 days a year, 24 hours a day for his/her entire high school career.

## ATHLETIC FEE REFUND POLICY

Criteria	Amount	Criteria	Amount
a) Cut from the squad by coach .....	100%	▪ After the first sanctioned, competitive contest to the middle of the competitive season.....	.50%
b) Quits the squad or declared ineligible for semester:		▪ After the mid-season contest.....	.0%
▪ Day 1 – 5 of practice .....	100%	d) Sports with special shortened seasons (golf/tennis) if the student is injured or quits the squad:	
▪ Day six of practice to first sanctioned, competitive contest (scrimmage) .....	.50%	▪ Day 1 – 5 of season .....	100%
▪ After the first sanctioned competitive contest (scrimmage) .....	.0%	▪ Day six through the end of season .....	.0%
c) Injuries or illness (serious) that will eliminate the athlete for the entire season. A written diagnosis by a physician will be required.		e) Dropped for disciplinary reasons:.....	.0%
▪ Day one of practice to the day of the first sanctioned, competitive contest (scrimmage) .....	100%	(No exceptions)	
		f) Transfers out of the building:	
		▪ Day one of practice to the day of the first sanctioned, competitive contest (scrimmage) .....	.50%
		▪ After the first sanctioned, competitive contest (scrimmage) .....	.0%

Condition for a refund/amount of refund. There may be a partial or full refund made available to athletes who are cut or drop out of an activity UNDER CERTAIN CONDITIONS. To request a refund, the student must obtain a request form from the Athletic Secretary. Requests for refunds must be completed prior to the completion of the season. The amount of your refund will be determined by the original amount paid and the time and conditions of the application. Refunds (if any) will be mailed to the primary address by the district office. Please allow 3 to 6 weeks for processing. Refunds will not be processed if other outstanding fees exist on a student's account.

## ATTENDANCE GUIDELINES

Phone: 720-972-6896

**In order to maximize academic achievement, students must attend class daily. A missed class presentation cannot be made up, nor can it be duplicated. Students must be present in class to fully assimilate the content. For these reasons, please schedule appointments for students after 3 p.m.**

Legacy High School believes that students are responsible for their actions. We also understand that parents/guardians need to be kept informed about their students. Consistent participation in the education program is expected of all students. Regular school attendance is the single most important determining factor in student achievement and success. ***The most common cause of academic failure is absence.*** Because of the aforementioned beliefs, we have implemented the following attendance policies.

### Student Responsibility

The student's responsibility is to attend school for all the days of the Adams 12 Five Star Schools Official School Calendar. The student needs to appear in class on time, prepared for academic endeavor. The student should contact his/her teachers immediately upon return from absences to arrange to complete all make-up work assigned, and establish when this make-up work shall be completed. All assigned work needs to be completed in an acceptable manner. The work should be completed as assigned by the teacher when a prearranged absence is requested. The student must follow established school procedure(s) when enrolling in or withdrawing from class. **No early finals will be given at the end of the grading period.**

It is the student's responsibility to obtain make-up work. Students have the number of days absent plus one additional day to make up any missed work for absences.

Exceptions to this policy for long-term assignments will be noted in the course syllabus.

### Parent/Guardian Responsibility

Parents will monitor student's attendance through the Infinite Campus Parent Portal. Parents/guardians need to recognize that any absence, regardless of cause, may have a detrimental influence on student achievement. Therefore, they should contact the school regarding student attendance via the established school procedure(s); and in the case of extended home confinement, request make up assignments through their counselor or teachers. **Please note that it is the parents' responsibility to call the school within two days to inform the school about a student's absence. It is the school's responsibility to identify each absence as authorized (excused) or unauthorized (unexcused).** The teacher's record is the official attendance record. **Per Colorado State Statute, a school has the authority to accept or deny requests to excuse/authorize absences.** The parents/guardians need to maintain communication with their student regarding attendance and monitor the assigned make-up work of a student who has missed class. The parents/guardians should contact the school and request a conference with the appropriate teacher, counselor, or dean upon notification of an attendance concern. This policy will enable them to work cooperatively with the teacher and administrative personnel to resolve attendance concerns. The parents/guardians should recognize that the school depends upon them for their support to address attendance concerns.

According to Legacy High School policy, parents/guardians need to call in by the end of the second school day to excuse their student's absence. Parents/guardians should be ready to present third party written documentation regarding the absence. Any absence reported after the next school day must be accompanied with this proper written documentation. **Third party documentation must be on the appropriate qualified professional's official written communication and include the time and date of the absence(s). Documentation may be accepted from the courts, military, or medical notes. (These must be signed by a doctor who has prescriptive privileges, (doctors) M.D., D.O. (dentists) D.D.S., D.M.D., Psychiatrist or those who work directly under a specific doctor's license such as a PA or Nurse Practitioner.)** For prearranged absences, parents and students must get prior approval from the school (See section on prearranged absences). Parents/Guardians should also monitor the student's attendance to ensure that the student is not excessively absent from school (See State Law notation under the Attendance Policy Section). Parents may access student attendance and class progress through Infinite Campus.

### Teacher Responsibility

The teacher's responsibility in regards to a student's attendance is to maintain accurate daily attendance records and to record and report attendance to the school office on a class period basis per the guidelines established in the school. The teacher's record is the official attendance record. The teacher needs to support and administer the make-up work procedures in a fair and timely manner to allow students the opportunity for completion of work. When a student's academic

performance is affected by his/her attendance, teachers will call a parent or schedule a conference with the student and parent regarding attendance in their classroom. The teacher will follow school guidelines with regards to enforcing the attendance policy. Teachers will publish the tardy policy in their Course Syllabus. All tardy consequences will be handled by teachers in their individual classrooms, unless repeated tardies become defiance of authority. Students arriving more than 10 minutes late will be considered Unauthorized Partial Absent (UPA). The teacher will also provide positive recognition to students who attend school regularly.

In accordance with Legacy High School's attendance policy, the teacher will keep accurate records regarding students' attendance. The teacher will make appropriate changes regarding student attendance if a student is late to class or leaves class early.

### **Counselor Responsibility**

The Counselor will aid the Administrator/Dean who is handling the attendance issues of students, help in providing assistance to students who have been identified as having attendance problems, and provide options for students who are not experiencing academic success. The Counselor and Dean will monitor students' unauthorized and excessive authorized absences and contact students in accordance with the school policy when students are not meeting school requirements, are in jeopardy of not graduating, or are falling behind in credits in their grade level.

The Counselor will contact students whose attendance is affecting their academic performance. This contact will be documented and the student and parent will be made aware of his/her academic progress in regards to graduation. The Counselor will check the student's schedule and make sure it is academically appropriate and help the student understand the ramifications of further absences.

### **Administrator/Dean Responsibility**

The Administrators/Deans will develop a comprehensive building attendance policy. This will include monitoring individual attendance with teachers and counselors to ensure implementation of procedures developed in accordance with Superintendent Policy 5020 when any student is absent on a regularly scheduled school day. The parents or guardians, and student will be provided information about the school and district attendance policy and procedures, as well as information about their student's attendance record when requested. The school will require from parents, guardians or legal custodians written acknowledgment of having received school and district attendance policies/procedures. The Administrators/ Deans will authorize absences and follow through with consequences for unauthorized absences and excessive authorized absences after teacher interventions are exhausted. Assistance will be provided to students who have been identified as having attendance problems and positive recognition will be given to students who attend school on a regular basis. The Administrators/Deans will also file a copy of the school's attendance policy and procedures with the Superintendent or designee.

### **Attendance Policy**

- Teachers will take attendance within the first 10 minutes of every class.
- Student absences are authorized (excused) or unauthorized (unexcused) by Legacy High School. **Parents must call the attendance line, 720-972-6896, within two days to inform the school of a student's absence. It is the school's responsibility to identify each absence as authorized (excused) or unauthorized (unexcused).** Parents/Guardians are required to provide the school with an explanation of why a student is missing class. The appropriate administrator will decide if the absences are authorized or unauthorized.
- Examples of authorized absences (with documentation)
  - A doctor's appointment
  - Family emergencies (i.e. death in the family, etc.)
  - Absences required by a legal body (court, juvenile authorities or police)
  - Military obligations
- Examples of unauthorized absences
  - Alarm clock failure or getting up late
  - Taking a family member to work or school
  - Traffic
  - Car trouble
  - Doing work for another class
  - Babysitting

- Other excuses as deemed by Dean
- Parents/guardians may call the school and ask for absences to be authorized without documentation. The school may authorize up to five absences in a semester without requesting documentation. Parent/guardian must call within 2 days of the absences or the school may ask for documentation.
- **After five absences in a semester, the school will require proper documentation for any absence. Without documentation the absence will be marked unauthorized (unexcused). Proper documentation (see previous explanation of proper documentation) must be turned in within three school days of the absence to be considered. All absences, at all times need to be reported to the attendance line.**
- The Auto-Caller will call home once a day on the first unauthorized (Unexcused absence, UNX) for the day. Parents will be encouraged to follow up and monitor the attendance of their student. If an UNX needs to be authorized, the parent should call to excuse the absence immediately. *Parents, please make sure the school has the current phone numbers, and email addresses for our system to call.*
- Students are encouraged to make up all work they missed while absent, but a student may not be able to earn credit for work missed during an unauthorized absence.
- Parents are to monitor attendance via Infinite Campus.
- The Attendance Office will email an attendance letter home on the fifth absence.
- Teachers will call parents regarding unexcused absences according to the Legacy High School Attendance Policy to discuss the attendance situation and how it affects the student's grade and participation in class.
- Teachers will confer with Counselors to discuss specific student attendance concerns.
- The Counselors and Deans will meet weekly to discuss students who are in violation of the attendance policy.
- Teacher will write a referral for the student who is truant. The Dean will contact the student and discuss the attendance situation. The Dean will contact the parents/guardians, conduct an in-house attendance hearing, put the student on an attendance contract and/or the student will be assigned consequences as per the discipline matrix.
- Continued unexcused absences will be considered defiance and discipline will progress as per the matrix. Consequences may range from work detail up to and including expulsion. If the student is 17 or over, the Dean may notify the parents/guardians and student that he/she is being withdrawn from Legacy High School due to ongoing attendance issues violating the attendance policy. Students who are under 17 may be referred to a district attendance hearing and/or social services.
- Students being withdrawn from school due to ongoing attendance issues may appeal the decision. The appeal must be in writing and filed to the appropriate Assistant Principal by the student and parent/guardian. All appeals must be filed within three school days of original notification.
- Any student may be suspended for continued unauthorized absences, which is considered defiance of authority and truancy.
- According to Colorado School Law 22-33-107, "As used in this subsection (3)(a), a child who is "habitually truant" means a child who has attained the age of six years and is under the age of 17 years having four unexcused absences from public school in any one month or ten unexcused absences from public school during any school year. Absences due to suspension or expulsion of a child shall be considered excused absences for purposes of this subsection (3)."
- According to Colorado School Law 22-33-104. (5)(a), "**The general assembly hereby declares that two of the most important factors in ensuring a child's educational development are parental involvement and parental responsibility.** The general assembly further declares that it is the obligation of every parent to ensure that every child under such parent's care and supervision receives adequate education and training. Therefore, every parent of a child who has attained the age of six years and is under the age of 17 years shall ensure that such child attends the public school in which such child is enrolled in compliance with this section."

### **Pre-Arranged Absences**

- Absences due to family vacations, educational experiences not sponsored by the district, and non-emergency appointments will be reviewed on an individual basis. The student's attendance and academic record will be taken into consideration in making a determination. After the student has used 5 undocumented excused absences, the procedure below will be used.
- The student and the parent/guardian should pre-arrange these absences. **Pre-Arranged Absence forms can be obtained in the Attendance Office.** These absences may be determined to be excessive and may affect the student's grade(s) and therefore, may be denied as an authorized absence. As a result, an attendance conference may be requested by the Dean of Students.
- Parents/guardians and students should carefully consider their decision to participate in any extended prearranged absence. For an extended prearranged absence, students must:

- Obtain a pre-arranged absence form from the Attendance Office.
- Obtain a parent signature.
- Present the form to teachers for advanced recommendation and assignments.
- Obtain a Dean of Students signature. The Dean of Students will take the student's grades, attendance, discipline, and reason for absence into consideration before authorizing any absences.
- **Submit the signed form to the Attendance Office at least two days prior to the absence.**

### **Excessive Absences**

- Excessive authorized absences will impact the student's academic progress and require school intervention. Legacy's policy for excessive authorized absences is:
  - Counselors and deans will meet to discuss these students.
  - Five absences in a semester will qualify as excessive absence from a class and an email will be sent home to the parents.
  - Ten absences in a year will qualify as excessive absence from a class and put the student in violation of the attendance policy. The student may be referred to a district hearing.
  - **No early finals will be given at the end of the school year. All students are expected to be in attendance through the last school day as established by the published district calendar.**

**Students may not have any unauthorized absences on the day of a school-sponsored activity (athletics, performances, etc.) to be eligible for participation. School approved activities will be considered authorized absences.**

### **Tardy Policy**

All tardies and consequences will be handled in each individual teacher's class as described in the Course Syllabus unless it becomes a defiance of authority issue. A tardy is defined as coming late to a class within the first 15 minutes. After 15 minutes the absence will be marked UPA (unexcused partial absence).

### **BOOK DEPOSITORY**

Students must have a current and identifiable school ID in order to check out textbooks from the Book Depository. Students are responsible for all items checked out under their ID. Barcodes located on each student's school ID will be used to assign books. **It is necessary that the book assigned at check-out time is the same book returned at check-in or a replacement book fine will be assessed.** It is suggested that students make a note of their book numbers at check-out time in order to ensure that the book in their possession is the correct one. Textbooks are checked out by semester/year and are due the day the class concludes. Chosen readings are books, such as novels, that a teacher has assigned to their class. Due dates for chosen readings will be set up by the teacher. The maximum check-out is six weeks. It is the student's responsibility to return all textbooks in a timely manner. **Upon check-out of any textbooks through the Book Depository, it is imperative that each student assess the book for any pre-existing, undocumented damage. This includes: water/liquid marks, writing, drawing, missing pages, broken binding, cover damage, and any other significant damage to the books. If this damage is not reported, the student will assume the responsibility of the fine for said damage. If a student has damaged a book in his/her possession, a fine will be issued.** All books must be returned by the last day of school. A fine for the entire cost of any book not returned will be issued. You may return books throughout the summer during building office hours. Charges will be removed for books that are returned. Damages will be assessed in early August, after the Book Depository Clerk returns for the 2017/2018 school year. Replacement fees are paid at the business office. ALL appeals (for textbook fines) must be made in writing.

The Book Depository and a textbook drop-box are located downstairs, below the LMC. Hours for the Book Depository are posted on the door.

### **BUSINESS OFFICE**

*Telephone: 720-972-6732*

The Business Office collects all fees and fines from students. This office will not be available for cashing checks or making change. Business Office hours are posted at the window. If you have difficulty paying the student fees, please contact the Office Manager or Bookkeeper for assistance.

### **CAMPUS SECURITY**

The role of the campus security officers is to be aware of and to assist school personnel in maintaining security, safety, and discipline as they relate to the students and our campus.

## **CANINE SEARCHES**

In an effort to discourage the use of drugs and alcohol, Legacy High School may employ canine searches with dogs provided by area police departments. If a dog stops at a locker or vehicle, school personnel will conduct a search. If any illegal substances are found, normal discipline procedures will be followed. Legacy High School continues to take a strong stand against drugs and alcohol. Canine searches are intended primarily to help identify problems so that we can help students find solutions. Therefore, if the dog's handlers indicate there is a need for a search, whether or not there is an illegal item found, parents will be notified.

## **CELL PHONES AND ELECTRONIC DEVICES**

Student learning is the focus at Legacy High School. In accordance with Superintendent Policy 5030, electronic devices, whether for personal, recreational, communication, or instructional purposes, are permitted as follows:

1. In academic settings such devices must be in the “**off**” or “**silent**” position at all times and stored out of sight except when utilized, as permitted by the instructor, as assistive technology, or as part of a student's individual education program.
2. Students may not operate personal cell phones or any other personal technology and/or communication devices in the academic areas of the building during the school day unless approved by individual teachers.
3. Such devices may not be used in any manner that disrupts the academic environment, or otherwise disrupts school activities or functions.
4. Students may not depart class during a class period to activate and/or operate personal cell phones or any other personal technology and/or communication devices.
5. Devices may not be used in a manner which is potentially unsafe or illegal.
6. Students violating these restrictions will be disciplined as published in the Student Code of Conduct Matrix. Moreover, students using cameras, personal technology, and/or personal communication devices for the purpose of cheating will receive disciplinary penalties.

Students using cameras, personal technology and/or personal communication devices to take pictures or images of another person in school, on school grounds, or at away school-sponsored events without permission will receive disciplinary penalties. Such cases may also be referred to police.

Under all circumstances, students shall be personally and solely responsible for the security of their cell phones and personal electronic devices. Legacy High School shall not assume responsibility for theft, loss, or damage of any such device and will not be responsible for investigation of such incidents (these include, but are not limited to: cell phones, iPods, tablets, laptop computers, PSP devices, or any other related device.) If brought to school and interfering with the educational environment, not only could the student receive discipline, these items may be confiscated and held for parent pick-up.

## **CHEATING/ PLAGIARISM**

Plagiarism means to present, as one's own, the work, writing, words, ideas, or computer information of someone else. Sources could be published or unpublished. If unclear, always ask the teacher. Cheating is supplying, requesting or using unauthorized information prior to or during an assignment or assessment. (Examples: looking at or using someone else's work, using crib/stolen/borrowed notes, or unauthorized use of electronics).

Consequences for plagiarism and cheating apply to all classes and discipline carries over year to year.

Matrix for Plagiarism/Cheating:

- 1<sup>st</sup> – 0 on the assignment, teacher calls home and referral
- 2<sup>nd</sup> – 0 on the assignment, one-day suspension, parent/teacher conference, referral
- 3<sup>rd</sup> – 0 on the assignment, two-day suspension, referral
- 4<sup>th</sup> – 0 on the assignment, referral to District Hearing

Additional discipline may be given based on the severity of the incident.

Student Integrity Oath - I agree to conduct myself with integrity in all regards. I commit to presenting my own work, writing, words, and ideas at all times, unless otherwise attributed. In addition, I will not copy, use communication devices during tests, post assessments for public access, falsely identify myself, or use inappropriate materials. Engaging in any of these activities represents a breach of this oath and subjects me to the disciplinary code of Legacy High School and the Adams 12 Five Star School District. It is my honest intention to uphold this oath.



## **COMMONS/CAFETERIA**

The following rules apply to the student commons for **all** students throughout the day.

- Passes are required to leave the student commons during class time.
- Littering may result in consequences or loss of privileges for the individual or the group. Please clean up after yourself!
- Please do not sit or stand on the tables or countertops, sit on the backs of chairs, or put feet on the tables.
- All rules of conduct as listed in the Student Handbook will be enforced.

## **COMMUNICATIONS**

The staff at Legacy High School has made a commitment to openly and proactively communicate with parents regarding their son's/daughter's academic progress as well as non-academic concerns. As a positive partnership between school and home is the best arrangement for students, we encourage parents to stay in contact with their student's teachers regarding academic progress. In order to facilitate these lines of communication, parents will be able to access teachers through the following methods:

- Email
- Voice mail
- Department web page
- Infinite Campus (link on [www.legacy.adams12.org](http://www.legacy.adams12.org) and [www.adams12.org](http://www.adams12.org))

Parents/guardians will be able to access teachers, counselors, deans, and administrators through voice mail and email. Voice mail and email addresses are posted on the Legacy High School website and in the newsletter. The Legacy High School website may be accessed at [www.legacy.adams12.org](http://www.legacy.adams12.org). Parents may access attendance and grades through Infinite Campus. The link for Infinite Campus is found on our website. Personal conferences can be arranged as needed.

## **COMPUTER GUIDELINES**

Acceptable Computer Use: The use of Legacy High School's computer systems must be in support of educational goals and consistent with the educational objectives of Adams 12 Five Star Schools. Transmission through networks of any material in violation of a U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted, threatening, obscene, or offensive material. Downloading, viewing, or using pornographic material; stand-alone games; network games; large music or video files; using proxy servers to bypass the district filtering; real-time chatting (instant messenger); email for non-school related activities; music/video players and recorders are not acceptable uses of computers at Legacy and will result in privilege loss and other appropriate discipline. Use of commercial activities is not acceptable. Students should refer to Superintendent Policies which can be found on the district website: 5035 Student Use of Computers, the Internet and Electronic Communications, and 8200 Internet Safety Policy for additional guidelines on use of technology.

Computer Guidelines: When in a lab: a) students will be asked to log on to the computer for Internet, software and printing access; b) no food or drink is allowed, this includes water at the computers; c) computers are for academic needs only; d) printing is limited to academic purposes. Additional charges may be added for other printing productions. Students should save all work to their H:>Drives. However, the use of USB/Flash drives is encouraged.

Etiquette: Users must follow accepted rules of network etiquette such as politeness and confidentiality regarding personal address or phone numbers. Email and other computer activities are not guaranteed to be private and can be monitored by school or district staff at any time. All document files and data stored on the school/district network are deemed school property. Administrators of the systems as well as school administrators will have access to all computer activities. Messages or actions relating to or in support of illegal activities will be reported.

Personal Electronics: Personal laptops cannot be plugged into the school districts network ports at any time. Legacy High School is not responsible for any loss or damage to any personal electronics. Legacy does have a guest wireless network for student use.

Privileges: The use of Legacy High School's technology is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. The Legacy Staff will deem what is inappropriate use and their decision shall be made in accordance with school and district disciplinary policies and procedures.

**Security:** Attempting to gain access to personal information, confidential records, computer accounts, or computing resources for which one is not authorized is a violation of the acceptable use guidelines and is prohibited. Students must not share their user ID or password with other students. Many of these examples involve violations of law.

**Vandalism:** Vandalism is defined as any willful or malicious attempt to harm or destroy data, software, or hardware. Vandalism will result in the cancellation of privileges on all computers and other appropriate discipline. This includes, but is not limited to, the uploading or creation of computer viruses, erasing/altering another student's work, or erasing or tampering with operation systems, etc. Theft or vandalism of computer equipment will result in consequences as outlined in the Student Code of Conduct Matrix.

## CONCERNS/QUESTIONS

Students or parents who have concerns/questions regarding academic issues can resolve these issues in the following manner and order:

- a) Speak directly with the teacher. If unresolved:
- b) Confer with a counselor. If unresolved:
- c) Speak to a school administrator.

If the concern is a peer issue involving another student:

- a) Speak directly with a dean or counselor. If unresolved:
- b) Speak to a school administrator.

In accordance with Board Policy 2.1.7, Treatment of Students, their Families, and Community Members, students and parents should not fear retribution for non-disruptive expression of dissent or concern.

## CONTROVERSIAL ISSUES

*Superintendent Policy 6220*

A controversial issue is herein defined as a prolonged public dispute or debate, usually concerning differing points of view.

- School personnel, including the building principal or his/her designee, and parents share the responsibility for identifying and responding to controversial issues presented outside the context of the curriculum.
- Controversial issues shall be related to the curriculum being taught and be appropriate to the grade level, maturity and intellectual capacity of the students.
- School personnel, including the building principal or his/her designee, shall develop procedures to notify parents in a timely manner, should exceptional circumstances arise regarding anticipated content, materials, learning activities and instructional strategies that could reasonably be considered controversial, and provide opportunities for parents to request and receive additional materials, learning activities, and/or instructional strategies.
  - Teachers shall refrain from demonstrating practices, or directing students to demonstrate practices, which have significant religious or spiritual components.
  - Sensitivity to practices and beliefs of other cultures shall be manifested in instructional methods and academic content.
  - This policy shall not be construed to prevent teachers from teaching about the many religious, ethnic, and cultural groups and their contributions to our World heritage consistent with state content standards and District curriculum.
  - An educational climate shall be established which is conducive to rational thought, free inquiry, and reflect respect for the dignity of the individual.
  - Students shall be taught how to study issues and shall be provided the opportunity to identify, express, and defend their opinions without penalty or fear of reprisal or ridicule.
  - Adequate instructional resources shall be provided in order to promote fair representation of a variety of views on all issues presented.
  - Staff members shall inform the principal or designee of controversial issues that arise unexpectedly which cause or are likely to cause concern among students and or parents.
  - Building principals are responsible for seeking guidance from General Counsel whenever the presentation of a controversial issue has been challenged on legal grounds or threatens the orderly operation of the school.
  - Whenever possible, appropriate learning alternatives, equivalent in value/quality to those to which parents object, shall be provided in a non-stigmatizing manner when a student's parent/guardian determines that the student should not be exposed to the assigned materials, methods, curriculum, activities or presentations. This provision shall not be invoked so as to fundamentally alter District or school curriculum.

- Controversial Health Curriculum. School personnel shall notify parents/guardians in writing prior to student participation in a District-approved controversial health education course or topic. Exhibit A shall be used to inform parents/guardians of the upcoming instructional activities and the parents’/guardians’ right to exclude their child from all or part of such instruction.
- To assist parents/guardians in determining whether to request an exemption, each school shall give parents/guardians so requesting an opportunity to review the materials to be used and participate in a conference with the instructor and principal or designee.
- Parents/guardians shall direct written requests for exemption to the school as provided in Exhibit B and shall specify the components of the curriculum from which the student is to be excused.
- Building administrators shall maintain all requests for exemption in students' files.
- Students for whom parents/guardians have submitted a signed exemption request shall be provided with appropriate alternative activities.

**COUNSELING OFFICE**

*Telephone: 720-972-6702*

The developmental nature of the curriculum framework is intended to provide students with a wide continuum of learning experiences so they can develop an understanding of their role as a student, worker and citizen in the 21<sup>st</sup> century.

The Adams12 Counseling Curriculum will address the mindsets and behaviors as outlined by the American School Counselor Association.

- *Social/Emotional Development*  
Standards guiding school counseling programs to help students manage emotions and learn and apply interpersonal skills.
- *Academic Development*  
Standards guiding school counseling programs to implement strategies and activities to support and maximize each students’ ability to learn.
- *Career Development*  
Standards guiding school counseling programs to help students 1) understand the connection between school and the world of work and 2) plan for and make a successful transition from school to postsecondary education and/or the world of work and from job to job across the life span.

**Meeting with a Counselor**

Students may schedule an appointment to see a counselor. Students are encouraged to make appointments during free periods, lunch or after school. Parent/Guardian initiated conferences will be scheduled as soon as possible.

**Progress Reports**

Students and parents are encouraged to check progress via the Infinite Campus Parent Portal.

**DANCES**

The following guidelines will be in effect at all Legacy High School sponsored dances. These guidelines will help ensure safety, security, and guarantee an enjoyable time for all.

- Dress must be appropriate for a high school dance. Determination is subject to the discretion of school administration. Those students not complying will be allowed to go home and change into more appropriate attire. Contact the Dean’s Office prior to the dance if you have questions about the dress code.
- We will follow Adams 12 policies (Student Dress Code) and Legacy High School Rules and Regulations.
- Guests must be approved and will be allowed to attend at the discretion of the Legacy High School Administration. Forms can be picked up in the Attendance Office up to 10 days before the event and **MUST** be returned to the Attendance Office no later than **two days** prior to the dance. Guests must also provide their school/Colorado IDs. Students who bring guests are responsible for their guest’s behavior during the dance/activity. The Legacy student and guest are expected to arrive together and remain together for the entire activity.
- All guests of LHS students must be high school age, up to and including 20 years of age. This includes Prom and Homecoming.
- Any student who is suspended or expelled during the time of a scheduled dance will not be allowed to attend the event.
- If you leave the dance, you will not be allowed to return.
- Parents are welcome to stop by for photo opportunities.

- Parents may volunteer to be chaperones. Please bring government issued photo identification to the main office and fill out a volunteer packet three days prior to the event.
- Students will be required to show their school ID as they enter the dance.
- Dance moves need to be appropriate for a high school dance.

## DEAN'S OFFICE

*Telephone: 720-972-6717*

The deans' primary responsibility is to monitor the climate and culture of the school in order to maintain a safe learning environment. The Dean's Office will address discipline, security, and safety issues which cause a disruption. Attendance issues will be addressed by the deans after teacher interventions have been exhausted. Students who have a school safety or security issue should report to the Dean's Office.

## DELIVERIES

In order to create and maintain an educational setting which values learning and to cause the least disruption to the school day, we ask relatives/friends to **not** send deliveries to students at school. These deliveries would include balloons, flowers, teddy bears, etc.

Items which are delivered will remain in the Main Office until the end of the school day at which time a student may claim the item to take home. Classes will not be interrupted, nor will students be allowed to carry items with them throughout the day and into the classroom. Please help us in maintaining an academic environment by celebrating important family events at your home.

## DISCIPLINE

Every student must consider the effect his/her behavior has on others and the school climate. If the effect is detrimental or otherwise offensive to others, the behavior may be subject to disciplinary consequences. The intent of the Legacy High School staff is to be corrective with disciplinary actions and to help students modify unacceptable behavior. Prior to considering the range of disciplinary actions, the following factors will be considered:

- the severity of the action
- the circumstances involved
- the number of prior offenses
- and the requirements of the law and Adams 12 Five Star Superintendent Policies

**Note: A student who is suspended will not be allowed to participate in or attend any school-sponsored activity during the time of suspension. Students suspended on a Friday will regain eligibility for all activities once they regain student status on the next scheduled school day. Any suspended or expelled student on school grounds or at a school-sponsored activity will be issued a trespassing ticket by the local law enforcement.**

When a student has been suspended for two days or longer, the parent and student are required to have a conference with the student's dean when the student re-enters school. Students who commit a crime at Legacy High School will be required to pay restitution, referred to legal authorities, and disciplined as per the Legacy High School matrix.

## DRESS CODE

In order to promote a safe environment that focuses on education and minimizes distractions students are expected to abide by the following general guidelines as identified in Superintendent's Policy 5060.

1. Shirts must be fitted and long enough to naturally touch the top of the lower garment and/or be tucked in.
2. Tank top straps must be at least one inch (1") wide at the narrowest point.
3. All attire should be sized to fit without exposing undergarments, buttocks, stomachs or cleavage.
4. Shorts and skirts must be fingertip length when arms are resting at sides.
5. Shoes/sandals must be worn at all times.

The following items or clothing are specifically prohibited:

1. Spaghetti straps and halter tops;
2. transparent/mesh clothing;
3. garments, make-up or hair worn in a manner that makes a student's face unidentifiable;
4. exposed undergarments;

5. pajamas and house slippers;
6. shirts with revealing necklines or armholes;
7. shirts hanging longer than the fingertips when arms are fully extended;
8. hats, caps and sunglasses (prohibited indoors);
9. gloves (prohibited indoors);
10. hairnets, bandanas, and doo-rags;
11. caps, athletic headbands and armbands (prohibited indoors except when the wearer is participating in a sporting event);
12. clothing or accessories that promote drugs, alcohol or tobacco either by brand or message;
13. clothing or accessories with sexually suggestive language or messages;
14. clothing or accessories that have pictures of guns or other weapons, promote violence, criminal activity, intimidation or intolerance of others (based on religion, ethnicity, gender or lifestyle);
15. clothing or accessories that could readily be used as a weapon or might otherwise injure the wearer, including items with spikes or loose hanging chains;
16. attire, accessories or manners of grooming indicative of affiliation with a gang, secret society or disruptive group as defined in Superintendent's Policy 5080. This includes, but is not limited to clothing, gang-related colors or numbers, bandanas, make-up, hats, emblems, trademarks, badges, insignia, logos, belt buckles, colored shoe strings, and jewelry;
17. trench coats and other like jackets capable of concealing weapons;
18. clothing or accessories affiliated with Insane Clown Posse, including all items related to the band's record label "Psychopathic Records" and other groups it sponsors in addition to Insane Clown Posse, including but not limited to Twiztid, Blaze, Boondox, Psychopathic Rydaz and Dark Lotus; and
19. hair restraints, gloves, goggles, or other protective attire unless determined by staff to be necessary for safe participation in vocational programs.

Dress guidelines for special events or school-sponsored purposes, including but not limited to dances, extra-curricular activities, and fundraisers shall be at the discretion of school administration based upon the nature of the particular event. Students may avoid the risk of being asked to leave or change clothing at an event by having attire approved in advance by an administrator.

## **DRUG AND ALCOHOL TESTING**

In an effort to increase the safety and security for Adams 12 Five Star students, we have added the use of breathalyzer and drug swab testing systems at the secondary level. Please be aware that Adams 12 students may be subject to testing on school grounds or at any school function. Tests may be given as a result of information or behavior which creates reasonable suspicion of drug/alcohol use. This includes anonymous tips and Safe 2 Tell reports. Please refer to Superintendent Policy 5040.

## **EARLY RELEASE**

This time is used for faculty to collaborate on academic common course teams and/or to participate in staff development.

## **ELIGIBILITY**

Students involved in athletics, cheerleading, poms, student government and select music activities at the state level must meet academic standards in order to gain and retain their eligibility for competition. Students must not be failing more than the equivalent of .5 credit at the end of each week. A student who receives two or more F's will be ineligible for the next full week (Monday-Saturday).

Once eligibility is initially established, participating students will have their academic grades verified on a weekly basis in the following manner:

*Thursday: Teachers post student grades in Infinite Campus.*

*Friday: Information is collated and coaches/sponsors are notified.*

*The following Monday: Ineligible students may not participate in games/contests beginning Monday through Saturday night. Students will still be expected to attend practices.*

Legacy's first weekly eligibility report will be distributed on the last Friday of August.

Students receiving an "F" in more than .5 units of credit at the end of the semester will be ineligible for approximately the next six weeks (per CHSAA guidelines).

## EMERGENCY CLOSING/WEATHER UPDATE

In case of inclement weather or emergency situations resulting in dismissal of school, information will be posted on the District website, [www.adams12.org](http://www.adams12.org), and announced on radio and TV stations as soon as possible.

## EMERGENCY PROCEDURES

In the event of an emergency during the school day, students need to follow the directions provided to them from their teachers and/or other appropriate Legacy High School staff members. Information will be provided via the intercom as deemed necessary. In order to prepare in the event of a real emergency, periodic drills for fire, tornado, lockout, or lockdown will be conducted.

## FEES

All required fees will be billed monthly beginning in September. Sports registration payments must be paid upon registration for each sport season (fall, winter and spring). Account balances must be at zero in order to purchase optional items.

AP Exam (per course).....\$93	Sculpture.....\$25	<i>Optional Items</i>
Bowling.....\$75	Fashion.....\$20	Activity card.....\$30
Foods classes.....\$20	Fashion.....\$20	Athletics (per sport).....\$150
Interior Design.....\$20	Textbook Instructional/Material	Locker.....\$2
Jewelry.....\$25	Fee.....\$30	Parking permit.....\$50
Music attire.....\$50	Technology Fee.....\$10	Student Handbook.....\$5
Photography classes.....\$30	World Language Fee.....\$18	
Ceramics classes.....\$25	Student ID combo replace...\$5	
Anatomy/Phys.....\$10		
Chemistry.....\$10		

### **\*Subject to change based on Superintendent Fee Schedule**

**Surplus Balances - Surplus on a student account in Infinite Campus will be applied to outstanding fees. Any remaining balances will be refunded per Superintendent Policy 5630. (See Refund Policy)**

## FINAL EXAMS

Finals are given at the end of each semester in December and May. No early finals will be given at the end of either semester. Students must make arrangements to take the final no later than the end of June if they miss the regularly scheduled May finals due to an authorized absence. All students will participate in a final exam or culminating project in every class.

## FIVE STAR DIPLOMA

For over a decade, Adams 12 Five Star Schools has awarded the Five Star Diploma to graduating students who have met a number of rigorous academic criteria, including participation and high achievement on state-mandated assessments. The Five Star Diploma signifies a student has completed additional requirements toward high school graduation that are beyond the minimum requirements to earn a high school diploma from Adams 12 Five Star Schools.

In the spring of 2015, House Bill 15-1323 was passed by the Colorado Legislature and signed by the governor. One portion of this new law allows parents to excuse a child from state assessments in English language arts, math, science, and social studies. The new law also precludes a school district from imposing negative consequences, including prohibiting school attendance, imposing an unexcused absence, or prohibiting participation in extracurricular activities on the student or the parent.

Because this new law allows parents to excuse students from certain state assessments, many of the meaningful criteria of the Five Star Diploma can no longer be mandatory, given the requirement that the district not impose negative consequences for students excused from state tests.

Consequently, the Five Star Diploma will be discontinued for the graduating classes of 2019 and beyond. For students in the graduating classes of 2016, 2017, and 2018 who have met the criteria for the Five Star Diploma during all four school years, the Five Star Diploma will still be awarded

## **FIVE STAR DIPOLMA**

A graduating senior (2016, 2017, or 2018) from any Adams 12 Five Star School district high school may receive a Five Star Diploma for meeting the following requirements:

- Earns **24** credits
- Has an accumulative **GPA of 3.5** or higher at the end of the first semester of their graduating year.
- Receives test scores of Met/Strong or Exceeded Expectations/Distinguished on all CMAS tests AND Proficient or Advanced on all TCAP tests. *For the class of 2018, this includes all assessments given during 9<sup>th</sup> grade.*
- Meets or exceeds the CCHE (Colorado Department of Higher Education) requirements. CCHE requirements can be found here: <https://highered.colorado.gov/>
- Has participated in all state mandated assessments at the current school while enrolled as a student in Adams 12 Five Star Schools. *For the class of 2018, this includes all assessments given during 9<sup>th</sup> grade.*

A list of students who are deemed eligible for the Five Star Diploma will be posted in the late spring for students to review; any student who believes he/she is eligible for the distinction but isn't on the list can submit a written request for review.

## **FOOD AND DRINK POLICY**

The goal of the food and drink policy is to maintain a clean school. Students may not have food or drink outside of the student commons area. Water is permitted in the classroom, as long as it is in a *clear closed container*. Food and drink can only be consumed in the classroom in conjunction with an academic lesson activity. Food and drink are *never* allowed in the LMC, auditorium, or computer labs.

## **GIFTED AND TALENTED (GT)**

Legacy High School's GT program evaluates students who have been nominated for identification. The program assures that all teachers of identified Gifted and Talented students are notified of each student's identification and areas of giftedness. Students will develop goals for the year and work with a mentor teacher to achieve their goals. Financial assistance is available for advanced classes and enrichment activities that are offered through the school. "Mini-grants" can be provided to identified GT students so they can pursue their special interests outside of Legacy High School.

## **GRADING POLICY**

It is the responsibility of teachers to maintain accurate and consistent grading records for all students in all classes. The district grading scale is listed below. Grading scales will be published on Course Syllabus sheets.

### District Grading Scale

90 – 100% = A

80 – 89% = B

70 – 79% = C

60 – 69% = D

Below 60% = F

## **GRADE REPLACEMENT**

Students who fail or receive a low grade in a class may retake the class for a higher grade. The student will be awarded the higher grade, and the GPA will be recalculated. Upon verification of successful completion, the prior course grade will be replaced with "N" and the new course grade and credit will be listed in the transcript under the corresponding semester. Students requesting grade replacement should see their counselor the first week of the semester and complete the Grade Replacement Form. A **grade replacement will prohibit a student from being awarded Valedictorian/Salutatorian status.** Per superintendent policy, "students who wish to enhance their academic standing by re-taking a previously passed course for grade replacement" are not eligible for a PE waiver.

## GRADUATION REQUIREMENTS

Graduation requirements have been established by Legacy High School and the Board of Education to ensure a well-balanced program to meet the challenges of our society. These requirements allow and encourage a wide range of electives to prepare for post high school work, training, and advanced study. All students will register for a minimum of six credits each school year.

Students and parents/guardians should consult the Legacy Registration Guide for specific requirements within each of the areas. Service Learning is encouraged for graduation. See the Service Learning section of this handbook for further details.

### Adams 12 Graduation Requirements for the Classes of 2018, 2019, and 2020

English .....	4 credits
Math .....	3 credits
Science .....	3 credits
Social Studies – (.5 must be US Gov).....	2 credits
US History .....	1 credit
Physical Education – (.5 must be Healthy Choices) .....	2 credits
Fine/Practical Arts .....	2 credits
Elective .....	6 credits
<b>Total Required Credits.....</b>	<b>23 credits</b>

### Adams 12 Graduation Requirements for the Classes of 2021 and beyond

The Adams 12 Five Star Schools Board of Education is currently reviewing the graduation requirements for the Classes of 2021 and beyond. These will be published as soon as they are available.

#### Restrictions:

1. Students must have completed all graduation requirements **by noon on the last day for seniors** in order to be eligible for participation in the graduation ceremony.
2. In order to receive a Legacy High School diploma, transfer students must have attended a minimum of one full semester during their senior year and earned a minimum of 2.5 academic credits during their final semester.
3. Students must maintain full-time student status as defined by State statutes.
4. Early Graduates: Students requesting to be released prior to the regular completion date for graduation must have successfully completed all Legacy High School and Adams 12 Five Star Schools' graduation requirements. Application for early graduation must be completed with the consent of counselor, parent, and school administration; this opportunity is only available at the end of a student's third (3<sup>rd</sup>) year or after the 1<sup>st</sup> semester of a student's senior year. Students who are graduating after the 1<sup>st</sup> semester of their senior year will not receive a diploma until May. Note: Even if a student is planning on graduating early, he/she must register for a complete schedule for the year.

#### HALL PASSES

Students will be required to have a pass any time they are in the halls during class time.

#### HARASSMENT/HAZING/BULLYING

The staff and community of Legacy High School expects all students to conduct themselves in a manner, one in which consideration, kindness, and respect are displayed toward fellow students. Every member of the school community is entitled to attend school free from harassment, intimidation, threats, or fear. Bully as defined by state law is any written or verbal expression, or physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students. Incidents of harassment/bullying (physical, sexual, verbal, or written) or hazing will not be tolerated. A student who feels he/she is the recipient of such behaviors needs to report it immediately to his/her teacher, dean, counselor, or administrator. Any staff member who is approached by a student about harassment/hazing/bullying shall ensure the student receives the assistance necessary, which may include addressing the situation immediately, parent contact, and/or referral to the dean/administrator. Incidents of this type must be documented in writing. If a student witnesses bullying, intimidation, harassment, or hazing of another student and fails to report it, it may also be considered a breach of the Legacy Conduct Code.

The following examples could be viewed as forms of harassment/hazing/bullying:

- repeated remarks with sexual or demeaning implications



- any unwelcome touching
- incidents involving any form of initiation
- verbal or physical intimidation

## **HEALTH CURRICULUM**

To meet the P.E. graduation requirements, all students are to complete a basic health class designed to promote healthy lifestyle choices. During the course, students are instructed in age-appropriate components of Adams 12 Five Star Schools approved curriculum. The units of study in this class include:

- Exercise / Wellness / Nutrition
- Self-Esteem / Values
- Depression / Suicide / Bullying
- Relationships / Communications Skills
- Human Anatomy & Sexuality
- STI's and HIV/AIDS
- Violence / Conflict Resolution
- Drugs / Alcohol / Tobacco

If you have any questions about specific content, contact your student's teacher.

## **HONOR ROLL**

Student achievement will be recognized at the end of each semester. Students achieving a grade point average of 3.5 – 3.9 will make the Honor Roll. Students who have a grade point average of 4.0 will be on the Principal's Honor Roll.

## **IDENTIFICATION CARDS**

Campus security is a high priority at Legacy High School and Adams 12 Five Star Schools.

*Adams 12 Student ID Policy 5060.5:*

***All high school students shall be required to wear an unaltered visible school issued photo identification card (ID) on a school issued lanyard on their outermost garment above the waist during school hours, or at such times, locations, and activities specifically identified by the building principal. Repeat violators of the ID policy will be subject to discipline sanctions.***

Student IDs help to identify students on school grounds, allow students to check out materials from the LMC, serve as bus passes, are needed for food services, etc.

Students who are in violation of this ID policy are subject to consequences and discipline as per the Student Code of Conduct Matrix. Legacy High School provides every student, a school lanyard and ID free of charge at the beginning of the year. New IDs or lanyards can be purchased from the bookkeeper.

Replacement costs:

LHS ID: \$3; LHS Lanyard: \$4; Combination package of an ID and lanyard: \$5.

## **Expectations**

- IDs must be worn by all staff and students.
- IDs are to be worn on the LHS lanyard, around the neck, on the front of the body and fully visible.
- IDs are to be worn ***all*** day while on school grounds.
- Students must be in possession of only their own ID.
- IDs must remain in good condition and may not be altered.
- IDs must be in the student's possession during all evening school sponsored events.

## **Processes:**

- IDs will be purchased through the Bookkeeping Office and processed through the Attendance Office.
- When purchasing an ID, the student may pay for it at that time, or be allowed to charge the replacement cost to their account balance.

- Students who cannot afford to purchase an ID may work off the cost within two school days, as assigned by a Dean.

### **INCOMPLETE CREDIT**

Students who withdraw from Legacy High School prior to the end of the grading term will receive no credit. Extenuating circumstances which are pre-arranged with the administrator in charge of curriculum and instruction will be reviewed.

### **INFINITE CAMPUS**

Infinite Campus is the District 12 Student Information System. Infinite Campus can provide parents and students access to the class schedule, attendance, student information, and real time grades. For more information about Infinite Campus please contact the counseling office.

### **LETTERS OF RECOMMENDATION**

Students who request a recommendation from a staff member are asked to provide a minimum of three weeks' notice before the letter is needed. For college application purposes, staff members will upload their letters of recommendation to the Naviance platform. Once uploaded, students should see their teachers to have the letters submitted to colleges via Naviance (see the Naviance tab on the counseling web page for more information).

### **LIBRARY MEDIA CENTER – Policies and Procedures**

Hours of operation:

Monday, Tuesday, Thursday, Friday-6:45-3:30

Wednesday-6:45-12:30

Student IDs: Students must have their ID to use the library and to check out books.

#### Circulation Policies:

The following items may be checked out from the library for the period of time indicated

- General collection books-2 weeks
- Magazines-1 week
- Reference books-1 night
- Kindles-2 weeks
- Digital Cameras/Camcorders 1 day
- Other technology: 1 day

Items may be renewed by bringing the item(s) to the circulation desk in the library. Online renewal is also available. From the LHS home page click on Library - Catalog, and log in with your universal login then click the 'renew' button. Items marked overdue or lost will still need to be renewed at the circulation desk. Phone calls and/or emails will go out when library materials are overdue. Overdue fines are not assessed; however, the full price of the book will be assessed to students' account if the book is not returned within 10 days of the due date. Fines will be deleted once the book is returned in good condition.

Materials from other libraries in the school district can be requested via interlibrary loan (ILL). Students may ask at the circulation desk for help with this process

Students in the LMC: We strive to maintain an academic atmosphere in the library. Students in a free period are welcome to study or read quietly in the LMC on a space available basis. If the LMC is full, students are asked to return to the commons. All students must sign-in using school ID at the circulation desk. Students are asked to observe all school policies as well as the following library policies:

- No food or drink in the library.
- No games in the library.

#### Use of Technology:

According to district policy and the signed Internet License, students shall use the system during school time in ways consistent with the curriculum. District access to the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The use of your

account during school hours MUST be in support of educational objectives. Computers in the school may be monitored at any time using software designed for that purpose.

#### Services available in the library

- Limited number of computers dedicated to drop-in student use for academic purposes
- Scanners
- Photocopier
- Printers-Black & White, Color, and 3D
- Book recommendations
- Tech help
- Citation and formatting help

The following services are available online and accessible 24 hours a day from any internet connection via the Legacy High School website:

Library catalog-Search for books at Legacy and other Adams 12 schools. The catalog allows students to write reviews and place holds for books they want.

Ebooks-Ebooks can be checked out and read online or on personal devices. For information on how to check out ebooks and download them to your device, see the ebook tab on the library homepage

For more information on databases please see the brochure available in the library.

Additional databases are available through local public libraries—if you don't have a public library card, now is the time to get one! For more information:

Mamie Doud Eisenhower: <http://www.ci.broomfield.co.us/library/>  
College Hill Library: <http://www2.westminsterlibrary.org/>

#### **LOCKERS**

Based on availability, each student may have the option to be assigned an individual locker and will be expected to maintain it and be responsible for all contents. Lockers will be issued at student check-in for a \$2 fee.

- Combinations and lockers should not be shared.
- The display of materials that are in violation of Superintendent Policies, such as but not limited to: pornography, gang or offensive materials is not permitted. These items will be taken and destroyed and the student may face disciplinary consequences.
- Lockers are school property and are intended for storage of books, clothing and other school related material. Therefore, the school reserves the right to search lockers at any time. Locker searches may include the use of trained dogs.
- Misuse or damage to lockers (including writing or using lockers as a message board) will result in a fine for repairs and/or loss of locker privileges.
- Padlocks are not allowed on lockers.
- Suspicious activity, thefts, or damage of lockers should be reported to the campus security/deans or the School Resource Officer.

**Students are discouraged from bringing large amounts of money or valuable articles to school.** The school assumes no responsibility for lost or stolen articles on school grounds or at school activities.

#### **LOST AND FOUND**

Items left in lockers after a student withdraws, or at the end of the year, will be placed in the lost and found. The lost and found is located in the Campus Security Office. Items left in lost and found for more than one month will be donated to a local charity.

#### **MAKE-UP WORK**

Students have the number of days absent plus one additional day to make up any missed work during an authorized absence. Exceptions to the above will be noted in the Course Syllabus. Students and parents may request make-up work for

emergency or pre-approved absences of three days or longer by calling or emailing the teacher directly. Teachers' email addresses and direct extensions can be found on the school website or in the newsletter.

**Note: A minimum of 48 hours' notice is encouraged to acquire all homework. Students should request makeup work from the teacher.**

### **MTSS (Multi-Tiered Systems of Support)**

Colorado Department of Education defines MTSS as "a prevention-based framework of team-driven, data-based problem solving for improving the outcomes of every student through family, school, and community partnering and a layered continuum of evidence-based practices applied at the classroom, school, district, region and state level." At Legacy, the MTSS team includes administrators, teachers, counselors, and other mental health professionals. This group works to improve student achievement by considering school-wide systems as well as by reviewing/considering individual student needs.

### **NAVIANCE**

All students at Legacy will have an account created with the internet based software Naviance Succeed. Counselors will access all students once per semester through their classes to help deliver the Adams 12 Counseling Curriculum. Students will use the Naviance platform to fulfill the Colorado Department of Education Individual Career and Academic Plan (ICAP) requirements. In addition, seniors will use Naviance to assist with the college application process which includes sending letters of recommendation and transcripts to colleges. The Naviance link is available on the Counseling webpage along with some helpful information and FAQ's. Students who still have questions regarding Naviance should visit his or her counselor.

### **OFFICE HOURS**

The Main Office, Attendance, Deans, and Guidance/Counseling offices will be open from 7 a.m. – 3:30 p.m. for students, parents, and community members.

Parents/Guardians should drop off students no earlier than 6:45 a.m. Classes end every day at 3 p.m. (except early release days and designated testing days). Students should be picked up by 3:30 p.m. unless they are in a school-related function. Please be aware that supervision is provided 30 minutes prior to classes and 30 minutes following the daily bell schedule. For security reasons, students should not arrive before supervision is provided or stay after supervision ends.

### **OPEN CAMPUS**

Students in the 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grades, who have earned at least 6 credits, will be allowed to leave campus during their unscheduled time. These students should not be loitering in the parking lot and should not be causing a disturbance in the school. If the student does not have at least 6 credits, he/she will have closed campus. **9<sup>th</sup> grade students must remain on campus during any unscheduled time.**

Privileges may be revoked by the Dean for attendance and/or discipline issues (at school or in community). All school rules are in effect for Legacy students during the school day on and off campus.

### **PARENT/TEACHER CONFERENCES**

Parent/Teacher conferences are important communication opportunities and times to interact one-on-one with teachers, students, and parents/guardians. Times and dates are listed on the *Important Dates* page as well as on the event calendar on the school website.

### **PARKING**

At Legacy High School, we have provided parking for students, staff and the community. Areas for each of these groups have been identified (see Student Drop-off/Pick-up Locations). Areas have been separated to create the best traffic flow patterns.

All vehicles parked on campus must be registered through campus security. Upon approval, students may purchase a parking permit from the Business Office according to the fee schedule below. To register your vehicle, you must provide a current registration form, a current proof of insurance form, a copy of your driver's license, and a completed registration form with all information complete and accurate. No permits will be refunded. If you lose your permit, you must purchase

a replacement permit at the current price for the rest of the school year. Student parking passes are limited to the number of spaces available and are sold on a first come, first served basis.

**Students will park in the west parking lot.** Students who park in the south or east parking lots will be ticketed. Staff will park in the east lot and visitors, administrators, deans, and counselors will park in the south lot. Parking is a privilege and can be revoked for any detrimental or offensive behavior at any Legacy event or during the regular school day. Although this action would normally be temporary, it could become permanent if the student does not choose to modify unacceptable behavior patterns.

School-Year Parking Permit .....\$50  
Anytime during 2<sup>nd</sup> semester.....\$25

School administration reserves the right to search any vehicle driven on school grounds, district property, or school activity and contents within, at any time. Legacy High School assumes no liability for damage to, or theft from, vehicles parked on school grounds. Access to the parking lot will be during passing periods only. Students may not sit in parked vehicles or loiter in the parking lots during school hours or at school activities. Visitors may not loiter in the parking lots. The driver and/or owner of a vehicle is responsible for anyone in his/her car at any time.

**Students will be ticketed and may lose their parking privileges for the following violations or any violations listed on the parking permit contract signed when you purchased your permit:**

- Blocking traffic
- Parking in handicapped spaces (Parking in these areas may also subject students to fines by the police department.)
- Having an unregistered vehicle on campus or not displaying the assigned parking permit
- Littering
- As a result of school discipline or attendance issues

Violations will result in a warning sticker and or tickets of \$10, \$20, and \$30 and eventually the loss of parking privileges for a period of time. In addition, students could face disciplinary consequences ranging from work detail to suspension to expulsion and/or a ticket from the Broomfield Police Department.

Students who purchase LHS parking permits must agree to and abide by the following contract:

*Parking on campus is a privilege that may be revoked for inappropriate or dangerous behavior. Permission to park on school property is made pursuant to the following conditions:*

- Parking stickers/hangers must be visible at all times. Avoid placing permit in tinted areas. Do not place in an area that blocks the driver's view in any way.
- Parking will be confined to designated student parking areas only and must be parked within the confines of a single parking space. Student's car may be towed from the staff or visitor lots.
- It is suggested that vehicles be locked as a safeguard. LHS assumes no responsibility for losses to the vehicles or contents, including parking permits.
- Loitering in the parking lot or sitting in cars before, during, after, or between classes is not permitted.
- Drivers must park cars in parking areas while waiting for passengers.
- Drivers are responsible for passenger(s) behavior.
- Violations of reckless or careless driving that endanger student safety will result in loss of parking privileges the remainder of the school year.
- Please remember all driving laws are in effect: i.e.: many of the traffic lanes are one way, the speed of the parking lot is **10 mph**, everyone in the car must be wearing a seatbelt, etc.
- LHS assumes no responsibility for any loss or damages.
- Replacement permits are \$30 (\$25 during second semester). If lost, the driver is responsible for purchasing another permit. It is the responsibility of the student to report lost or stolen permits immediately. The lost permit will be invalidated and not usable on campus.
- **Permits will not be refunded for any reason.**
- Violators of these regulations are subject to suspension, revocation of permit, fine, district discipline referral and/or towing at owner's expense.

## **PE Waiver**

Juniors and seniors are eligible to apply for a Physical Education (PE) waiver of .5 to 1.0 credits. In order to qualify, students must have successfully completed a CHSAA sponsored sport, spirit squad, or marching band program. Students who want to submit an application for a PE waiver should see their school counselor for details. Approval of PE waivers will be based on meeting the criteria found in [Superintendent Policy #6330](#). Seniors applying for a waiver should do so prior to or during the first quarter. By policy, PE waivers will NOT be approved for those students pursuing early graduation.

## **REFUND POLICY**

Refunds will be given for the following items if the following criteria are met:

Athletic Fees will be refunded if the student does not make the team. All other refunds will be made according to the District Athletic Fee Refund Policy. See the Athletic Secretary at the business window for a refund form.

Textbook replacement fines will be refunded only if the book is returned without damage.

Surplus Balances will be refunded per Superintendent Policy 5630. Surplus balances \$25 or more will be processed for a refund twice a year, once during first semester (November) and once during second semester (March) unless extenuating circumstances exist. Students leaving Adams 12 Five Star Schools will receive a complete refund of any surplus if no fees are due.

## **SCHEDULE ADDITIONS/CHANGES**

Student schedules are made for the full year based on their requests. Students may request a change during unscheduled time within the first five days of the semester for the following reasons only:

1. Failed or have not taken the prerequisite class,
2. Have a disability (must have appropriate documentation),
3. Have previously earned credit in the same class,
4. A senior needing graduation credit.

*Note: A “withdrawal” from class after five days is a “WF” (withdrawal fail) and is computed into the cumulative grade point average. Until a schedule change is approved, the student must continue to attend all classes on his/her schedule.*

## **SCHOOL RESOURCE OFFICER**

The School Resource Officer program is a cooperative program between the Broomfield Police Department, Adams 12 Five Star Schools, and Legacy High School. The program provides a full-time police officer to the school to help educate and protect members of the school community. It allows students and staff the opportunity to interact with a member of the law enforcement community on a regular and positive basis. The SRO program also assists the school in responding to situations of concern. When students engage in behavior that may be against the law, the School Resource Officer will be notified and will make a determination as to possible charges.

## **SCHOOL SAFETY**

In an effort to ensure safe and secure schools, Adams 12 has developed numerous crisis intervention plans. Students and staff participate in drills related to most of these concerns: fire, tornado, bus evacuation, lockdown, lockout, etc. District personnel and area law enforcement are always involved in the decision process when any of these actions are implemented. It is imperative that any threats against the school, the staff, or the students be taken seriously. Please remember the importance of choosing words carefully when angry or stressed.

*SAFE 2 TELL – Toll Free Hotline: 1-877-542-7233. Safe 2 Tell: This link is on the LHS web site*

Safe 2 Tell is a nationally recognized program that allows students to provide tips to the administration regarding crimes.

## **SERVICE LEARNING**

Volunteering in the community enriches students' lives, while benefiting the community. In addition, many colleges look at service learning hours in determining scholarships and admission. All students are encouraged to complete service learning hours prior to graduation. The recommendation is an average of five hours per year, with a total of 20 hours for students completing grades 9-12. Students may accrue hours immediately following their 8<sup>th</sup> grade year. Students are responsible for tracking and documenting their service learning hours.

## **SKATEBOARDS/LONGBOARDS/BIKES**

These items cannot be used in school or on school grounds. They may be confiscated and made available for parent/guardian pick-up if used inappropriately. Students must secure skateboards in their locker or use the longboard racks located in the G hallway. Bikes must be secured to the bike racks located on the west and east sides of the school.

## **STAFF CENTERS**

Teacher offices are located in four areas throughout the building. In these staff centers, the teachers are committed to creating an environment conducive for teacher and student interaction for the purpose of academic counseling.

In addition, teachers expect a setting in which they are able to perform their other teacher responsibilities. With these goals in mind, students are asked to conduct themselves appropriately when in the staff centers and are not to be in a staff center without a staff member in attendance.

## **STUDENT ASSISTANCE FUND**

The Faculty Advisory Council has a limited fund to assist students who wish to expand their learning experiences. This fund is intended to give aid to students who, due to financial circumstances, would not otherwise be able to attend or participate in school-related programs, take entrance exams, or apply for college admission. Funds may be used to help in the payment of tuition, fees, materials, transportation and/or any other costs necessary for the student to participate. Applications are available in the Main Office and must be turned in on the first school day of each month, at least three weeks prior to the event. The last request must be turned in by the last school day in April.

## **STUDENT ASSISTANTS**

Students may sign up to be a teacher's assistant or an assistant in one of the various school offices during one of their free periods. Students may not drop a class in order to become a student assistant. Interested students may sign up in the Counseling Office during the first week of each semester. Students will earn .25 credit for being a student assistant and will be graded on a pass/fail basis. Students may sign up to be a student assistant by contacting individual teachers. Only one of the six elective credits may be earned through student assistantship.

## **STUDENT COMMITMENTS AND BEHAVIORS**

We have collaboratively developed commitment statements to make our vision a reality. This involved students, parents, community members, and staff to articulate the following attitudes, behaviors, and commitments that must exist for us to advance toward our vision. Student commitment statements are:

- Students will be a part of the collective effort to create the school described in the Legacy High School mission and vision.
- Students will respect Legacy High School in a manner that reflects pride and students will be positive representatives of the school and community.
- Students will take charge of their education, showing active responsibility toward learning.
- Students will respect fellow students and recognize diversity of interests and cultures within the school community.
- Students will respect the rights and requests of others and honor the leadership of our teachers and administrators.
- Students will promote safe and healthy lifestyles for all.
- Students will maintain a balance between academics and co-curricular activities, with their best effort in all endeavors.
- Students will be involved in the community.

## **STUDENT DROP-OFF/PICK-UP**

Parents/guardians are asked to drop-off or pick-up students in either the SOUTH or WEST side parking lots. Drivers are asked to pull as far forward as possible and stop only momentarily to load or unload passengers. If parents need to wait for a student, they are asked to *park* in the SOUTH VISITORS lot in an identified parking space.

We want to remind you as part of our continuing effort to ensure the safety of all students, students will only be released to parent(s)/legal guardian(s) prior to the end of the school day. If your child will be checked out before the end of the day by someone other than a parent/legal guardian you must contact the school office prior to the child being released. If we have not heard from you in advance we will attempt to contact you. If we are unable to contact you, the child will not be released and will remain at school until the end of the day.

## STUDENT AND FAMILY OUTREACH PROGRAM

The District Student and Family Outreach Program believes that all students hold the strength and potential to thrive. Our mission is to remove barriers that keep students from being engaged and thriving in school by offering the following supports:

- provide homeless education services
- connect families with needed community resources (food, clothing, utility assistance, etc...)
- provide Health First Colorado (Medicaid) and Child Health Plan Plus (CHP+) application assistance to families
- provide bilingual assistance

If you would like more information please contact the student and family outreach program at 720-972-6015 or make a referral online at [www.adams12.org/sfop](http://www.adams12.org/sfop)

## STUDENT RECORDS

In accordance with federal law and Superintendent Policy 5300, parents or legal guardians may inspect the records of their students (request to review shall be in writing). The school reserves the right to have appropriate staff present to interpret the contents of the records. In accordance with school district policy, parents may challenge, in writing, the contents of the records.

Student records may be released to the following persons:

- Parents or legal guardians (for those under 18)
- Students (18 and over)
- Officers or employees of public, private, or parochial schools where the student attends or intends to enroll
- The Colorado Commissioner of Education or the district superintendent and members of their staff
- Law officers and court officials with appropriate release forms. In addition, records shall be furnished in compliance with a judicial order or pursuant to any lawfully issued request
- A recruiting officer for any branch of the US Armed Forces with a signed release

Student records are the property of Legacy High School. Official student records will not be released until student fines have been paid.

## SUICIDE PREVENTION

Protecting the health and well-being of all students is of utmost importance to the Adams 12 Five Star School District. Superintendent Policy 5520 addresses suicide assessments as a priority to protect all students.

Adams 12 will treat all threats or attempted suicides as serious regardless of the degree of lethality involved. When a student threatens or attempts suicide, the Adams 12 personnel will follow Superintendent Policy and respond accordingly.

The following steps have been taken to help protect all students:

1. Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends.
2. When a student is identified as being at risk, he or she will be assessed by a District mental health professional who will work with the student and help connect the student to appropriate local resources.

Students will have access to national and local resources which they can contact for additional support, such as:

- **The National Suicide Prevention Lifeline –1.800.273.TALK (8255)**  
[www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)
- **Colorado Crisis Support—1.844.493.TALK (8255)**
- **Second Wind Fund, Inc—720.962.0706 [www.thesecondwindfund.org](http://www.thesecondwindfund.org)**

4. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need of help.
5. Students should also know that because of the health and safety impacts of these matters, the confidentiality and privacy rights of individuals will be respected but concerns are secondary to seeking help for students in crisis.
6. For a more detailed review of District processes, please see the District's full suicide prevention guidelines document.
7. **Additional resources for parents are located on the counseling website under the "Suicide/Depression" resources tab.**



## **SYLLABUS**

During the first week of class, teachers will review the course syllabus. The syllabus will include:

- A course title, instructor name, and any prerequisites
- Instructor email address
- Instructor webpage address
- Instructor voice mailbox number
- When and where help is available
- A course description (including novels used in English classes)
- Course objectives or essential outcomes
- Grading procedures and scale
- Expectations of student work and participation
- Absence policy
- Tardy policy
- Late work policy
- Review of plagiarism and cheating policies
- Student Integrity Oath
- General Guidelines

The syllabus should be downloaded, signed by parent/guardian and student and returned to the teacher. A copy may be requested from the teacher.

## **TRANSCRIPT REQUESTS**

Students are encouraged to plan ahead so that they do not miss deadlines. Students who need transcripts sent to colleges will request that process via their Naviance account. Once a request is received, LHS will send the transcript within one week. The majority of transcripts will be sent electronically from LHS to the appropriate college/university via Naviance. In the rare case that electronic transcripts are not accepted, LHS will mail a transcript. (See the Naviance tab on the Counseling Web page for more information). **Please note that scores from the SAT and/or ACT may appear on transcripts; please consult the “Assessment” section of this handbook for more information.**

## **TRANSLATION SERVICES**

Schools are responsible for arranging translation services for discipline actions, parent/teacher conferences, back to school/open house events, communication regarding routine or non-emergency medical health, attendance, or academic performance questions. Please contact the school office if you have any questions regarding this district service.

## **UNSCHEDULED TIME**

All students who do not have a class but remain on campus will report to the Commons.

## **VALEDICTORIAN/SALUTATORIAN**

The Valedictorian and Salutatorian will be determined by grade point average at the completion of the third quarter of the senior year. Students graduating must complete courses totaling a minimum of 24 credits and at least two must be college level (Advanced Placement, CU Succeed, etc.). Students must be enrolled as a full time student at LHS a minimum of three consecutive semesters prior to graduation and be in good standing. Students qualifying for Valedictorian or Salutatorian may not have any grade replacements or academic pass-fail courses.

## **VISITORS**

Legacy High School takes every opportunity to help keep our school safe and secure. Schools in Adams 12 are utilizing the Raptor visitor tracking system. This system scans a visitor’s driver license/identification card and compares it to a law enforcement database. It also monitors registered sex offenders and should a visitor be identified, school security is immediately notified. Parents/guardians are welcome to visit the school at any time. All visitors are required to present a government issued photo ID as soon as they arrive on campus. The main office (on the south side of the building) will issue a visitor pass. Visitors will be escorted to their destination. Student visitors, including younger siblings, are not allowed. Visitors must also sign out in the main office upon completing their business. Should a student encounter an individual on campus, who does not have a school ID or visitor’s badge, the student should immediately notify any available adult.

**VOLUNTEERS**

Volunteers are required to fill out a district Volunteer packet and turn it in to the main office prior to any volunteer service. State issued IDs will be scanned upon receipt of the completed packet.

**WEIGHTED GRADES**

Weighted grades will be assigned to courses with the Advanced Placement (AP) designation or courses which require an AP course as a prerequisite. Students who do not take the AP exam will not be eligible for weighted grade status. Students transferring to Legacy High School may have that grade weighted if the course was an Advanced Placement course only. Weighted credit must be requested upon transferring the grades and approved by the administrator in charge of curriculum and instruction.

## Directions to Front Range League Schools from Legacy High School

- Boulder High School/Reicht Field 303-442-2430  
1604 Arapahoe Ave., Boulder, 80302  
US-36 northwest to Arapahoe Ave., left to school.
- Broomfield High School 720-561-8100  
1 Eagle Way, Broomfield, CO 80020  
136<sup>th</sup> Ave. west to Main St. South on Main St. to Eagle Way. West on Eagle Way to school on right.
- Fairview High School 303-499-7600  
1515 Greenbriar Blvd., Boulder, 80305  
US-36 west, take the CO-157 N/Foothills Pkwy. exit, keep right at the fork, turn left on S. Boulder Rd., follow signs to Table Mesa Dr., left on Broadway St., right on Greenbriar to school.
- Fossil Ridge High School 970-488-6260  
5400 Ziegler Road, Ft. Collins, 80528  
From I-25 north, take the Harmony Road/CO-68 west exit, turn right on E. Harmony Road, left on S. Cr-9/Ziegler Road to school.
- Ft. Collins High School 970-416-8000  
3400 Lambkin Way, Ft. Collins, 80525  
I-25 north to Harmony Rd., left to S. Timberline Rd., right to Lambkin Way, right to school.
- Greeley West High School 970-348-5400  
2401 35<sup>th</sup> Ave., Greeley, 80634  
Take I-25 north to US-34 towards Greeley. Turn left on 35<sup>th</sup> Ave to school.
- Horizon High School 720-972-4400  
5321 E. 136<sup>th</sup> Ave., Thornton, 80601  
136<sup>th</sup> Ave. east 5 miles to school.
- Loveland High School 970-613-5200  
920 W. 29<sup>th</sup> St, Loveland, 80538  
I-25 north to US-34/E. Eisenhower Blvd. exit, go left toward Loveland, right on Taft, right on 29<sup>th</sup> to school.
- Monarch High School 303-665-5888  
329 Campus Dr., Louisville, 80027  
136<sup>th</sup> Ave. west to Lowell Blvd., right on Lowell to 144<sup>th</sup>, 144<sup>th</sup> west (which turns into Dillon Rd.) to S. 88<sup>th</sup>, left on S. 88<sup>th</sup> to Campus Dr., left on Campus Dr. to second school on left side.
- Mountain Range High School/North Stadium 720-972-6300  
12500 Huron, Westminster, 80234  
136<sup>th</sup> Ave. east to Huron St., right just past 128<sup>th</sup> Ave., school is on the left.
- Poudre High School 970-416-6011  
201 Impala Drive, Ft. Collins, 80521  
I-25 north to Harmony Rd., left to S. Taft Hill Rd, right to W. Mulberry Street, right to S. Impala Drive, right to school.
- Rocky Mountain High School/French Field 970-416-7000  
1300 W. Swallow Rd., Ft. Collins, 80526  
I-25 north to Harmony Rd., left to Shields St., right to W. Swallow Rd., left to the school.



# Legacy Fight Song

**Lightning strikes for all to see  
We'll fight our way to victory  
Strong and proud we'll shout out  
loud**

**Let's give a cheer for LHS**

**We'll leave a Legacy of pride  
Standing until the end of time  
Courage Strength Integrity  
We're true to our Legacy  
HEY!**

(To the tune of The Notre Dame Fight Song)

## SECTION II

### LEGACY LEARNING COMMUNITY COMMITMENTS AND BEHAVIORS

Legacy High School has collaboratively developed commitment statements to make our vision a reality. We involved students, parents, community members, and staff to articulate the following attitudes, behaviors, and commitments that must exist for us to advance toward our vision.

**Students** will be a part of the collective effort to create the school described in the Legacy High School mission and vision.

Students will represent Legacy High School in a manner that reflects pride and students will be positive representatives of the school and community.

Students will take charge of their education, showing active responsibility toward learning.

Students will respect fellow students and recognize diversity of interests and cultures within the school community.

Students will respect the rights and requests of others and honor the leadership of our teachers and administrators. Students will promote safe and healthy lifestyles for all.

Students will maintain a balance between academics and co-curricular activities, with their best effort in all endeavors.

Students will be involved in the community.

**Parents** will be a part of the collective effort to create the school described in the Legacy High School mission and vision.

Parents will provide a quiet place to study, read, think and complete homework.

Parents will support and encourage students to complete assignments at home.

Parents will encourage our students to be active and involved in co-curricular activities.

Parents will know what is expected in each student's classes and communicate with teachers when questions or concerns arise.

Parents will ensure that their children accept responsibility for their learning and behavior.

Parents will monitor student's attendance and support the school attendance policy.

Parents will support school goals.

**Teachers** will be a part of the collective effort to create the school described in the Legacy High School mission and vision.

Teachers will collaborate on curriculum and instruction; consideration and professionalism will be followed when sharing resources.

Teachers will consistently develop and use common course assessments in order to enhance student achievement.

Teachers will collaborate within their discipline and across the curriculum, for the benefit of the students.

Teachers will model lifelong learning and professionalism in order to foster a commitment to learning among students.

Teachers will encourage and facilitate parent involvement through timely and appropriate communication.

Teachers will personalize instruction through differentiation of assignments and create lessons that engage all students at their level and learning style that follow state and district standards and which will enable students to perform at their maximum potential.

**Administrators** will be a part of the collective effort to create the school described in the Legacy High School mission and vision.

Administrators will recruit and retain staff members who are qualified and have the desire to advance the mission, vision and goals of Legacy High School.

Administrators will support collaboration mutual respect and trust for all members of the learning community.

Administrators will value life-long learning by providing and actively participating in professional development and growth opportunities.

Administrators will develop and implement policies, programs and procedures to monitor and support student achievement and success while increasing responsibility for student learning, decisions and actions.

Administrators will develop and support common course teams.

Administrators will be responsible for maintaining the school facility.

Administrators will be responsible for promoting and monitoring a safe, caring and orderly educational environment.

Administrators will recognize and collaborate with the partnerships essential to a successful learning community.

**Support Staff** will be a part of the collective effort to create the school described in the Legacy High School mission and vision.

Support staff will foster a safe and nurturing environment that is conducive to academic and social growth of each student.

Support staff will continue developing and maintaining positive relationships with our colleagues, students and community.

Support staff will communicate openly and effectively.

Support staff will approach every situation on an individual basis with an open mind and with commitment for continuous improvement in our performance.

Support staff will show appreciation for cultural diversity and be sensitive to the thoughts and opinions of others.

Support staff will celebrate school accomplishments and promote school spirit.

*“Together – Educating the Whole Child” is the Adams 12 School District tagline and our commitment. Each student can and will learn. It is the responsibility of each student to actively and appropriately engage in the learning process. As staff, students, parents, and a community we must work together to support the success of each student. Consistent with that concept, we are dedicated to developing eight essential traits within each student. Our program, by design, promotes the acquisition of:*

#### **STUDENTS WHO ARE:**

- **Competent:** *A student who can demonstrate continual academic improvement.*
- **Successful:** *A student who is self-directed and goal oriented.*
- **Ethical:** *A student who displays respect, integrity, and trustworthiness.*
- **Creative:** *A student who utilizes innovative approaches that demonstrate problem solving and original thinking.*
- **Good Citizen:** *A student who demonstrates civic and social responsibility, honors diversity, and participates in positive group interaction.*
- **Healthy:** *A student who seeks a well-rounded lifestyle that displays physical, emotional and social wellness.*
- **Productive:** *A student who uses time efficiently and creates quality work.*
- **Thoughtful:** *A student who develops critical thinking skills and utilizes appropriate decision-making strategies.*

# Adams 12 Five Star Schools

## STUDENT/PARENT

### HANDBOOK INFORMATION

This document is provided as a resource to parents and students within the Adams 12 Five Star School District. The document is divided into four sections.

1. Legal Notifications
2. Student Code of Conduct
3. Commonly Requested Information
4. Student Health Information

Readers should be aware that:

- Much of the information is in summary form.
- Current policies in their entirety, including revisions which may have occurred after publication of this document, are available on the district website at [www.adams12.org](http://www.adams12.org).
- Policies may also be reviewed in the administrative office of any district school or by calling the Adams 12 Educational Support Center at 720-972-4000.
- Policies are subject to change as necessary at any time during the school year.
- Students are expected to be knowledgeable about and comply with district and school policies, including ones which may not be included in this publication.

## LEGAL NOTIFICATIONS

### **Notice of Non-Discrimination Under Title VI, Title IX, Section 504, Age Discrimination Act, Title II of the American with Disabilities Act (Supt. Policies 4140, 8400)**

Adams 12 Five Star Schools does not discriminate on the basis of race, color, sex, age, religion, creed, national origin, ancestry, genetic information, marital status, sexual orientation, gender identity and disability in its programs, activities, operations and employment decisions and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

General Counsel  
Adams 12 Five Star Schools  
1500 East 128th Avenue  
Thornton, CO 80241  
720-972-4004

### **Homeless Students Notification (Supt. Policy 5270)**

Specific rights and protections are ensured to parents, children and youth experiencing homelessness as defined under the McKinney-Vento Homeless Assistance Act. For more information about services for homeless students refer to Superintendent Policy 5270 or contact the Homeless/Migrant Education Liaison at 720 972-4144.

### **Notification of Rights under the Family Educational Rights and Privacy Act (FERPA) & Colorado Open Records Act (CORA) (Supt. Policy 5300)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records, that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, teacher, or support staff member (including but not limited to paraprofessionals, transportation personnel, health and law enforcement unit personnel and before-and-after-school program personnel); a member of the school board; a person, agency or company with whom the District has contracted, or otherwise arranged to perform a specific task or service; or, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another "school official" in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

Additionally, the Colorado Open Records Act generally requires education records to be furnished within 3 days of the day the School receives a request for access.

### **FERPA Notice for Directory Information (Supt. Policy 5300)**

FERPA requires that the District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

Parents and eligible students that do not want the District to disclose directory information from your child's education records without prior written consent, must give written notice by October 1 of the current school year to the principal of the school in which the child is enrolled. The District has designated the following information as directory information:

- Student's name
- Student's Grade
- Photograph
- Dates of attendance
- Participation in officially recognized activities & sports
- Weight and height of members of athletic teams
- Major field of study
- Degrees, honors, and awards received
- Date and place of birth
- The most recent previous educational agency or institution attended

### **Student Sex Offenders (Supt. Policy 5900)**

Superintendent Policy 5900 addresses management of student sex offenders. Further, Colorado Revised Statute 22-1-124 instructs school districts to notify parents of their right to request information concerning registered sex offenders in the community. More information on accessing such information may be obtained online at either of the following:

[http://dcj.state.co.us/odvsom/Sex\\_Offender/SO\\_Pdfs/schoolresourceguideregistration.pdf](http://dcj.state.co.us/odvsom/Sex_Offender/SO_Pdfs/schoolresourceguideregistration.pdf)

OR

[http://www.cde.state.co.us/cdeprevention/download/pdf/School\\_Sex\\_Offender\\_Guide.pdf](http://www.cde.state.co.us/cdeprevention/download/pdf/School_Sex_Offender_Guide.pdf)

Superintendent Policy 5900 provides more information about this topic. For additional information parents may also contact the District's Manager of Security Services at 720-972-4256.



### **Notification of Rights under the Protection of Pupil Rights Amendment (PPRA) (Supt. Policy 6510)**

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use –
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

### **Asbestos Hazard Emergency Response Act (AHERA) Annual Legal Notification**

In accordance with the United States Environmental Protection Agency's Asbestos Hazard Emergency Response Act, the District has Asbestos Management Plans available for review at each school and the Educational Support Center, 1500 E. 128th Avenue in Thornton, CO, 80241. Contact the Environmental Health and Safety Specialist, with any questions. Telephone: 720-972-4236.

# STUDENT CODE OF CONDUCT

The descriptions below are summaries of more detailed policies. Collectively, these policies comprise the District's Student Code of Conduct. For complete information please consult the latest version of each Superintendent Policy at [www.adams12.org](http://www.adams12.org). A quick reference chart summarizing Student Code of Conduct policies is also available on the district website.

## Student Code of Conduct (Supt. Policy 5000)

Students are expected to be familiar and comply with all expectations identified Superintendent Policy 5000, Student Code of Conduct. The Code of Conduct identifies specific grounds for discipline including suspension or expulsion of a student. Discipline may be imposed for the following reasons:

Superintendent Policy

Code: 5000

### STUDENT CODE OF CONDUCT

1.0 The Code of Conduct exists to help maintain an environment which is safe, conducive to learning, and free from unnecessary disruption. The Code of Conduct primarily consists of this policy and a subsequent series of policies identifying specific behavior expectations (See Exhibit A).

1.1 Students and parents or legal guardians shall be notified through student handbooks or similar informational bulletins of District policies concerning rights and responsibilities, rules of student conduct, and due process. The Code of Conduct, including grounds for which students may be suspended or expelled, shall be distributed once to each student in elementary, middle and high school and once to each new student in the District. Matters of common knowledge or practice shall be considered as notice of existing standards of conduct for students.

1.2 The principal or administrative designee may impose sanctions including suspension or may recommend expulsion of a student who engages in conduct identified in this policy which occurs in school buildings, on school grounds, in school buses or other school owned or operated vehicles, or while attending school activities or sanctioned events.

1.3 Students may also be subject to sanctions including suspension or expulsion for behaviors that occur off campus as described by law and Superintendent Policy 5020.

#### 2.0 Definitions.

2.1 School. Refers to any school within the District.

2.2 Parent. Refers to a student's parent, legal guardian or legal custodian.

3.0 Grounds for sanctions including Suspension or Expulsion from School. The principal or designated administrator may issue sanctions including suspension and may refer for expulsion a student who engages in one or more of the following activities as specifically identified by state statute.

3.1 Using or otherwise directing profanity, vulgar language, or obscene gestures toward others.

3.2 Continued willful disobedience or open and persistent defiance of proper authority.

3.3 Repeated interference with a school's ability to provide educational opportunities to other students.

3.4 Repeated or substantial disrespect to or defiance of school staff.

3.5 Possessing, distributing, and/or communicating slanderous or libelous material.

3.6 Behavior which disrupts or is intended to disrupt the educational process.

3.7 Declaration as a habitually disruptive student according to Superintendent Policy 5090.

3.8 Violation of Superintendent Policy 5080 regarding gangs, secret societies or disruptive groups.

3.9 Indecent exposure, lewd behavior, or possession of pornography (print or electronic).

3.10 Rioting, unlawful protests, illegal disruptive demonstrations or other expression that violates the rights of others on any District property.

3.11 Intentionally causing or participating in a bomb threat, false alarm, or other false notice that disrupts the school environment.

3.12 Behavior on or off school property which is detrimental to the welfare or safety of other students or of school personnel, including behavior which creates a threat of physical harm to the student or to other students. This may include behavior which recklessly endangers students, staff or others.

3.13 Throwing objects, unless otherwise part of a supervised activity, which might cause bodily injury or damage property.

3.14 Unsafe operation of a motor vehicle on school property.

3.15 Violation of Superintendent Policy 5110 regarding bullying, harassment, hazing or threats.

3.16 Violation of Superintendent Policies 5110 or 8400 regarding discrimination or harassment, including sexual harassment.

3.17 Violations of Superintendent Policy 5070 regarding violence, fighting, and other aggressive behavior.

3.18 Violation of criminal law which negatively impacts the school or the general safety or welfare of students or staff.

3.19 The commission of an act that if committed by an adult would be robbery according to Colorado statute.

3.20 The commission of an act that if committed by an adult would be assault according to Colorado statute.

3.21 Violations against staff including incidents of assault upon, disorderly conduct toward, harassment of, knowingly making false allegations of child abuse against, or any criminal act directed toward a school employee.

3.22 Violation of Superintendent Policy 5100 regarding dangerous items.

- 3.23 Violation of Superintendent Policy 5100 regarding firearms or dangerous weapons. Expulsion is mandatory for bringing or possessing a firearm at school.
- 3.24 Violation of Superintendent Policy 5050 regarding tobacco.
- 3.25 Violation of Superintendent Policy 5040 regarding controlled substances.
- 3.26 Violation of Superintendent Policy 5650 regarding posting or distributing unauthorized materials on campus.
- 3.27 Gambling or wagering items of value.
- 3.28 Lying or knowingly giving false information verbally or in writing to a staff member.
- 3.29 Scholastic dishonesty, including but not limited to cheating, plagiarism or unauthorized collaboration with another person in preparing academic work.
- 3.30 Stealing, attempting to steal, borrowing or possessing without authorization property from another student, school employee or from the school itself.
- 3.31 Using, making or reproducing another person's signature for deceptive purposes, including counterfeiting documents or currency.
- 3.32 Failure to report a Condition that puts students or staff at risk of imminent harm.
- 3.33 Violation of Superintendent Policy 5060 regarding dress code.
- 3.34 Violation of Superintendent Policy 5030 regarding cell phones or electronic devices.
- 3.35 Violation of Superintendent Policies 5035 and 8200 regarding use of District technology or the internet.
- 3.36 Damaging private property of others.
- 3.37 Willful destruction or defacing of school property.
- 3.38 Failure to comply with Colorado law regarding immunization requirements in violation of Superintendent Policy 5410. Any suspension or expulsion for failure to comply with immunization requirements will not be documented as a disciplinary action but will be documented along with the student's immunization record and an explanation in the student's cumulative file.
- 3.39 Violation of Superintendent Policy 5120 regarding off-campus behavior.
- 3.40 Violation of Superintendent Policies or building regulations not otherwise referenced in this policy.

Exhibit A

Code: 5000

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Student conduct policies are available to all parents and students on the District's website or by request through the administrative office at each school.

Board Policy directs that student discipline methods be clear, timely and consistently applied. Students should receive information about school discipline expectations within the first four weeks of each school year. Students who arrive after the first month of school should receive information individually or in small groups as soon as possible following enrollment.

### **Student Due Process (Supt. Policy 5010)**

Superintendent Policy 5010 is a new policy created to more clearly explain due process rights students have in relation to student discipline matters. The policy identifies factors that the district administrators will consider in determining consequences or interventions for Code of Conduct violations, as well as providing an explanation of violations that will result in referrals to law enforcement. The policy further explains procedures for investigating student discipline matters, including those that may result in suspension, extended suspension or expulsion of a student, including those cases involving students with disabilities. The policy identifies procedures for suspension and expulsion and explains appeal opportunities as well as alternative to suspension or expulsion opportunities that may be available, depending on the circumstances at the time.

### **Student Attendance (Supt. Policy 5020)**

Superintendent Policy 5020 provides specific guidelines regarding student attendance. The policy describes acceptable reasons for absences, makeup work procedures and potential sanctions for poor attendance. Colorado law (22-33-104 C.R.S.) regarding compulsory attendance requires students to attend school from the age of 6 until their 17th birthday. Please be aware that the district partners closely with local juvenile courts to intervene in the cases of students whose poor attendance constitutes “habitual truancy”, defined by Colorado law as having four (4) or more unexcused absences in a month or ten (10) or more unexcused absences during any calendar year period.

### **Student Use of Cell Phone and Other Personal Electronic Devices (Supt. Policy 5030)**

Superintendent Policy 5030 permits the use of electronic devices for personal, recreational, communication or instructional purposes under specific conditions. Violations of this policy may result in disciplinary sanctions up to and including expulsion from school, depending upon the severity of the violation.

In academic settings (classroom, library, labs, etc) electronic devices must be in the “off” or “silent” position at all times and stored out of sight except when utilized, as permitted by the instructor, as assistive technology, or as part of a student’s individual education program as determined by school administration or the teacher. Teachers may impose even further restrictions at their discretion in their class.

In non-academic settings, including at school activities or on school transportation, such devices may be used in “silent mode” provided the use of such device, as determined by the supervising staff member or bus driver, in no way disrupts, poses a safety concern or otherwise violates Superintendent Policy 5000, Student Code of Conduct.

Electronic devices may not be used in a manner which is potentially unsafe, illegal or otherwise might violate the Student Code of Conduct. Prohibited uses include but are not limited to creating video or audio recordings, or taking or sending photographs of students or staff without permission of the student(s) or staff member(s). Such devices may not be used for academic dishonesty or cheating. Such devices may not be used in any manner that disrupts the academic environment, or otherwise disrupts school activities or functions. Students may not depart a class to activate or operate such devices.

The typical progression of consequences for violations as described in the policy includes:

1st offense. The device should be confiscated and the parent should be notified. The device may be released to the student after the student reviews and signs the policy.

2nd offense. The device should be confiscated and the parent should be notified. The device may be released only to the parent after the parent reviews and signs the policy.

3rd or more offenses. Such offenses are considered disruptive behavior and should result in a minimum of one day of suspension to be served in or out of school at the discretion of administration. Subsequent violations may result in increasing suspensions of up to three (3) days.

Under all circumstances students shall be personally and solely responsible for the security of their cell phones and personal electronic devices. Adams 12 Five Star Schools shall not assume responsibility for theft, loss, or damage of any such device and will not be responsible for investigation of such incidents.

If unique circumstances exist warranting the need for a student to use a cell phone or personal electronic device, on a temporary basis, outside the guidelines of Superintendent Policy 5030, such requests should be submitted to the Principal in writing. The Principal’s decision regarding such requests will be final.

### **Student Use of Computers, the Internet and Electronic Communications (Supt. Policy 5035)**

Superintendent Policy 5035 establishes guidelines for allowable use of the internet and other electronic media by students at school or on school equipment. Students are expected to take responsibility for their own use of District computers and computer systems, and should understand that the District may monitor, inspect, copy or review all computer use or access to computer systems including electronic mail, messages or other documents generated from District computers. Students should also understand that they may lose the privilege of accessing the internet or using District computer systems for violating appropriate use expectations. Violations of computer use expectations may also result in disciplinary sanctions from school including suspension or expulsion for extreme or repeat violations, and may be referred for legal action as warranted

Examples of prohibited types of electronic information includes but is not limited to accessing, creating or passing information that promotes violence, is pornographic or profane, is intended to bully or harass, or is used to cheat. The policy further prohibits a range of security-related violations including attempts to gain unauthorized entry into networks or to change district data records. The policy also addresses allowable student-generated content on school websites.

### **Student Drug, Alcohol and Controlled Substance Offenses (Supt. Policy 5040)**

School districts are required by law to adopt policies regarding use, possession and/or sale of drugs or other controlled substances in school, on school grounds, in school vehicles at school activities or while waiting to board or depart the bus.

Students may not knowingly use, be under the influence of, possess, bring, sell, solicit the sale of, transfer, distribute or supply a drug, controlled substance or drug paraphernalia.

Controlled substances include but are not limited to narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids.

Schools and law enforcement officials are trained and have the equipment to administer field sobriety tests. If a parent(s) disagrees with the determination of school or law enforcement officials that the student is under the influence of a controlled substance, the parent may seek an assessment that indicates toxicity levels within 24 hours of the incident at their own expense by a provider approved by the District. Self-admission by the student suspected of being under the influence of a controlled substance without a valid prescription constitutes sufficient evidence to proceed with disciplinary action.

Students are subject to disciplinary action up to and including suspension and expulsion for any single policy violation. Alternatives to suspension and expulsion may be offered by the school as appropriate depending on the circumstances of the violation. School officials are instructed to notify law enforcement regarding suspected violations of this policy and to cooperate with any investigation that may result.

### **Student Tobacco Possession and Use (Supt. Policy 5050)**

Superintendent Policy 5050 prohibits the use of all form of tobacco products on school property for students under 18 years of age, and prohibits possession of all tobacco products for students 17 or younger. Sanctions for violation of the policy increase in severity for repeat violations and may result in extended suspensions in extreme cases as identified in the policy. Tobacco products are defined as any form of tobacco that may be ingested by chewing, smoking or other means. Tobacco paraphernalia such as “hookahs” or electronic cigarettes are also prohibited.

Students who are trying to overcome tobacco addiction are encouraged to visit with their school counselor about resources that may be available to help them stop using tobacco.

### **Student Dress Code (Supt. Policy 5060)**

In order to promote a safe environment that focuses on education and minimizes distractions students are expected to abide by the following general guidelines as identified in Superintendent Policy 5060.

1. Shirts must be fitted and long enough to naturally touch the top of the lower garment and/or be tucked in;
2. shirts must cover the shoulders;
3. all attire should be sized to fit without exposing undergarments, buttocks, stomachs or cleavage;
4. shorts and skirts must be fingertip length when arms are resting at sides;
5. shoes/sandals must be worn at all times.

The following items or clothing are specifically prohibited:

1. Spaghetti straps and halter tops;
2. transparent/mesh clothing;
3. garments, make-up or hair worn in a manner that makes a student’s face unidentifiable;
4. exposed undergarments;
5. pajamas and house slippers;
6. shirts with revealing necklines or armholes;
7. shirts hanging longer than the fingertips when arms are fully extended;
8. hats, caps and sunglasses (prohibited indoors);
9. gloves (prohibited indoors);
10. hairnets, bandanas, and doo-rags;
11. caps, athletic headbands and armbands (prohibited indoors except when the wearer is participating in a sporting event);
12. clothing or accessories that promote drugs, alcohol or tobacco either by brand or message;
13. clothing or accessories with sexually suggestive language or messages;
14. clothing or accessories that have pictures of guns or other weapons, promote violence, criminal activity, intimidation or intolerance of others (based on religion, ethnicity, gender or lifestyle);
15. clothing or accessories that could readily be used as a weapon or might otherwise injure the wearer, including items with spikes or loose hanging chains;
16. attire, accessories or manners of grooming indicative of affiliation with a gang, secret society or disruptive group as defined in Superintendent’s Policy 5080. This includes, but is not limited to clothing, gang-related colors or numbers, bandanas, make-up, hats, emblems, trademarks, badges, insignia, logos, belt buckles, colored shoe strings, and jewelry;
17. trench coats and other like jackets capable of concealing weapons;
18. clothing or accessories affiliated with Insane Clown Posse, including all items related to the band’s record label “Psychopathic Records” and other groups it sponsors in addition to Insane Clown Posse, including but not limited to Twiztid, Blaze, Boondox, Psychopathic Rydaz and Dark Lotus; and
19. hair restraints, gloves, goggles, or other protective attire unless determined by staff to be necessary for safe participation in vocational programs.

Dress guidelines for special events or school-sponsored purposes, including but not limited to dances, extra-curricular activities, and fundraisers shall be at the discretion of school administration based upon the nature of the particular event. Students may avoid the risk of being asked to leave or change clothing at an event by having attire approved in advance by an administrator.

All middle and high school students are required to wear an unaltered visible school issued photo identification card (ID) on a school issued lanyard on their outermost garment above the waist during school hours, or at such times, locations, and activities specifically identified by the building principal.

Uniforms may be required with Superintendent approval.

Students who violate or are suspected to be in violation of this policy shall be referred to school administration for investigation. Sanctions up to a five (5) day suspension may be imposed for any single violation of this policy.

Except when other contributing policy violations or safety concerns exist, the typical progression of intervention for dress code violations is:

1st Offense – warning and education about the policy and the student being provided an opportunity to correct the violation.

2nd Offense – sanctions up to one (1) day out-of-school suspension and requirement that parent and student review and sign a statement indicating their understanding of the “Student Dress Code” policy.

3rd Offense – sanctions up to three (3) days out-of-school suspension and required parent meeting as a condition of re-entry for the purpose of reviewing the “Student Dress Code” policy and discussing the consequences of future violations.

4th or Subsequent Offenses – sanctions up to a five (5)-day out-of-school suspension for each repeat violation.

Additional factors as identified in Policy 5010 may also be considered in determining appropriate sanctions and interventions.

The Superintendent authorizes the Executive Directors of Schools to grant WRITTEN waivers to this policy as appropriate.

### **Violence, Fights and Aggressive Behavior (Supt. Policy 5070)**

Superintendent Policy 5070 prohibits fights or other violent or aggressive behavior. Fights are defined as making offensive contact with another person. Attempts to make unwanted physical contact are also considered an offense for purposes of this policy. To avoid fights or aggressive interactions students are responsible to make all possible efforts to avoid the conflict and to seek the help of a staff member.

Policy 5070 further prohibits encouraging fights, videotaping or electronically sharing images of school-related fights, or helping arrange fights. Fighting offenses may result in consequences up to expulsion from school.

### **Gangs, Secret Societies and Disruptive Groups (Supt. Policy 5080)**

School districts are required by Colorado law to adopt policies regarding gang-related activities in school. Superintendent Policy 5080 defines a gang, secret society or disruptive group as a group of three or more individuals, whether formal or informal, sharing a common name, interest, bond, confederation, alliance, initiation practice, network, conspiracy, or activity characterized by criminal or delinquent conduct, whose members individually or collectively engage in or have engaged in a pattern of such activity. Wearing, displaying or possessing items that signify identification with disruptive groups is prohibited on school campuses, at all school-sponsored activities, on all school transportation, and at all school bus stops. Any evidence reasonably demonstrating the existence of or membership in any disruptive group shall be admissible in any disciplinary action or proceeding brought by the District.

Examples of prohibited items, behaviors or actions which may be indicative of gang, secret society or disruptive group affiliation include but are not limited to:

1. Colors / Numbers – A common color or number used to represent affiliation with the disruptive group. Colors and numbers may be represented through, but not limited to, clothing, bandanas, nail polish, sports logos/apparel, make-up, or other items that display a “color” or number on a person or possession.
2. Signs – Verbal or Physical – Statements, gestures, signals, or signs flashed by individuals either to members of their own disruptive group as communication or identification, or intended as taunts or challenges to others.
3. Graffiti – A drawing, symbol, phrase, cryptic writing, code, icon, logo, or written word used to express opinions, membership in a disruptive group or gang, about other groups or gangs, or direct challenges to others.
4. Apparel / Jewelry – Hats, bandanas, emblems, trademarks, badges, insignias, logos, belts, belt buckles, colored shoe strings, jewelry or other clothing that identify the individual with the disruptive group and/or that carries meaning for the disruptive group.
5. Manner of Grooming – Tattoos, hairstyles, and other unifying marks (i.e. manner of shaving, piercings) indicative of affiliation with or that carries meaning for a disruptive group.
6. Recruitment – Action to knowingly solicit, to invite, recruit, encourage, coerce, or otherwise cause another to actively participate in or become a member of a disruptive group. Furthermore, recruitment also includes the use of force, threat, or intimidation directed at any person, or by the infliction of bodily injury upon any person, thereby preventing the individual from leaving a disruptive group.

Action up to and including expulsion from school may be considered for any single violation of this policy depending upon the nature of the offense, the severity of the situation, and the student’s discipline history. Unless the student has a prior discipline

history, or unless other policy violations or safety concerns exist, the typical progression of consequences for violations of this policy are:

1st Offense – warning and education about the policy, school based sanctions including suspension up to three (3) days out of school, and a requirement that student and parent review and sign a statement indicating their understanding of this policy.

2nd Offense – up to five (5) days out-of-school suspension and a required parent meeting as a condition of re-entry for the purpose of reviewing this policy and the consequences of future violations.

3rd or Subsequent Offenses – up to a five (5) day out-of-school suspension and potential expulsion from school.

All violations of this policy which involve violence, threats of violence, or an immediate risk to the safety of students or staff shall result in suspension out-of-school for a minimum of three (3) days.

### **Student Habitually Disruptive Behavior (Supt. Policy 5090)**

A student may be declared to be habitually disruptive after a series of suspensions and interventions, and may be expelled for habitually disruptive behavior as explained in Superintendent Policy 5090. A habitually disruptive student is defined as a student who has been suspended out of school a minimum of three (3) times during the school year for behavior that caused a material and substantial disruption at school, on school property including transportation, or at school events.

A remedial discipline plan in the form of a contract between school administration, the student and parents should be developed and monitored when students have been suspended and may be at risk of future violations that would result in a habitually disruptive designation. Remedial discipline plans may be implemented for potential habitually disruptive students without parent or student consent in the event that either should refuse to participate in the planning and intervention process.

### **Student Weapons in School (Supt. Policy 5100)**

Consistent with the district's obligation to provide a safe and secure environment, Superintendent Policy 5100, Student Weapons in School, prohibits students being in possession of any dangerous weapon or dangerous item at school, during school activities, or on any district property.

Knives or other instruments with sharpened blades or edges that might easily be used as a weapon are not permitted at school, regardless of the length of the blade. Exceptions include scissors and other sharpened instruments commonly used during supervised educational activities. Possession of a firearm on any Adams 12 property mandates expulsion from the district for the first offense. Other weapons violations are subject to sanctions and interventions as described in the policy depending on circumstances at the time.

In addition, Superintendent Policy 8700, Weapons, specifically makes it a violation for any pupil, staff member, volunteer, or visitor to possess a firearm, explosive device, knife with a blade longer than three (3) inches, or other dangerous weapon when in a district facility; on district grounds; at any or district activity, regardless of location; or on any district vehicle. This restriction does not apply to School Resource Officers or other law enforcement officers who are legally required to carry a weapon to perform their job. Any other request for an exception from this restriction should be communicated in writing to the Superintendent.

### **Bullying, Harassment or Threats (Supt. Policy 5110)**

Superintendent Policy 5110 addresses the negative impact that bullying has on student health, welfare and safety and on the learning environment. Bullying, as defined by state law, is any written or verbal expression, or physical act or gesture, or a pattern thereof, intended to cause distress upon one or more students.

Bullying based upon a student's race, gender, religion or creed, national origin, sexual orientation, or disability may actually constitute harassment. Harassment is specifically prohibited by Superintendent Policy 8400 (Nondiscrimination/Harassment), a summary of which may be found elsewhere in this book.

All administrators, teachers, classified staff, parents and students shall take all reasonable steps to prevent and / or address bullying.

1. Students who have been bullied should report the situation to an administrator or teacher.
2. Students who witness bullying should report it to a staff member.
3. School staff who witness bullying should take action to stop the bullying and to report the situation for appropriate administrative intervention.
4. School administrators should promptly investigate and respond to bullying reports.

Students who bully others will be subject to disciplinary action as described in Superintendent Policy 5000, Student Code of Conduct. In addition to discipline sanctions, schools may implement intervention strategies as appropriate.

### **Off-Campus Behavior (Supt. Policy 5120)**

Behavior which takes place on or off campus may result in discipline sanctions up to and including expulsion from school when such behavior was or is likely to be detrimental to the welfare or safety of other students or of school personnel, including behavior that creates a threat of physical harm to the student or other students. Such misconduct may include, but is not limited to, any of the behavior violations identified in Superintendent Policy 5000, Student Code of Conduct.

In determining whether off-campus misconduct is or is likely to be detrimental to the welfare or safety of students or school personnel, the administrator shall consider, among other relevant factors: the extent to which other District students were involved in or present during the off-campus misconduct; the proximity to school and the school day; and the known or predicted negative impact or effect the misconduct had or is likely to have on the school environment. The existence of criminal charges and/or a criminal

adjudication in relation to off-campus behavior may also be considered in determining whether the misconduct warrants school sanctions.

### **Search and Seizure (Supt. Policy 5130)**

Superintendent Policy 5130 authorizes district officials to conduct a search when on school grounds, in a vehicle owned, leased or otherwise used by the district or school, or at a school activity, when there is a reasonable suspicion that the search will result in the discovery of "contraband," which includes all substances or materials prohibited by district/school policy or state law including, but not limited to, drugs, drug paraphernalia, alcoholic beverages, guns, knives, weapons, incendiary devices, and dangerous items.

Under conditions specified in policy, automobiles parked on or being operated on school property or at a school activity may also be subject to search by school officials.

When possible, an involved student shall be informed of the reason for a search, and the official conducting the search shall attempt to secure the student's consent to the search. The scope of a search must be no more intrusive than is reasonably necessary under the circumstances.

Inappropriate items found during the course of a search may be seized and at the discretion of school administration such items may be returned to the parent or guardian of the student from whom the items were seized; offered as evidence in any suspension or expulsion proceeding if they are tagged for identification at the time seized; turned over to law enforcement officers; or destroyed.

Many district secondary schools utilize random canine searches from time to time to deter students from bringing contraband on district property. Such searches involve trained dogs and their handlers scanning property or general areas, but never individuals. Should a dog alert its handler to the possible presence of contraband, the handler would notify school officials. A canine alert constitutes reasonable suspicion for school officials to conduct a search following the procedures established in Superintendent Policy 5130.

### **Corporal Punishment (Supt. Policy 5140)**

Superintendent Policy 5140 prohibits the use of corporal punishment by any staff member. Corporal punishment is defined as spanking or physically handling a student in any way to purposefully inflict punishment. Permission to administer corporal punishment shall not be sought nor accepted from any parent, guardian, or school official.

### **Physical Restraint/Seclusion (Supt. Policy 5150)**

Superintendent Policy 5150 permits district personnel, acting within the scope of employment, to use and apply restraint or force as is reasonable and necessary to restrain or prevent a student from threatening physical injury to self or others; to obtain possession of weapons or other dangerous objects; for the purpose of self-defense; for the protection of persons or student safety.

Law enforcement will act according to their agency guidelines regarding restraint or force when safety is at issue.

## **COMMONLY REQUESTED INFORMATION**

### **Appeals or Grievances**

Students or parents who wish to appeal a decision or discuss a grievance are asked to respectfully address the matter directly to the staff member who made the decision prior to seeking assistance from the staff member's supervisor, the principal or from District staff. Questions regarding grades, credits, attendance records or student discipline are best addressed at the building level.

Board policy 2.1 provides the right to be heard by the Board when internal hearing procedures have been exhausted and the person alleges that Board policy has been violated to his or her detriment. The policy forbids retaliation against anyone who appeals a decision or files a grievance in a non-disruptive manner.

### **Consolidated Billing**

Starting in July 2013, Adams 12 Five Star Schools will generate a monthly consolidated bill to be sent to District families. In the past, families received one bill per student. The consolidated bill will list all of the students in the household on the same bill. The bill will be e-mailed on the 20<sup>th</sup> of each month. Bills will be mailed out in October and March of each year. For more information see [www.adams12.org/consolidated\\_billing](http://www.adams12.org/consolidated_billing).

### **Identification (I.D.) Badges (Supt. Policy 5060)**

All middle and high school students are required to wear a photo identification badge on lanyards approved by the school. Each school has campus-based policies to address replacement of lost ID's and lanyards, as well as issues of non-compliance with the policy. Repeat violators of a schools' ID policy may be subject to discipline sanctions including suspension out of school.

### **Law Enforcement**

Adams 12 Five Star Schools works cooperatively with law enforcement agencies throughout the north Denver metropolitan area. All district secondary schools with the exception of charter or alternative schools have a law enforcement officer known as "School Resource Officer" (SRO) stationed on campus. These officers are also available to assist at elementary schools when the need arises. Law enforcement should be notified by administrators in school related situations that involve suspected criminal violations or any time school safety may be at risk. Law enforcement officers will act consistent with their agency's guidelines in responding to referrals or otherwise becoming involved in school matters.



### **Parking and Driving on District Property**

Parents and students who drive or park on campus are expected operate their vehicle in a safe manner complying with all signs and parking only in appropriately designated areas. Failure to follow parking and driving guidelines may result in warnings, vehicles being towed, referrals to law enforcement or loss of the privilege of driving on campus. Students may also face discipline sanctions for driving violations on campus that jeopardize the safety of others. Information about parking fees and regulations for high school students is provided in each high school's handbook.

### **Post-Secondary Planning and Enrollment Options (Supt. Policy 6285)**

Students in 9<sup>th</sup> through 12<sup>th</sup> grade may be eligible to enroll for coursework in a state institution of higher education, with costs reimbursed by the District, provided specific eligibility and academic criteria are satisfied. Parents and students interested in more information about post-secondary enrollment options are encouraged to review participation guidelines described in Superintendent Policy 6285 or to request information in the counseling offices.

### **Services for Students with Disabilities**

Students with disabilities are afforded certain rights including those described in the following notifications regarding "Section 504" and Special Education. Parents or guardians who believe their child may have a disability requiring special accommodations or support services may contact the administrative office of their child's school for more information about assessment and eligibility for such services.

Section 504 of the 1973 Rehabilitation Act is a nondiscrimination statute barring discrimination on the basis of one's disability. It is the policy of Adams 12 Five Star Schools not to discriminate on the basis of disability in its educational programs, activities or employment policies as required by the Act. The Act requires Adams 12 Five Star Schools to locate, evaluate and determine if the student is a qualified individual requiring accommodation necessary to provide access to educational programs. Parents are entitled to have the opportunity to review relevant educational records under the Family Education Rights and Privacy Act (FERPA). Parents or guardians disagreeing with the decisions reached by school personnel for accommodations necessary for access to educational programming and/or facilities may request a hearing before an impartial hearing officer by notifying the school principal.

The Individuals with Disabilities Education Improvement Act of 2004 guarantees basic rights and provides the framework for special education services. Every student between the ages of 3 and 21 with a disability is assured a public education at no cost to the parent. The public education is to be appropriate to the needs of the student. In addition, students with disabilities must be educated in the least restrictive environment.

### **Student Pickup**

As part of our continuing effort to ensure the safety of all students, students will only be released to parent(s)/legal guardian(s) prior to the end of the school day. If your child will be checked out before the end of the day by someone other than a parent/legal guardian you must contact the school office prior to the child being released. If we have not heard from you in advance we will attempt to contact you. If we are unable to contact you, the child will not be released and will remain at school until the end of the day. Parents may consent in writing to allow other individuals to pick up their child prior to the end of the school day without first obtaining permission from a parent/legal guardian. If you would like to authorize other people to pick-up your child(ren) (this includes step-parents) please request a *Student Pick-Up Authorization* form from your child's school and return it to the school. This authorization remains in effect until revoked by the parent/legal guardian.

### **Students' Right to Expression (Supt. Policies 5650, 5670, 6260)**

Superintendent Policies 5650 and 5670 acknowledge students' right to dissent peacefully, including the right of legal protest through proper channels, provided such dissent does not interfere with the educational process or result in harm to persons or property. Policy 6260 describes guidelines by which students may exercise expression in school-sponsored publications. Students should be aware of their rights and responsibilities according to the guidelines established in each policy.

### **Teacher Qualification Information**

Federal law allows parents to request information regarding the professional qualifications of their student's classroom teacher, including whether the teacher is teaching under emergency licensing, the area of study in which the teacher majored in college and degrees and endorsements that the teacher has achieved. Parents may also request information regarding the qualifications of any paraprofessional staff member providing service to their child. Parents who would like to request this information should contact the administration of their child's school.

### **Translation Services**

Schools are responsible for arranging translation services for discipline actions, teacher conferences, back to school or open house events, non-emergency medical information, student attendance, or academic performance concerns. Please contact the school administration office if you have any questions regarding translation services. Translation assistance is also available upon request for deaf or hearing impaired students or families.

### **Transportation (Supt. Policy 3600)**

Bus service will be available for elementary students that live more than one and one-quarter miles from school, middle school students who live more than two miles from school, and high school students that live more than two and one half miles from school. Students who ride buses may be expected to walk up to the same distance as walk in students as described above to the nearest bus stop. Students are encouraged to arrive at the bus stop at least five minutes before the scheduled pickup time.

Students who ride the bus to or from school are required to have a bus pass card at all times. There is no charge for the initial bus pass card. There is a \$5.00 fee for replacement of lost cards is \$5.00.

Students who ride the bus one or more times within a month will be assessed a \$15.00 monthly fee, with a \$30.00 per month maximum per household. The maximum fee per household per school year is \$300. The fees will be assessed to the youngest active student in the family even if he/she does not ride a bus. Students eligible for transportation as a related service within their Individual Education Plan will have their fees waived. Fees will also be waived for students who qualify for free or reduced price meal plans, participate in Title I school choice, or who are homeless. Information about payment options is available at [www.adams12.org/en/transportation](http://www.adams12.org/en/transportation) or by calling the Transportation Office at 720-972-4300.

District bus drivers are well trained in working with students toward providing a positive riding atmosphere. Passengers are expected to show respect for others including fellow passengers, drivers, sponsors, motorists, residents and property owners. A point infraction system is utilized to document and intervene in response to behavior issues. Students may temporarily or permanently lose the privilege of riding the bus for extreme or reoccurring behavior infractions. Discipline consequences including suspension or expulsion from school may also be warranted depending on the severity and nature of the situation. The transportation point infraction system can be found on the district website and in Superintendent Policy 3600, Student Transportation. For more information on school transportation call 720-972-4300.

### **Video and Audio Monitoring (Supt. Policy 3520)**

Superintendent Policy 3520, Video and Audio Monitoring, allows video surveillance to be utilized in schools, on school property, and on transportation provided by the district. Many cameras are equipped with audio recording capabilities as well. Such monitoring may assist in deterring misbehavior and may provide evidence to be presented in student discipline hearings, court proceedings, and similar venues. Recordings may be used in student discipline investigations and as evidence in school discipline matters including suspension or expulsion cases. Recordings may also be used to prosecute crimes against property, students or staff. Recordings will be made available as appropriate to school administration and law enforcement, or as otherwise may be required for disclosure by subpoena.

Students will not be notified when a recording device has been installed or is being utilized in a specific vehicle or building. Students should proceed with the assumption that their conduct and comments in public places (e.g., school hallways, buses, athletic facilities, etc.) may be recorded by video and audio devices.

### **Visitors to Schools (Supt. Policy 1200)**

Parents and visitors are welcome in district schools or facilities. For the safety of students, staff and visitors, Superintendent Policy 1200, Visitors to Schools, provides guidelines regarding school visits. Visitors should report to the school office or building reception area and follow all check-in procedures upon arrival. Building visit procedures typically include presenting identification, signing a visitor log, wearing a visitor identification card, and / or being accompanied by a staff member. In some schools scanning software exists to verify that there are no individual criminal concerns that might jeopardize school safety. Classroom visits by parents or guardians should be requested and approved by the principal prior to the visit to avoid disruption of the learning environment.

Visitors who fail to abide by district and school guidelines for visitors may be requested to leave school property and may be subject to future restrictions regarding school visits as explained in Superintendent Policy 1210, Public Conduct on School Property. Law enforcement or district security staff may also be contacted.

## **STUDENT HEALTH INFORMATION**

### **Allergies, Immunizations and Medications at School**

#### **Administration of Medications at School (Supt. Policy 5420)**

Generally children do not need to take medication during the school day. However, when your doctor prescribes a prescription or over-the-counter medication that must be taken at school, Superintendent Policy 5420 identifies the steps which must be followed:

1. All medication given at school must have a medication request form signed by both a parent/guardian and a physician. It must provide information stating the name of the medication, the dosage, when the medication needs to be taken and why the medication is being given. These medication request forms are available at school. This policy applies to prescription medication and all over-the-counter medications such as Tylenol, cough syrups, eye drops, ointments, etc. Cough drops are not considered medication under this policy, and therefore, parent and physician authorization is not required for a student to have them at school.
2. Medication must be provided by the parent in a pharmacy labeled bottle prescribed for the student or in the original over-the-counter container.

3. All medication is kept in a locked area in the school health office. Students are typically not allowed to keep medication with them (in their lunch box, backpacks, etc.).
  - a. Students may carry certain medications when a physician specifically authorizes this in writing. Those medications may include (1) inhalers necessary to control asthma or other respiratory conditions; and (2) other medications for serious health conditions which may require immediate intervention. See your school's District RN to review and sign Self-carry contract on an annual basis.
4. The health aide or other designated staff will administer prescribed medication according to parent/physician instructions. All medication administered at school is recorded on the student's medication record and initialed by the staff person administering the medication.
5. All unused medication not picked up will be discarded by a registered nurse at the end of the school year.
6. To save time and repeat doctor visits, please have your physician complete or fax a written permission for the school at the time he/she prescribes any medication that may be administered at school. If necessary, two containers (one for school and one for home) can be requested at your pharmacy.