

**Longmont High School  
Tradition, Pride, and Excellence  
2017-2018  
Home of the Trojans**

**Welcome to the 2017-2018 school year.**

This is your school community; please join us in working toward quality education for all of our students. Longmont High School is a learning community committed to guiding students in becoming productive, empowered and involved citizens in a changing world.

**Daily Bell Schedule**

Block 1/5 7:45 a.m.- 9:15 a.m.  
Break 9:15 a.m.- 9:25 a.m.  
Block 2/6 9:25 a.m.- 10:55 a.m.  
Break 10:55 a.m.- 11:05 a.m.  
Block 3/7 11:05 a.m.- 12:35 p.m.  
Lunch 12:35 p.m.- 1:15 p.m.  
Block 4/8 1:15 p.m.- 2:45 p.m.

**Assembly/ Advisement Bell Schedule**

Block 1/5 7:45 a.m.- 9:05 a.m.  
Break 9:05 a.m.- 9:15 a.m.  
Block 2/6 9:15 a.m.-10:35 a.m.  
Assembly 10:35 a.m.- 11:05 a.m.  
Break 11:05 a.m.-11:15 a.m.  
Block 3/7 11:15 a.m.-12:35 p.m.  
Lunch 12:35 p.m.-1:15 p.m.  
Block 4/8 1:15 p.m. - 2:45 p.m.

**PLC Bell Schedule**

7:45 a.m. – 10:15 a.m. Staff PLC  
Block 1/5 10: 15 a.m. -11:10 a.m.  
Break 11: 10 a.m. -11:20 a.m.  
Block 2/6 11: 20 a.m. -12:15 p.m.  
Lunch 12: 15 p.m. –12:55 p.m.  
Block 3/7 12:55 p.m. - 1:50 p.m.  
Break 1:50 p.m. - 2:00 p.m.  
Block 4/8 2:00 p.m. - 2:45 p.m.

(Professional Learning Community)

(Scheduled PLC Dates: 9/6/17, 10/4/17, 11/1/17, 12/6/17, 2/7/18, 3/7/18, 4/4/18, 5/2/18)

(Scheduled Parent/Teacher Conference time and dates: 3:15 p.m.-7:15 p.m. on 10/11/17, 10/19/17, 2/15/18, 2/21/18)

**Main Phone Line...303-776-6014  
Attendance Line.....303-682-7385  
Counseling.....720-494-3907  
Safe to Tell.....1-877-542-SAFE  
Boulder County Crime Stoppers...303-651-8585**

[lhs.svvsd.org](http://lhs.svvsd.org)

Mr. Rick Olsen, Principal  
Ms. Deanna Dykstra, Assistant Principal  
Mrs. Andrea McBreen, Assistant Principal  
Mr. Jeff McMurry, Assistant Principal  
Mr. Pete Scheck, Athletic Director/Assistant Principal

**MESSAGE TO PARENTS:**

The administration, counselors, and teachers at Longmont High School feel that open communication between parents and school personnel is a high priority. If problems or questions arise during the year, parents are encouraged to contact school personnel by calling 303-776-6014. Any administrator, counselor, teacher, or staff member whom you call will assist you or refer you to the school personnel who can best provide support. You can also contact school staff through email using last name\_first name@svvsd.org

**MESSAGE TO STUDENTS:**

Longmont High School is your school. Keeping LHS a safe and secure environment in which students can learn and teachers can teach is the highest priority of the school's administration. This priority governs the rules, regulations, and expectations that have been established at LHS. Students who notice anything

suspicious, dangerous or a safety hazard to the school should notify any administrator, campus security, counselor, or teacher immediately.

**SAFETY MESSAGE FOR ANYONE ENTERING LHS:**

In order to maintain a safe and productive academic atmosphere, only those people who are part of the daily school population belong on the school campus. This group of people is limited to the LHS faculty, staff, and registered LHS students. Any person entering Longmont High School will need to provide an ID and share the purpose of entering the building. Each visitor will be required to check into the main office, sign in/out, wear a visitor tag and wait to be escorted to the requested area. Each student is required to have a student ID to be allowed into Longmont High School. Student ID's must be carried by students at all times.

- Parents and community members are encouraged and welcome to visit LHS and its classrooms, but must make arrangements with administration 24 hours prior to visit. All visitors must check in at the main office upon arriving at the school and receive a visitor's badge.
- Student visitors are not permitted.
- Any person found on campus that is not on official school business and/or has not checked in at the main office may be considered guilty of trespassing and may be prosecuted.

**CURRICULUM**

The Longmont High School curriculum is outlined in the 2017-2018 Course Offerings Book. A four-year plan is recommended for all students, and should be updated yearly with input from student, parents, teachers, and counselors.

**Graduation and CCHE Requirements: (Credits to be earned in Grades 9-12)  
CCHE-Colorado Commission on Higher Education Admission Requirements**

<a href="#"><u>St. Vrain Valley School District Graduation Requirements</u></a>			<b>Colorado Commission on Higher Education</b>	
<b>Total Credits</b>	<b>24.5 credits</b>	See below for class of 2021 and beyond		
Language Arts	4.0 credits		English	4.0 credits
Math	3.0 credits		Math (Algebra 1 or Higher level)	4.0 credits
Science	3.0 credits		Natural Science	3.0 credits
Social Studies	3.0 credits		Social Studies	3.0 credits
<b>Core Electives</b> Physical Ed-2.0 credits Practical Arts-.5 credits Fine Arts- .5 credits Health-.5 credits	8.0 credits total		World Language (must be in the same language)	3.0 credits in some programs of study <b>or</b> 2.0 credits
			*Academic Electives	2.0 credits

\*Academic Electives: High School of Business, Computer Science, Music, Journalism or Drama. Also acceptable are Honors, Advanced Placement (AP).

*Minimum of 10 of the 24.5 credits must be earned during the junior and senior year.*

## ***New Graduation Requirements Beginning with the Class of 2021***

*We are very proud of our students' outstanding accomplishments as they continue to achieve excellence through their hard work, creativity and innovation. In addition to mastery of robust academic skills and knowledge, students must also be well-rounded citizens who embody teamwork, leadership and character. New Graduation Requirements will be comprised of three components:*

### **Credits and Coursework**

*Graduates will need to complete a total of 24.5 credits in grades 9-12 to graduate. Credits must include:*

- *English (4)*
- *Social Studies (3)*
- *\*Financial Literacy (0.5)*
- *Mathematics (3)*
  - *Science (3)*
- *Physical Education (2)*
- *Practical Arts (0.5)*
  - *Fine Arts (0.5)*
  - *Health (0.5)*
- *\*General Electives (7.5)*

*\* indicates a change in credit requirements*

### **Individual Career and Academic Plan (ICAP)**

*Graduates will develop and successfully complete an Individual Career and Academic Plan (ICAP) that includes postsecondary college and career interests and goals. The following indicators will assist graduates in exploring successful completion of their ICAP:*

- *Self-Awareness*
- *Career Awareness*
- *Postsecondary Aspirations*
- *Postsecondary Options*
- *Environmental Expectations*
  - *Academic Planning*
  - *Employability Skills*
  - *Financial Literacy*

### **Demonstration of College and Career Readiness**

*Graduates will demonstrate college and career readiness in both English and Math based on at least one measure listed on the menu of available options.*

## **Advanced Placement/Honors Courses**

The best route to post-secondary success through Longmont High School is Advanced Placement (AP) and CU Succeed courses. Students can earn placement at colleges and universities and have great success. Most U.S. colleges and universities have an AP policy granting incoming students credit, placement, or both, for qualifying AP Examination grades. With CU Succeed, students can also earn CU Denver credit.

### **LHS Advanced Placement and CU Succeed Courses**

**English:** AP English Language & Composition, AP English Literature & Composition/CU Succeed, AP Research, AP Seminar

**Social Studies:** AP Micro/Macro Economics, AP Government and Politics: Comparative, AP European History, AP Government and Politics: United States, AP United States History, AP Psychology/CU Succeed

**Mathematics:** AP Calculus AB/CU Succeed, AP Calculus BC/CU Succeed, AP Computer Science, AP Statistics

**Science:** AP Biology/CU Succeed, AP Chemistry/CU Succeed, AP Environmental Science/CU Succeed, AP Physics B/CU Succeed

**Visual Arts:** AP Studio Art

**World Languages:** AP Spanish

**Music:** AP Music Theory

### **AP Diploma/Stole**

Longmont High School's AP Diploma Program is designed to provide a rigorous academic program. In order to remain in the program and be eligible for special recognition at graduation, the following requirements must be met:

- Complete a minimum of five full-year AP courses (five credits) or a combination of full-year courses and semester courses totaling five credits.
- Credits must come from a minimum of four of the seven subject areas offered at LHS.
- Earn a minimum of a B in each course taken..
- Students must take the AP test in each AP course that counts toward a subject area requirement.
- Students are required to submit an application to verify successful completion of requirements.

**AP Scholar with Distinction:** Students with at least 3.5 on all AP Exams taken, and grades of 3 or higher on at least five full-year AP exams.

**AP Scholar with Honor:** Students with at least 3.25 on all AP Exams taken, and grades of 3 or higher on four or more of these exams.

**AP Scholar:** Students with grades of 3 or higher on at least three full-year AP exams or the equivalent.

### **CU Succeed Program**

Longmont High School students can earn CU Denver credits using the CU Succeed Gold Program. Students may choose to take one or more of these courses and receive both high school credit through the AP program and college credit from CU Denver through the CU Succeed Gold Program. CU Denver credit is posted on an actual college transcript that students can transfer to colleges and universities all over the world. Currently, twelve of our AP courses along with Honors Pre-Calculus/Trigonometry and Principles of Business (HSoB program) are a part of the CU Succeed Gold Program.

### **CU Course College Credits LHS Students Can Earn**

AP Biology 8 credits

AP Calculus BC 4 credits

AP English Literature and Composition 6 credits

AP Physics 1 & 2 10 credits

AP Calculus AB 4 credits

AP Chemistry 9 credits

AP Environmental Science 4 credits

AP Psychology 6 credits

Longmont High School participates in the College Board's National Advanced Placement (AP) program. Many Advanced Placement courses are offered, and upon completion of an AP course, a student may choose to take the AP Examination in May. A student's score on the examination may grant credit and/or placement in a

higher-level course upon entry in a college/university. The cost of the examination is the student's responsibility. Some scholarships, based on need, are available.



The Medical and BioScience Academy at Longmont High (MBSA) is designed for students interested in careers or post-secondary education rooted in health sciences. According to U.S. Department of Labor projections, the health sciences field, including biotechnology, medical studies, and other related fields, is projected to experience the greatest growth in the next 10-20 years. The Medical and BioScience Academy at Longmont High offers rigorous college-preparatory curricula and instruction that prepare students for admission to competitive postsecondary educational programs in medicine, research, and allied health sciences. Students choosing the Medical and BioScience Academy will not only fulfill St. Vrain Valley Schools' graduation requirements, but will complete the program with additional coursework in Science, Math, Technology and World Language.

**Medical/BioScience Career Paths:**

\*Physician \*Veterinarian \*Bioengineer \* Lab Technician \*Physician Assistant \*Nurse  
\*Physical Therapist \*Pharmacist \*Occupational Therapist \*Dietitian/Nutritionist

**MBSA Senior Internship:** Students apply for and complete this one-semester capstone project through community connections in the health sciences area and produce a semester project.

**College Credit:** MBSA students can earn college credit through the University of Colorado Denver's CU Succeed Program by taking one or more designated AP/CU Succeed courses and receive both high school credit through the AP program and college credit from CU Denver. CU Denver credit is posted on a University of Colorado transcript that students can transfer to colleges and universities all over the world.

**MBSA Diploma/Stole:**

The MBSA program provides rigorous college-preparatory curricula and instruction that prepare students for competitive admissions, post-secondary education programs in medicine, research, and allied health sciences. All MBSA students are required to enroll in Honors-level or Advanced Placement (AP) math and science classes, ensuring a strong knowledge base. Students are concurrently exposed to courses such as Introduction to Health Care Foundations, Nutrition & Wellness, Anatomy & Physiology, and Forensic Science. MBSA students must maintain a 3.0 grade point average each year to remain eligible for the program. In addition to rigorous coursework, MBSA seniors apply for and complete a one-semester capstone project through an internship at a health science or bioscience organization. During this internship, students interact with health science professionals, use technology for medical applications, and develop skills needed in the medical and bioscience workplace.

Students who successfully meet all requirements, and receive MBSA Coordinator approval, will receive and MBSA diploma and stole to recognize their accomplishment.

### **MBSA Diploma Requirements**

- Minimum 3.25 weighted cumulative GPA (all 4 years)
- Honors or AP-level math and science classes (grades of B or higher)
  - 4 years of Math and Science at Honors or AP-level
  - Complete courses in Biology, Chemistry, Physics
- Completion of any 3 MBSA-related classes (Intro to Health Care Foundations, Nutrition & Wellness, Forensic Science, Anatomy & Physiology, Philosophy 2) no grade lower than a B
- Successful completion of a semester-long internship or capstone project
- Complete paperwork for MBSA diploma by April of graduating semester
- ACT minimum score 22 composite

### **Class of 2016 and Beyond:**

Any 3 MBSA classes

\*\*\*Refer to on-line course description book for sample academy selections: (page 17).

**Concurrent Enrollment** – The concurrent enrollment program provides an opportunity for juniors and seniors to earn both high school and college credit for a college course. The school district will reimburse tuition for up to two courses per semester (not summer school). This option is available only to 11<sup>th</sup> and 12<sup>th</sup> grade students who have completed a minimum of 11.5 credits toward graduation and are under 20 years of age. The courses taken in this manner count toward the eligibility requirements as set forth by the Colorado High School Activities Association. The course must be pre-approved and successfully completed. Online classes are not applicable. Please note that this program is designed to enrich a student’s educational experience by providing curricular options beyond what is offered at the high school level. Concurrent enrollment is not intended to duplicate opportunities that are available through coursework offered at LHS or the Career Development Center. Students who are interested in this opportunity should see their counselor for more information.

**Independent Study Options-** Independent Study may be coordinated through the Counseling office when extenuating circumstances do not allow the student to take the class as scheduled. Students must obtain written approval from the principal, counselor, and instructor. Independent Study courses will NOT take the place of core graduation requirements. In order to earn credit in a course taken through the independent study option, a student must be under the supervision of a teacher. AP, MBSA and core subject courses will not be considered for independent study. The student must have successfully completed a minimum of 60 hours (as verified by the instructor) of class work for .5 credits, or have completed a minimum of 120 hours for 1.0 credit. An Independent Study Application, available in the counseling office, must be completed, with all required signatures, **by the fifth week into the new semester** in which the student plans to take a course via independent study.

**On-Line Credit** Please contact your LHS counselor for further information regarding on-line credit.

**Vocational Training Opportunities** Many opportunities are available; contact your LHS counselor for further information.

**Work Study** The work-study program is offered to juniors and seniors. Students may earn a maximum credit of .5 per semester. A student may earn a maximum of 1.0 credit of work-study his/her junior and senior year. Students will be graded on a pass/withdraw basis and must work a minimum of 15 hours per week. Duplicate credit will not be awarded for students receiving credit in a CDC co-op or special credit work experience program. Appropriate deadlines must be met. See your counselor for more information.

## **REGISTRATION AND GRADING PROCEDURES**

### **Alternating Block Schedule**

Longmont High School is on an alternating block schedule. The year is divided into two semesters of 18 weeks. Transcribed grades are awarded at the end of each semester.

### **Early Graduation**

Longmont High School recognizes the value of a full high school program and emphasizes its dedication to the encouragement of academic excellence. Therefore LHS shall consider graduation for students at the end of 7 semesters only if they meet the following criteria:

1. Accrual of credits required by the Board of Education.
2. No grades below a C.
3. Attainment and/or other personal considerations, which in the judgment of the principal/superintendent or designee are outstanding.

Students who have met the requirements for graduation must have principal approval before the posted deadline on or about November 1st.

### **Schedule Changes/Dropping Classes**

- The St. Vrain Valley School District expects every student to maintain full-time status throughout his or her high school career. A full-time student schedule at LHS requires a minimum of six classes per semester for juniors and seniors, and eight classes per semester for freshmen and sophomores. Student aiding or work study qualifies as a class. Only 1 aiding class per semester is allowed.
- All schedule changes will be based off of the student course requests. If the requested change is not in the course request, the change may not be an option. Schedule changes without penalty will be made within the first **2 WEEKS** of the semester. After that date, students will be withdrawn from the class with an F.

### **Incompletes**

An incomplete grade will automatically become an F if it is not made up 10 days after the beginning of the following semester. Students should check with their teacher or counselor to make sure incompletes have been changed when work has been completed. Incomplete grades are given only when serious circumstances such as illness have prevented a student from completing the assigned work. Teachers have been asked not to give incomplete grades unless the situation is an emergency.

### **Parent Conferences**

Parent conferences are held 4 times throughout the year to give parents the opportunity to meet with teachers regarding their child's progress. Additional contact may be initiated by e-mailing specific teacher. A complete listing of e-mail addresses can be found on the school website or via email by this address: last name\_ first name@svvvsd.org. (Example: jones\_sam@svvvsd.org.)

### **Letter Grades**

All courses receiving a letter grade will be used in computing a student's grade point average (GPA). Courses awarding Pass/Fail are the only exception and are not calculated in the GPA.

### **Grade Point Average**

The grading scale includes A, B, C, D, and F letter grades. The following point system will be used to compute grade point averages: A = 4 points; B = 3 points; C = 2 points; D = 1 point; F = 0 points.

**Honors Courses** will be weighted as follows: A = 4.5; B = 3.5; C = 2.5; D = 1.5; F = 0

(The only classes to be weighted are: Honors English 9, Honors English 10, Honors Biology, Honors Chemistry 10, Honors U.S. History, Honors World Geography/History, Honors Geometry, Honors Algebra 2, Honors Pre-calculus/Trigonometry).

**Advanced Placement courses** will be weighted as follows: A = 5.0; B = 4.0; C = 3.0; D = 2.0; F = 0. Lists of these weighted classes are located in the course description book.

### **Recording Grades**

A grade for each registered course will be recorded on the student's cumulative and permanent record at the end of each semester. The grade may not be removed or changed without the teacher and principal's approval.

### **Withdrawal Procedure**

Any student transferring to another school or withdrawing from Longmont High School should report to the counseling office for the proper forms. A parent must contact the school to initiate these procedures. Fees must be paid at that time. The LHS student ID must also be relinquished to the counseling office.

## **ACADEMIC POLICIES AND GUIDELINES**

### **Academic Letter**

St. Vrain Valley School District's high schools award letters for academic achievement. Students may qualify for an academic letter each semester. To initially qualify for an academic letter:

1. A student must earn a 3.75 grade point average for the semester.
2. A student must be enrolled as a full-time student (6 classes per semester) and be enrolled in a minimum of three core area classes (English, Mathematics, Social Studies, Science or World Language).
3. Courses taken on a pass/fail basis (student aiding, elementary assistants and work study) will **NOT** be considered in the computation of academic lettering.
4. All Advanced Placement and concurrent enrollment classes will be considered core area courses.
5. Credit toward an academic letter must be earned in the qualifying semester. Credit and GPA may **NOT** be carried from one semester to the next.

Further qualifying semesters of academic achievement per the above guidelines will result in the award of an academic bar to be worn on the letter.

### **Principal's 4.0 Recognition**

The principal will recognize all students who have earned a 4.0 GPA by hosting a 4.0 Luncheon. Students earning a 4.0 during the second semester of the year prior and/or first semester of the current school year will be honored at the luncheon in the spring. Each student who has earned a 4.0 GPA in the previous semester will receive a Certificate of Accomplishment from the principal based on the following criteria:

- The student must be enrolled full-time (6 classes) with 3 of the 6 being core area classes per semester (Science, Social Studies, English, Math, and World Language).
- The student must earn a 4.0 GPA or above for a semester to attend the Principal's 4.0 Recognition Luncheon the following semester.
- Work study, student aiding, teacher assistants, independent study, are not included in the calculation of eligibility for the Principal's 4.0 Recognition Luncheon.

### **Valedictorian/Salutatorian Criteria**

The following is a list of criteria that must be met in an effort to determine Valedictorian/ Salutatorian at Longmont High School.

1. 12 or more credits must be completed at Longmont High School.



2. A minimum of 28 credits must be completed to qualify for Valedictorian/Salutatorian.
3. Not more than two credits of passing “P” or satisfactory “S” grades may be used for GPA calculation.
4. Of the two credits from # 3 above, not more than 0.5 credits may be from a core subject (English, Math, Science, Social Studies or World Language). This consideration would be due to extenuating health circumstances.
5. Students using non-accredited transfer credits toward graduation requirements will not be considered for first or second rank-in-class or Valedictorian/Salutatorian.

### **Valedictorian/Salutatorian**

The Valedictorian is the student with the highest rank in the graduating class. The Salutatorian is the second highest rank in the graduating class. The rank-in-class is determined using all grades and weight adjustments. (Modified resource grades are not considered in determining valedictorian/salutatorian status.)  
A Valedictorian/Salutatorian will be recognized at Senior Ceremony and the graduation ceremony.

### **Senior Ceremony/Graduation Speakers**

All speakers have to audition for a speaking role in Senior Ceremony and Graduation. Seniors will audition in front of a committee of teachers, counselors and administrators. Class ranking does not guarantee a speaking role for senior speakers.

### **Longmont High School Advanced Placement Diploma Requirements**

Refer to pages 2 and 3 of this handbook for AP Diploma requirements.

### **Academic Honors- Top 5%**

The following criteria are used to determine the top 5% of the graduating class of Longmont High School. Students must have taken a minimum of four academic classes each semester of high school (eight semesters, including second semester of the senior year) and have maintained full-time status all four years. Academic classes include Language Arts, Math, Social Studies, Science, Computer Science, and World Language. Exceptions will be considered for a student who is taking an AP course(s) that require 3 semesters to complete. Any exceptions to the minimum standard requirements of four academic classes will require approval in advance by the administration prior to the semester start date. A written agreement by administration will be issued to acknowledge the exception to the standard. To determine academic honors top 5%, transcripts are evaluated at the end of the second semester of the senior year, the last official ranking for seniors.

### **Student Aiding**

Student aides will be graded on a pass/fail basis. Students may receive an aide credit for **no more than one class per semester**, and all student aides must receive administrative approval by completing the appropriate paperwork. NOTE: Each teacher is allowed one student aid per block. Students who are Teacher or Office aides will receive .25 credits per semester. Students who are Library Media Assistants, Theatre Tech Assistants, Special Education Assistants, Bilingual Assistants, and/or Elementary/Middle School Assistants will receive .5 credits per semester.

**Physical Education Credit Waiver** See counseling department for application and criteria.

**Summer School** See counseling department for summer school information.

### **Scholastic Dishonesty**

Administrators may suspend or recommend for expulsion a student who engages in the act of scholastic dishonesty. This is defined as the act of cheating on any test, quiz or class assignment, or plagiarism of another’s work or work product, or the unauthorized collaboration with another person in preparing any written work or work product submitted as the work of one student. (JICDA-15)

## **GRADUATION POLICIES AND GUIDELINES**

### **Scheduled For Graduation**

Students who are on track to complete their graduation requirements during their senior year will be scheduled for graduation. Any student needing more than 4 credits their last semester of their senior year will need to schedule an appointment with their academic counselor to make a credit recovery plan for graduation. Students who fail to accumulate all needed credits at any time during their senior year can be removed from the graduation list.

### **Participation in Graduation Ceremonies**

A student must complete the requirements for graduation prior to graduation day to be eligible to participate in all ceremonies provided for his/her class. A student who completes the requirements for graduation in the summer immediately following the graduation of his/her class may (a) elect to receive a diploma at the end of summer school, but dated for his/her class, or (b) elect to participate in the graduation ceremonies with the next class and receive a diploma dated for that class.

## **SCHOOL SERVICES OFFERED TO STUDENTS**

### **Guidance and Counseling Services (Counseling Office)**

Counseling services are available for every student in the school. Each counselor is assigned a specific group of students. However, a student should feel free to talk to any counselor he/she wishes. Services include assistance with educational planning, interpretation of test scores, occupational information, study skills, and/or social concerns.

One function of the counseling office is the checking of credits and graduation requirements. Each fall, a thorough check is completed for each senior. All students are responsible for periodically checking their credits and course requirements in the counseling office.

### **Scholarships and Financial Aid**

Information about financial aid and scholarships is available starting mid-September with a weekly updated list. FAFSA forms are available in October and local scholarship applications are available in February. The criteria for selection are so varied that students are advised to contact the counseling office for detailed information and application materials. Please log onto the [lhs.svvsd.org](http://lhs.svvsd.org) web page for information.

### **Transcripts**

Transcripts needed for college applications, transfer, scholarship consideration, military or prospective employer information may be requested from the counseling office. An official transcript is one that is sent directly from this office to the receiving agency. Official transcripts including test scores are free if receiving school will accept electronic copies; otherwise hard copies cost \$2.00 each. Additional mailings will also cost \$2.00 each. Please go to the [svvsd.org](http://svvsd.org) website for this information. The information is under the Parent and Student heading then go to svvsd resources then to student records and transcripts.

### **Military Access to Student Information**

State law requires that the St. Vrain Valley School District release student directory information for 11th and 12th grade students to military recruiters unless a student indicates his/her preference that such information not be released. There is a place on the registration form for the student to indicate his/her preference.

### **College Admission Testing and Preparation Testing**

A schedule of these tests and the proper registration materials are available in the counseling office.

### **Health and First Aid**

Limited general first aid and first aid emergency treatment services will be available to students. Should a student become ill or sustain an injury during the day, he/she should report to the health clerk located in the administrative office area.

All accidents and injuries are to be reported to this office. In the event a student is too ill to continue class work, the school will contact a parent or guardian before releasing the student. **Students leaving the building before checking out with the attendance office will be counted unexcused.**

It is the responsibility of the parent/guardian to notify the school with significant health issues involving their student. The school should be provided with a written statement from a doctor describing the disability and any limiting or restricting effect it may have on the student's participation in regular school activities.

No medication will be dispensed without written direction from a physician and signed authorization by a parent or guardian. Permission forms for medication dispensing are available at the school health office for this purpose. Students are not permitted to bring any medications to school without written authorization. Aspirin and other "over the counter" medications are not available in the school. Parents may bring over the counter medications with a doctor and parent signature on a Permission to Medicate form. The medications stay in the health office and are given to the student as needed. Immunization records are to be complete and on file with the school health office. Check with the school or your physician if you have any questions as to state required immunizations. Students will not be allowed to attend school without records on file.

### **SHARED COMMUNITY SERVICES**

#### **School Resource Officer (SRO)**

In cooperation with the Longmont Police Department, a School Resource Officer is assigned to Longmont High School. The primary services provided by the SRO are in the areas of safety and security, mentoring and counseling, and educational classroom support. The presence of the School Resource Officer contributes to a healthy and safe learning environment.

### **OTHER ITEMS OF IMPORTANCE TO STUDENTS AND PARENTS/GUARDIANS:**

#### **Infinite Campus Information**

Each parent and student should be registered for Infinite Campus (St. Vrain Valley Student Information System). Infinite Campus can be accessed by parents and students to view grades, attendance, transcripts, schedules, fees and teacher email. To receive a username and password for IC, contact the LHS counseling office. To access Infinite Campus log on to <http://lhs.svvsd.org> click on Infinite Campus under Academics. A username and password will be required to login.

#### **Free & Reduced Lunch Services**

Applications will be available in the school office by mid-August and must be completed **yearly**. After the application is turned into Food Services, the district will notify the parents if they qualify for this program. This notice will be mailed to the student's home by the district office. Upon approval, a waiver must be returned to Longmont High School. These waivers are available in the main office at LHS. Families who qualify for free or reduced services will receive reduced or waived class fees along with reduced or free lunches. Students qualifying for a fee waiver will receive it without unnecessary embarrassment or public exposure regarding their need.

#### **Student Fees, Fines, Charges, and Waivers**

All student fees and charges shall be adopted by the Board of Education. The fees shall remain in place until modified or removed by Board resolution. A complete list of student fees and their purposes are available in the current course description booklet as well as in individual teacher's course syllabi. Fines and fees must be paid at the end of each semester. Use Infinite Campus to check outstanding fines and fees and pay through svvsd.org website under general information and then to online payments.

#### **Student Lockers**

Locker assignments and combinations will be given to you at Trojan Photo Day. Please respect the rights of your locker partners and do not give out your combination to others. If your student locker does not work properly, report it to the counseling secretary and it will be checked. Your lockers are for your personal use; however, the lockers are to be considered school property at all times and can be searched at any time.

**Do not assume student and/or P.E. lockers provide security for valuables.** The school is not responsible for replacement of stolen items. Students must be accountable for their own personal property (cell phones, iPods, etc.); therefore it is recommended that these items be left at home. Do not leave your personal items unattended at any time.

### **Student Messages**

Classes will not be interrupted to distribute messages to your child except in emergency situations. Telephone messages are discouraged and should only be used in family emergency situations. **Students should not receive phone or text messages on their personal cell phones during class time as this causes disruptions in learning. Please be considerate and only contact your child for emergencies only.**

### **School Closings**

If Longmont High School is to be closed on a regularly scheduled day, please check local radio and television stations and/or the district website <http://www.svvsd.org>. **This decision is made at the discretion of the Superintendent of Schools.**

## **EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES**

Longmont High School is the Home of the Trojans. LHS is rich in tradition, pride and excellence. Any student desiring to participate on an athletic team must have a current physical examination and must meet and maintain scholastic eligibility as stated by the Colorado High School Activities Association. Students are not allowed to participate in any sport until all forms are filled out and on file with the LHS Athletic office.

### **Activities**

The Assistant Principal in charge of activities will schedule all school activities.

### **Clubs**

The following clubs (including co-curricular) are available for students at Longmont High School: ARRIBA, Drama Club, Drumline, Environmental Club, Fellowship Christian Athletes, Forensics/Speech, Future Business Leaders of America, Gay/Straight Alliance, Interact, Leadership Forum Student Advisory, Latino Club, Mathematics Engineering Science Achievement (MESA) program, National Honor Society, National Art Honor Society, Poetry Out Loud.

### **Athletics**

The following athletics are available for students at Longmont High School: Cross Country-Boys/Girls, Football, Golf-Boys/Girls, Girls Gymnastics, Tennis-Boys/Girls, Girls Volleyball, Soccer-Boys/Girls, Softball, Baseball, Basketball-Boys/Girls, Swimming-Boys/Girls, Wrestling, Track & Field-Boys/Girls, Cheerleading.

### **Eligibility**

A student's eligibility is based both on his/her current and previous 18-week term of enrollment. To maintain eligibility, a student must be enrolled in a minimum of 2.5 credits each semester. In addition, a student must have passed a minimum of 2.5 credits within the prior 18-week semester and must not be failing more than one class on a weekly basis.

Summer school or its equivalent may be used to regain eligibility in athletics, cheerleading, or forensics due to failed classes during the school year. A student athlete should attend summer school if he/she did not pass 2.5 credits within the semester or failed more than one course during the semester. Courses taken in summer school must result from a previous failure and the course credits must apply towards graduation.

Students are able to earn high school and/or college credit through concurrent enrollment. The courses taken in this manner may count toward eligibility; however, a student wishing to use such credit for eligibility is required to verify his/her credit with the Athletic Director.

### **Athletic Participation Code**

All participating athletes and a parent/guardian are required to sign and adhere to the "athletic participation code". Parent/Athlete meetings are scheduled throughout the school year.

### **Athletic Fees**

Fees will be charged for students who participate in athletics and cheerleading. Check with the athletic secretary for current costs.

### **Insurance**

Any student participating in interscholastic activities must be covered by a health insurance policy. If a student is covered by a family plan, a form must be signed by the parent and placed on file in the principal's office.

### **I.D. Cards/Athletic Event Pass**

Student ID cards are issued to students at Trojan Photo Day. Students must carry their student ID at all times while at school and produced when asked by administration and campus monitors. This card has a picture of the student, their library barcode, student grade level as well as identified if they purchased a season athletic pass. This card must be shown at all home sporting events as well as used to purchase dance tickets and to gain entrance into dances. Students will not be allowed into these events without their current LHS student ID. The first card is issued at no cost to the student. (Replacement cards cost \$5 each.)

### **LHS Season Athletic Passes**

Passes may be purchased by LHS students from the Athletic department (\$60.00). This pass allows the student to attend home athletic events (except state and district playoff games) pre-paid/free of charge. The Athletic Pass is denoted on the student's ID. The student must present this pass at every home event for entry.

### **Behavior at School Activities**

We encourage all students to participate in activities either as a participant or as a supporter. When at an athletic or extracurricular activity, remember that you are expected to show Trojan pride and Trojan spirit; support our team or group in a positive manner. The focus of spectators should be on the participants or athletes who work hard to compete or perform before an audience. All cheers, yells, chants, and comments should be respectful of players, performers, teams, coaches, directors, fans, and officials. As per CHSAA rules, noisemakers are not allowed at any CHSAA sponsored event. In the case where spectators demonstrate negative or derogatory behavior, they can be removed from the event and possible denial of entry to future events. Suspension is warranted if this action is demonstrated by a student and is considered defiant, obscene, and/or disorderly conduct. Always remember you are a representative of LHS. Be a positive supporter of our school. Students may not return to a home event once they have exited the facility. LHS Code of Conduct will be followed at all school events.

### **Expectations for Student Behavior at School Dances**

Throughout the school year LHS hosts several dances for the student body. All who attend must adhere to the rules and regulations which are set forth for each dance. (Homecoming, Prom, etc.). Longmont High School expects students to behave in an appropriate manner at these functions and help to maintain a safe and positive atmosphere. In the case where attendees choose not to abide by the rules, the following consequences may apply. Any student under the influence of an illegal substance (illegal drugs, alcohol, or non-prescribed prescription drugs) will not be allowed to attend any dance for the remainder of the current school year. **Any student under the influence will also be suspended from school per school board policy and may be referred to law enforcement. Additionally, any senior that is found under the influence may also jeopardize their participation in graduation or other ceremonies. (Senior night, Graduation etc).**

### **ATTENDANCE POLICY AND PROCEDURES**

**A parent/guardian with access to Infinite Campus may check their child's attendance at any time.**

### **Compulsory School Attendance**

Every child who has attained the age of seven years and is under the age of seventeen, as provided by this section, shall attend public school for at least one hundred eighty days during the school year, or for the specified number of days in a pilot program, which has been approved by the state board under section 22-33-104 (1). SB-73-revision 7/1/07

### **Longmont High School Attendance Policy**

(Based upon Saint Vrain Valley Board Policy File: JH): Student Absences and Excuses

#### **Philosophy**

Longmont High School believes that good attendance is critical to academic success and to a successful high school experience. When a student misses a class, he/she misses a learning opportunity, which cannot be recaptured. Educational research indicates that a significant part of the student's experience is derived from classroom relationships, activities, discussions, and participation. No single factor may interfere with a student's progress more quickly than frequent tardiness and/or absenteeism. One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement, particularly for closing the achievement gap.

It is the staff's responsibility to consistently provide students with opportunities to learn. When developmentally appropriate it is the responsibility of the student to attend school. Ultimately, however, the responsibility to insure that the student has good attendance rests with the parent/guardian. According to state law, it is the obligation of every parent to insure that every child under his/her care and supervision receives adequate education and training and, if of compulsory age, attends school. Students are expected to enroll at the beginning of the school year, to attend regularly, and to be prompt in arriving at school and at each class during the day. Because of the importance of attendance, the LHS staff strongly urges parents to avoid vacations, which will cause the student to miss class. It is also important that appointments with doctors, dentists, etc. be scheduled outside of school time when possible. Each year the Board establishes the school attendance policy by adopting a school calendar. Secondary students are required to have actual teacher-pupil instruction and contact time of 1,056 hours each calendar year.

#### **Longmont High School Process to Excuse Absences**

It is recognized that students miss school because of certain valid reasons. When this happens, only the parent/guardian should call the school the morning of the absence. **The attendance line is 303-682-7385.**

**Parents/guardians shall be required to furnish an explanation for student absenteeism either in writing or orally. Absences not explained within two days after returning to school shall be recorded as unexcused absences unless unusual or extenuating circumstances exist as determined by the building administrator.**

When reporting an absence, please provide the following:

\*\* Name and grade of student, date of absence(s), class periods affected by the absence(s) and reason.

An automated system will call home on a daily basis regarding absences and tardies. If your phone number is unlisted or your answering machine has a long pre-recorded message the system may not work.

#### **Excused and Unexcused Absences, and Tardies**

**For the following attendance rules regarding student absences; excused and unexcused and tardies refer to the following websites:**<http://www.svvsd.org/policies/J/JH.pdf> and

<http://www.svvsd.org/policies/J/JH-R.pdf> and <http://www.svvsd.org/policies/J/JH-R.pdf>

1. At all high schools, 9 unexcused absences in a class within an 18-week period (semester) and/or 6 unexcused absences within a 9-week period (quarter) may result in a loss of credit (NC). Students over 17 may be removed from class if their cumulative average of class work results in a failing grade. Students with

chronic absenteeism may be placed on a flexible schedule and referred to an alternative program. Where extenuating circumstances exist, the principal or designee may extend partial/full credit providing that specific conditions established by the school are met.

2. Because students under age 17 must fulfill the requirements of the compulsory attendance law, they will remain in the class regardless of the number of unexcused absences. The minimum number of unexcused absences a student may incur before judicial proceedings may be initiated to enforce compulsory attendance is four (4) days in a month or ten (10) days by statute during any school year.
3. In the case of a suspension the total time missed for that suspension period will be counted as one unexcused absence for purposes of grade reduction and/or loss of credit. Suspended students may make up missed work for reduced credit in accordance with law and Board Policy Regulation JKD/JKE-R.
4. In the case of both excused and unexcused absences, the principal or designee will make a reasonable number of attempts to contact parents/guardians in an effort to address a student's attendance issues. As part of this communication, the principal or designee shall notify parents/guardians of any grade reduction and/or loss of credit.
5. All students are expected to make up missed assignments because of absenteeism. Teachers will provide the opportunity for students to make up assignments when the student is absent. Procedures for making up work will be established by the teacher. The teacher will provide students with these make-up procedures along with other classroom procedures and expectations in writing at the first of each semester.
  - a. Students with **excused** absences will be granted a reasonable amount of time to complete make up work—(generally two days for each day absent).
  - b. Time allowed for make up work may not extend beyond the end of the grading period except by special permission of the principal or designee.
  - c. Students with prearranged absences must make arrangements for completing make up work.
  - d. Students with unexcused absences due to tardiness will receive 50% credit for work completed for all class work missed and will be held responsible for knowledge of class work covered during their absence.
  - e. Make-up work for excused absences, including suspensions, shall be provided for any class unless otherwise determined by the building administrator or unless the absence is due to the student's expulsion from school. Credit may be withheld for unexcused absences. Students who are unexcused may make up missed work for 50% credit.
6. Parents/guardians may request a meeting with the building administration to discuss a decision related to the attendance policy and these regulations. The meeting must be requested within one week of notification of parents/guardians regarding excused and unexcused absences. The principal or designee will make reasonable efforts to work closely with parents/guardians to identify and resolve student attendance issues. Regardless of grade level, the following actions will be taken if a student's excused or unexcused absences reach the levels identified.

### **Unexcused Absences**

An unexcused day is equal to a whole school day or individual classes over several school days that cumulatively add up to one whole school day. In addition, 3 unexcused tardy occurrences will be considered a one-half day unexcused absence.

- **After 3 unexcused days** – a general letter of concern will be sent to parents/guardians requesting a conference with school officials.
- **After 6 unexcused days** – a second letter will be sent indicating that the student has violated board policy regarding the number of unexcused absence days allowed before judicial proceeding may be initiated and requiring a meeting with the parent/guardian.
- **After 10 unexcused days** – a letter including a copy of the state compulsory attendance law and notification that the student's attendance will be monitored for the next 10 days at which time a decision may be made which may include legal action.
- In all cases, letters sent to parents/guardians will be addressed to the current address on file with the District.

The following is a summary of the procedures that LHS will use to enforce the district attendance policy.

- Teachers are expected to take accurate attendance on a daily basis and keep their own set of accurate up to date records of attendance for their classes.

- A student who is more than 10 minutes late to class will be marked unexcused absent from the class.
- A district attendance officer may also be used to assist the school administrators in the enforcement of the attendance policy.
- When students need to leave the building during the school day, thereby missing one or more class periods, students must sign out with the attendance clerk. If your student has a scheduled appointment, please send a note to the teacher asking permission to leave class at the arranged time. The student then must take the note to the attendance clerk and complete the checkout process.

### **Interventions**

This attendance policy is designed to provide guidance and procedure for managing and improving student attendance. In addition, it is recognized that other important factors that impact school attendance include the positive relationships that exist between teachers and their students, and the ongoing timely involvement of parents. It is the district's intention to encourage all students to have good attendance and to participate in school; however it may become necessary as a last resort to administer interventions that may include taking legal action when a student's level of absence becomes chronic.

### **The following regulations will apply**

Incentive programs shall recognize and reward those students with perfect attendance, exemplary attendance and improved attendance. Interventions for unexcused absences may include administrative conferences, detention, suspension, and make-up time. Make up work shall be provided for any class in which a student has an absence or is suspended unless otherwise determined by the building administrator. Credit may be withheld for unexcused absences. Students who are unexcused may make up missed work for 50% credit in accordance with law and this regulation. Students who are suspended may make up missed work for reduced credit in accordance with law, Board Regulation JKD/JKE-R, A, 9, as determined by the building administrator.

### **Pre-Arranged Absences**

When a student is aware that they will be missing school for more than two consecutive days a pre-arranged absence form must be filled out one week prior to the absence. (Extenuating circumstances will be taken into consideration). The student must obtain the form from the attendance clerk and then 1st have each teacher fill it out and sign; 2nd have parent read and sign. The student turns the completed form into the appropriate administrator for approval. If the student is failing classes, a parent contact will be made prior to the student pre-arranged form being accepted. It is the student's responsibility to obtain make-up work.

### **School Related Pre-Arranged Absence**

If the absence is school-related and more that 2 days in length, the above procedure must still be followed and the final signature must be made by the appropriate sponsor and the sponsor turns in these forms one week prior to the absence. If the student is failing classes a parent contact will be made prior to the student pre-arranged form being accepted.

### **Make-up Work**

All students are expected to make up schoolwork because of absenteeism. Teachers will provide the opportunity for students to make up work when the student is absent. Procedures for making up work missed will be established by the teacher. Major projects, such as research papers, for which due dates have been established well in advance, will receive credit if handed in late only at the discretion of the teacher. Class time is critical to the learning process and the teachers must provide instruction on a daily basis to those students who maintain good attendance. Therefore, students may expect to be asked to meet with the teacher before or after school or during lunch in order to obtain make-up work and/or help.

### **Homework Requests**

Homework requests can be made by contacting the individual teacher via e-mail. Students may access individual teachers e-mail through the school's web page or Infinite Campus.

### **Tardies**



Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, penalties shall be imposed for excessive tardiness. For truancy purposes, students who accumulate 3 unexcused tardies shall be issued one-half day unexcused absence. Teachers shall be responsible for addressing tardiness as a classroom management issue. Excessive tardiness may be referred to the administration for consideration as an attendance problem. In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator provides a pass to enter their next class. Teachers shall honor passes presented in accordance with this policy.

#### **Administrative Restriction**

Administrative restriction is given to students who have excessive absences, tardies or discipline issues. Administrative restriction removes the students basic privileges of leaving the classroom during the period. Students assigned this restriction will not be allowed to leave the classroom unless escorted by an administrator or campus supervisor.

#### **School Climate**

Longmont High School's positive climate is the result of each student being responsible for his or her actions and treating others with respect. Mutual respect is the foundation upon which we build positive relationships with others in our school community.

TROJAN WAY: Tradition, Respect, Ownership, Journey, Achieve, Never Quit

### **STUDENT CONDUCT AND DISCIPLINE CODE**

#### **Student Conduct**

While in school or at school activities, students are expected to behave in a reasonable and proper manner. Behavior which is disruptive to the orderly management of the school or which is in opposition to the school's philosophy of positive school climate previously outlined will not be tolerated.

The following guidelines have been derived from state laws, school board policies, and LHS school rules and are designed to help the student accomplish the goal of becoming a productive member of the school community. The student guidelines listed below are intended to help define our responsibilities to others without sacrificing individual rights and freedoms. These rules will help maintain the positive and safe climate that makes Longmont a great place to earn a high school education. If a student has a question about one of the school rules or about school board policy, he or she is encouraged to seek clarification or help from an administrator.

#### **Students Use of Non-Class Time**

Longmont High School provides an atmosphere in which individual trust is given to students and respect for the rights of others is demanded. A positive learning climate will be maintained in Longmont High School throughout the entire day. Hallways, gym areas, and parking lots are off-limit areas during times when class is in session. Loitering in and around the building will not be tolerated. If a student does not have an educational purpose to be on school grounds they must leave the premises. Students not scheduled in a class must be in the library or L-Town café with study materials. Students who have been administratively removed from a class due to behavioral issues and have not been scheduled into another class during that block will have access to the library only for academic purposes.

#### **In School Suspension**

Administrator assigned. The student is restricted from the regular classroom. They may not leave the office area and will report to an in-school suspension room for normal daily work. Students must work on homework and cannot have any electronic device except a calculator for math work. They will eat their lunch in the office.

#### **Out of School Suspension**

Administrator assigned. Used when a student is involved in a disruption that requires removal from school for the safety and welfare of others or themselves. This may also be used for a serious violation of school and district policy. When a student is suspended they are not to be on school grounds or at any school related events until the conclusion of the suspension. A re-entry meeting is also scheduled with an administrator before the student returns to class.

### **BASIC RULES GOVERNING STUDENT BEHAVIOR AT LHS**

This list of rules and regulations is not intended to be all-inclusive, but is an attempt to highlight the fundamental expectations for student conduct at LHS. A complete booklet of the St. Vrain Valley Code of Conduct and Discipline and Board of Education Policies is distributed to every student in the fall. This booklet contains the rules and regulations and rights and responsibilities of students and parents. These booklets are also available at the LHS administrative office and at the district Educational Services Center.

**1. Dangerous Weapons:** Students carrying, bringing, using or possessing a dangerous weapon on District property, when being transported in vehicles dispatched by the District or one of its schools, during a school-sponsored or District-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any District curricular or non-curricular event without the authorization of the school or the District is prohibited. An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms.

If a student discovers that he or she has carried, brought or is in possession of a dangerous weapon and the student notifies a teacher, administrator or other authorized person in the District, and as soon as possible delivers the dangerous weapon to that person, expulsion shall not be mandatory and such action shall be considered when determining appropriate disciplinary action, if any.

As used in this policy, "dangerous weapon" means:

- a. A firearm, whether loaded or unloaded.
  - b. Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring-action or compressed air. Firearm facsimiles: Carrying, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm in a school building or on school property may result in expulsion; however, each situation will be handled on a case-by-case basis. Students who violate this policy shall be referred for appropriate disciplinary proceedings. The principal may initiate expulsion proceedings for students who carry, bring, use or possess a dangerous weapon in violation of this policy. In accordance with federal law, expulsion shall be mandatory for no less than one full calendar year for a student who is determined to have brought a firearm to or possessed a firearm at school in violation of this policy. The Superintendent may modify, in writing, the length of this federal requirement for expulsion on a case-by-case basis.
2. Students shall not use, possess, or be under the influence of illegal drugs, liquor or other intoxicants inside the school building, on school grounds, on school buses, or while in attendance at any school activity on or off the school grounds. Any infraction of this policy will result in a 2 to 5-day suspension and the law enforcement will be notified. If a second offense occurs, a five to ten day suspension and expulsion procedures can be initiated.
  3. Students shall not distribute, share, or sell illegal drugs, liquor or other intoxicants inside the school building, on school grounds, on school buses, or while in attendance at any school activity on or off the school grounds. Any infraction of this policy will result in a five to ten day suspension and expulsion procedures will be initiated immediately.
  4. Students shall refrain from fighting in the school building, on or near the school grounds, or at school related activities. Any student who is involved in a fight may be suspended from school for up to five school days and a ticket may be issued.
  5. Students shall not use fighting words or words to incite others to fight in the school building, on or near the school grounds, or at school related activities. Any student who is involved in the use of fighting words or in inciting or encouraging a fight may be suspended from school for up to five school days.
  6. Longmont High School promotes a safe environment, emotionally and physically, for all members of its population. Any acts, words, or gestures, which demean based on a person's or person's race, religion, sexual orientation, handicaps, interests, appearance, gender, or peer group, etc. are not acceptable. If a student is determined to be using such demeaning language and/or actions, he/she may be suspended from school.

7. Longmont High School is a Tobacco Free School. Tobacco includes cigarettes (of any type), cigars, pipe tobacco, snuff, chewing tobacco, and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking or both. Tobacco includes cloves or any other product utilized for smoking. Use of tobacco means lighting, chewing, inhaling, smoking, or displaying any tobacco product. Smoking or tobacco chewing by students is prohibited in the school building or on the school campus, including parking lots, athletic fields, and lawns. If a student is found using tobacco on campus, the first offense will result in an initial warning, the second offense, and any thereafter, may result in suspension.
8. Students are to cooperate and respond immediately with any reasonable request made by a staff member. Failure to do so is considered defiance and/or insubordination, both of which may result in a suspension. Students must provide their name when asked by a staff member and be prepared to show their student I.D. upon request.
9. Profanity or inappropriate language is not allowed while at school or at school activities.
10. Any behavior, which is deemed dangerous to the safety and welfare of others, is prohibited. This includes horseplay such as throwing objects, running, and/or pushing and shoving in the halls, classrooms, or surrounding campus.
11. Harassment and hazing are unlawful in public schools. Initiations, harassments, assaults, or any behavior meant to demean or degrade a classmate is harassment. Harassment is not only inappropriate physical behavior, but includes verbal intimidation or demeaning verbal remarks.
12. Sexual harassment is unlawful and will not be tolerated at LHS. Strict district policies exist which outline the reporting of and discipline for sexual harassment.
13. School property shall be treated with care and respect. In the case of damage to school property, students are expected to report the incident to the office and if found to be responsible for the damage will have to assume financial responsibility for the damage as well as disciplinary action.
14. If an electronic device (cell phones, iPods, games, etc.) becomes a distraction in the class, teachers have the authority to confiscate the device. If a 2<sup>nd</sup> offense occurs the device may be taken away again, turned into an administrator and a parent must meet with the administrator to obtain the device.
15. Students shall not engage in any form of gambling while in attendance at school or school activities or while on school grounds.

#### **DRESS CODE**

16. Appropriate dress at Longmont High School is that which does not distract from the educational process. If a first offense occurs, a student will be warned and asked to change or go home to change. If a second offense occurs, the student shall remain in the administrative area of the school for the day to do schoolwork and a conference with parents/guardians will be held. If a third offense occurs, the student may be suspended.

#### **Unacceptable Items:**

- Any clothing or accessory that presents an obvious threat to the safety of others in a school environment, e.g. sharp jewelry, some chains, etc.
- Sunglasses are not to be worn in the building in any manner. No sunglasses on the back of the head.
- No pajamas or bedroom slippers.
- No blankets.
- If a belt is worn, it must properly be laced through the belt loops and buckled. Belts or buckles that are gang related or Old English style logo/lettering are not allowed.
- Hoodies may not be worn over the head when in the building.
- Clothing that bares or exposes traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts. No spaghetti straps, halter-tops or strapless tops. The display of undergarments (sagging pants) or undershirts/sleeveless shirts is not appropriate to the learning environment.
- Headbands, bandanas, “do rags,” or hairnets are not allowed.
- Any clothing, paraphernalia, grooming, jewelry, accessories or body adornments that are or contain any advertisements, symbols, words, slogans, patches or pictures that:
  - Refer to drugs, tobacco, alcohol, or weapons, are of sexual nature
  - By virtue of color, arrangement, trademark, or other attributes denote affiliation with gangs which advocate drug use, violence, illegal activity, or disruptive behavior which is detrimental to the safety and welfare of other students

- Are obscene, profane, vulgar, lewd or legally libelous
- Threaten the safety or welfare of any person
- Otherwise disrupt the educational process

17. All students should recognize that the school is a part of society. Students who violate the laws of any governmental unit (i.e. State, County, City, and School District) while on the school grounds must accept the fact that they may be held accountable by the governmental agency involved.

18. ALL LHS students are required to have a parking permit to help keep all at LHS safe. The purpose of a parking permit is to allow authorities to identify student vehicles in case of an emergency or accident. Students may park in designated areas with a LHS parking permit displayed. Parking permits may be purchased for \$5.00 through the campus supervisor or main office. To obtain a parking permit the student must submit proof of the following: a valid driver's license, proof of insurance and vehicle registration. Parking in fire lanes or handicap spots will result in a ticket from the Longmont Police Department.

### **Student Responsible Guidelines For Technology, Access, and Digital Communication**

Students are to bring only those items directly related to activities in his/her classroom. All devices are to be used for instructional purposes only and must not disrupt the learning environment. At all times, the use of devices in the classroom and building are up to the discretion of the teacher and administration. If a teacher or administrator believes a device is being used improperly or disrupting the learning environment, the device may be confiscated and a parent or guardian will be responsible for retrieving the device. **The school is not responsible for lost, damaged or stolen devices.**

School issued district devices are property of SVVSD and may be taken and/or searched at anytime. Please refer to the Learning Technology Plan Expectations and Commitments document.

Please review the [SVVSD Learning Technology Plan](#) for more information.

[Student Level Expectations and Commitments](#) for iPads.

### **Consequences/ Discipline for Inappropriate Student Conduct**

Failure to comply with any school guidelines, state laws, or school board policies may lead to disciplinary measures. Such disciplinary measures may include, but are not limited to administrative conferences, parent conferences, detention, restitution, loss of privileges, suspensions and/or expulsions and criminal charges.

### **Discipline Code-St. Vrain Valley School District**

The St. Vrain Valley School District supports discipline codes, which define standards of conduct. Education proceeds effectively with fair, consistent discipline. Positive discipline promotes the development of self-discipline as a lifelong skill. It creates a safe climate conducive to the learning process and free from unnecessary disruptions.

To ensure the best educational environment for all students that is conducive to a safe climate, the Principal or the person serving in that capacity may take disciplinary measures including, but not limited to: imposing detention, enlisting parental assistance in enforcing rules, exclusion from special or extracurricular activities, requiring restitution for theft, damage or destruction of school or personal property, suspension from school, or recommending additional suspension by the Superintendent or expulsion by the Board of Education.

The discipline code consists of three elements: rights and responsibilities, due process procedures involving suspension or expulsion, and an elementary and secondary list of examples of misbehavior and the consequent disciplinary action.

A copy of the discipline code is distributed to each student at the beginning of every school year.

### **Suspension and Expulsion Procedures**

The St. Vrain Valley School Policies JKD/JKE Suspension/Expulsion of Students and JKD/JKE-E Grounds for Suspension/Expulsion are included in the District Discipline Code. There are also complete copies of the board policies in the LHS administration office and the St. Vrain Educational Service Center on South Pratt Parkway.

### **Habitual Disrupter**

When a student is suspended for a “material and substantial disruption”, he or she will be placed on the first level of the habitually disruptive sequence according to Board Policy JK; a remedial behavior plan may be created for the student. If a second such suspension occurs, the student will be placed on level two according to that same policy, and a remedial behavior plan will be created. If a third offense occurs that causes the student to be suspended, he/she may be declared “habitually disruptive” and expulsion proceedings may be initiated. Violations of the weapons policy (Board Policy JICI) and the alcohol and drug abuse policy (JICH) may cause expulsion upon the first and, under certain circumstances, the second offense.

### **Communication of Disciplinary Information**

The principal or designee shall communicate discipline information concerning any student enrolled in the district to all teachers and counselors who have direct contact with that student. Any teacher or counselor who is assigned a student with known serious behavior problems will be informed of the student’s behavior record. Any district employee who is provided this information shall maintain its confidentiality and shall not communicate it to any other person.

### **Student Interrogations, Searches and Arrests**

The Board of Education seeks to maintain a climate in the schools, which is conducive to learning and protective of the safety and welfare of staff and students. To achieve this goal, it may be necessary for school personnel to search a student’s person and/or personal property and to seize any contraband.

Searches may be conducted by a principal who has reasonable grounds for suspecting that a search will reveal evidence that the student has violated or is violating laws or rules. When reasonable grounds for a search exist, a principal may search a student and/or his property while on school premises or during a school activity under the circumstances outlined in this policy and may seize any contraband.

Any search conducted by a principal shall respect the privacy of the student and shall not be any more intrusive than necessary, considering the age and sex of the student and nature of the suspected infraction.

Whenever possible, the student shall be informed of the reason(s) for conducting the search and the student’s permission to perform the search shall be requested. However a student’s refusal to grant such permission shall not prevent the search from taking place. A student’s failure to cooperate with a principal conducting a search shall be considered grounds for disciplinary action.

A report shall be prepared by the principal who has conducted a search explaining the reasons for the search, the results and the names of any witnesses. If the search produces evidence to be used as the basis for disciplinary action, the report shall be filed in the student’s cumulative folder.

### **Authority to Suspend**

At Longmont High School, administration and designated personnel have the authority to suspend students in accordance with the procedures outlined in Board Policy.

