

**** Please read and then fill out form at
bottom to acknowledge****

MONARCH HIGH SCHOOL

Student Handbook



2021 - 2022

Monarch High School Mission Statement

Monarch High School provides an inclusive community to help students realize their passions, potential, and responsibilities as kind and educated global citizens.

The areas outlined in this handbook are policies and procedures that apply to all students that attend Monarch High School. Students and parents are responsible for reviewing and knowing the behavior expectations outlined in this student handbook and the BVSD "Students' and Parents' Rights and Responsibilities Handbook" published by the Boulder Valley School District. Students will be held accountable for knowing this information.

Nondiscrimination Policy

In compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, Colorado law and Board of Education Policy AC (Nondiscrimination/Equal Opportunity), Boulder Valley School District does not discriminate on the basis of disability, race, creed, color, sex, sexual orientation, gender identity/expression, national origin, religion, ancestry, need for special education services, age, marital status, genetic information, or physical characteristics in admissions, access to, treatment, or employment in educational programs or activities which it operates. Complaint procedures have been established for students, parents, employees and members of the public. The following persons have been identified as the compliance officers for the district: Compliance Officer for students, parents and members of the public:

Dr. Rob Anderson, Superintendent, Boulder Valley School District, 6500 Arapahoe Rd., Boulder, CO., 80301, 720.561.5114
superintendent@bvsd.org

Please reference the BVSD Policies and Regulations file [AC-R](#) for the complete policy and regulation.

School Safety and Security

A safe learning environment is a top priority for Monarch High School. As such, Monarch High School is implementing various safety/security protocols, which include the following:

Student Access Badge:

Expectations:

- Students must have their access badges on their person during school hours in a manner that is visible/quickly accessible to school personnel at all times
- Access badges should not be loaned to anyone and are non-transferrable
- A lost or damaged access badge will be immediately reported to a school administrator. School will collect a fee and can reprint badges (\$10.00 replacement fee).
- Entering a secure door is to be limited to one person per badge swipe. Multiple people sharing access should be reported to the office or school official as soon as possible.

Visitors to the School:

Expectations:

- All visitors must report to the front office upon entering the building.
- Parents and patrons are welcome to visit our school after obtaining permission from the administration. All visitors are required to provide a government identification and state their purpose of their visit. Access is only granted to Monarch when confirmed.
- Students at Monarch are not allowed to bring non-Monarch students to school. Monarch High School has no provision to shadow or visit Monarch students.
- Unauthorized visitors may face legal prosecution.

Expectations for Students

Our main objective at Monarch High School is to help students become successful contributors to society. We expect students to do their best academically and socially and leave Monarch High School better than they found it.

The Monarch High School staff believes that it is in the best interest of all students to demonstrate school pride by:

What it takes to be a Coyote - CITIZENSHIP at Monarch High School

- At Monarch we respect peers, regardless of race, creed, color, marital status, ethnicity, gender, sexual orientation, age, disability or religion.
- At Monarch we use language, which does NOT include language that has profanity or is racist and or ethnically inappropriate or offensive, and/or sexually inappropriate/sexist remarks.
- At Monarch we confine food and beverages in open containers to the lunchroom, designated areas, or outside -- let's keep it clean please.
- At Monarch we participate positively in class by being on time, prepared, engaged and respectful, and by turning off all electronic devices in classes and academic areas and placing them in the identified areas.
- At Monarch we avoid inappropriate displays of affection in public.
- At Monarch we avoid running and/or shouting in the hallways.
- At Monarch we move through the hallways in a way that does not cause blocking the way for others.
- At Monarch we keep recreational equipment outside of the school building; examples would be hacky sacks, skateboards, skates, scooters, and other sports equipment.
- Please respect others by carrying your skateboards/skates/rollerblades, scooters, etc, once on campus. At Monarch, please use the concrete areas or the parking lot to ride or use equipment.

What it takes to be a Coyote - BEHAVIOR at Monarch High School

- At Monarch, we do not put others in danger by throwing projectile objects. Snowballs and water balloons, for example, have been the cause of damage, disruption, and injury.
- Cooperating with school personnel by doing what is asked.
- At Monarch we do not participate in activities such as hazing, initiation, or any type of bullying.
- Water guns or a facsimile of a gun (reminder that a facsimile of a gun requires mandatory recommendation for expulsion) and laser pointers may not be brought to school. Students who have them in their possession will face disciplinary action and the items will be confiscated.

[LINK: BOULDER VALLEY SCHOOL DISTRICT STUDENT CONDUCT & DISCIPLINE CODE](#)

Unacceptable Student Conduct (Board Policy [JDC](#))

Both Boulder Valley School Board and Monarch High School consider the offenses stated below as unacceptable behaviors. Student misconduct on any school property is subject to the enforcement of BVSD policy.

“School property” means all property owned, leased, rented or otherwise used or contracted for by a school including but not limited to the following:

- A. All indoor facilities and interior portions of any building or other structure used for students for instruction, educational or library services, routine health care, daycare or early childhood development services, as well as for administration, support services, maintenance or storage.
- B. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
- C. All vehicles used by the district for transporting students, staff, visitors or other persons.
- D. At a school sanctioned activity or event held off campus.

The consequences for students who are found to be engaging in the activities listed below can take a variety of forms. At Monarch High School, consequences for unacceptable student conduct may include, but is not limited to the following: *verbal/written warning, detention, academic penalty when appropriate, suspension (in school, out of school, or from program/activity), payment of restitution, community service, mediation, Restorative Justice, Saturday School, alternative to suspension program (deferral), police involvement and referral, legal action, and/or recommendation for expulsion.*

- Student use, possession, distribution or sale of alcohol or illicit drugs and the abuse or possession of other drugs including anabolic steroids or drug paraphernalia.
- Illegal substances or paraphernalia in a vehicle, or in personal possession, on school grounds or at school sponsored activities.
- Threats of assault and/or battery upon a student or any school employee.
- Academic dishonesty (including but not limited to plagiarism or cheating).
- Verbal or physical harassment directed toward students or school personnel.
- Possession of weapons.
- Carrying knives of any size or description.
- Possession of explosives, including fireworks.
- Disobedience, disrespect, or defiance of school authority; this includes forging the signatures of school personnel and/or parents.
- Disruption of the learning environment and/or behavior that does not comply with stated expectations.
- Destruction or defacement of school property.
- Tampering with fire alarm systems.
- Theft of property belonging to the school, school personnel, or students.
- Smoking or use of any tobacco product within the building and on school grounds.
- Possession of matches, lighters, or other incendiary devices.

Student Dress Expectations (Board Policy [JRDC](#) and [JRDC-R](#))

Student dress should conform to recognized standards of decency, safety, modesty, and cleanliness. The following guidelines were written and finalized by Monarch's student club; HERstory (2018 - 2019). The following was reviewed and approved by Monarch teacher leadership, general Monarch faculty, Monarch School Accountability Committee, and school Administration.

1. Basic Principle: Certain body parts must be covered for all students at all times. Clothes must be worn in a way that genitals, buttocks, nipples are **fully** covered with opaque fabric. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

2. Students Must Wear, while following the basic principle of Section 1 above:

- A Shirt (with opaque fabric in the front, back, and on the sides under the arms that obscures a view of the chest), AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
- Shoes with a complete sole.
 - Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).

3. Students May Wear, as long as these items do not violate Section 1 above:

- Hats. Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.
- Religious headwear
- Hoodie sweatshirts (wearing the hood overhead is allowed, but the face and ears must be visible to school staff).
- Fitted pants, including opaque leggings, yoga pants and "skinny jeans"
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps; halter tops, tube tops
- Athletic attire
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).

4. Students Cannot Wear or Display on their Belongings:

- Violent language or images.
- Images or language depicting drugs or alcohol (or any illegal item or activity).
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment.
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- String Swimsuits (except as required in class or athletic practice).

- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance).

School Dress Guidelines balance rights of expression with the entitlement of every student and adult at MHS to inhabit a work environment that promotes mental health, a discrimination-free social life, and that encourages academic progress and participation without unreasonable distractions. Failure to dress appropriately and meet these expectations may result in the need to change clothes and/or disciplinary action.

Tobacco Free School (Board Policy [JDDA](#) & [JDDA-R](#))

Tobacco Products, Electronic Cigarettes, and Vaping Devices

To promote the general health, welfare and well-being of students and staff, smoking, chewing or any other use of any tobacco product by staff, students and members of the public is prohibited on all school property. Possession of any tobacco product by students is also prohibited on school property.

Students who violate this policy will face consequences up to and including the following: Required educational programming ([SecondChance](#) state approved curriculum), Saturday school, detention/in school suspension, revocation of school based activities/privileges, and/or exclusion from extracurricular activities. Repeated violations may result in further consequences including those previously mentioned items, and/or suspension from school, and/or continued referral to law enforcement. Tobacco products and devices will be confiscated and disposed of. They will not be given back to the student.

Applicable Boulder Valley School District Policy: ADC

However, if a tobacco device is modified in any way for the use of any other drug, then Boulder Valley School District Policy JDDA, JDDA-R, JDSE & JDSE-R) will be applied.

Assembly Behavior

Everyone works together to create school spirit. Pep assemblies, plays, concerts, and programs add to the educational experience of our students at Monarch High School. The following behaviors help build school pride and make these events more enjoyable for everyone present.

- Remain seated unless the audience is requested to stand.
- Keep feet on the floor.
- Applaud and cheer when appropriate.
- Do not boo, hiss, whistle, use profane language, or make rude remarks.
- Absolutely no food and/or drinks allowed in the auditorium or gym.
- Students who refuse to behave appropriately at assemblies will be required to leave and may face disciplinary action.

Classroom Behavior

At Monarch High School we believe that:

- Everyone has the right to learn without interfering with the learning of others.
- Everyone's welfare, material possessions, and dignity should be respected.
- Everyone should feel safe for self and property.
- Students are expected to be on time to class.
- Every student is expected to attend classes while on campus unless excused by school personnel.
- Please follow classroom specific norms
- Follow academic honor code
- Students who do not cooperate in the classroom may have disciplinary actions deemed appropriate by a Monarch High School Administrator.

Cafeteria Behavior

- The cafeteria and designated locations are open to students during their designated lunch period.
- Students are expected to dispose of their food items, containers, and other items in appropriate receptacles.
- Use acceptable eating manners. Absolutely no food or drink throwing. Clean the immediate area when ready to leave.
- Refrain from unnecessary loudness, horseplay, and inappropriate behavior.
- Students are not permitted to sit on tables or place their feet on furniture.

Mandatory State Expulsion Laws (Board Policy [JDSE](#) and [JDSE-R](#))

The Colorado State Legislature enacted new laws in the summer of 1993 that impact all Colorado schools. These laws will be enforced as well as the policies set forth in the Monarch High School Student Handbook. Monarch High School will also abide by the policies and regulations as stated in the Student's and Parent's Rights document published by the Boulder Valley School District.

The following behaviors have been determined to be so serious that students who engage in these behaviors will face immediate suspension followed by mandatory expulsion by the Board of Education for up to one calendar year. The behaviors which have been determined to be detrimental to the welfare or safety of students and/or school personnel are:

- Carrying, bringing, using, and/or possessing a dangerous weapon without the authorization of the school or the District.
- Selling a drug or other controlled substance.
- The commission of an act (robbery, assault, etc.) which if committed by an adult would be considered a crime (applies even if no police report or charges were filed).
- The final act of a student on a habitually disruptive contract.

A "Dangerous Weapon" means: (1) firearms, loaded or unloaded, or firearm facsimile that could reasonably be mistaken for an actual firearm; (2) any pellet or "BB" gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air; (3) A fixed blade knife with a blade that measures longer than three inches in length, or a spring loaded knife or pocket knife with a blade longer than three and one-half inches; (4) any object, device, instrument, materials, or substance, whether animate or inanimate used or intended to be used to inflict death or serious bodily injury.

An "Assault" is an event in which a person is very seriously injured or where the action is intercepted just before the serious injury but where the intent to cause serious injury is clearly evident.

"Habitually Disruptive Student" means a child who has caused disruptions while at school or on school grounds, at a school sanctioned activity, or event, or while being transported in a school-approved vehicle. "Disruptive Behavior" means behavior initiated by a student which is willful and overt and which requires the attention of school personnel to deal with the disruption.

Personal Technology: Cell phones, Computers, Personal Technology Devices, and AirPods/Headphones/Earbuds

BVSD recognizes that portable electronic devices are tools of both communication and learning that, depending upon their use, can either add value to or disrupt the school environment. Portable electronic devices include cell phones, iPods, PDAs, MP3s, wireless email devices, laptops, etc. Portable electronic devices shall not be turned on or used in any way at school or at school-sponsored activities unless approved by school personnel. Portable electronic devices with cameras may not be used to violate the privacy rights of another person (ex. You may not photograph others in a bathroom, locker room, without their knowledge/consent). Portable electronic devices cannot be used in a manner in which there is a violation of the [Monarch High School Academic Honor Code](#). Students are required to turn portable electronic devices over to school personnel when requested. Under certain circumstances, law enforcement authorities may be notified. Portable electronic devices are considered personal effects in a student's possession and thereby subject to Board Policy JFGA governing searches of such items. Except in cases of emergency, a cell phone or other electronic communication device will not be searched without the consent of either the student or parent. BVSD shall not be responsible for loss, theft or destruction of portable electronic devices brought.

Personal technology (i.e. cell phones, AirPods, headphones, earbuds) are not required materials in an academic/learning setting. If a student opts to bring a personal cellular device to school, the student retains all responsibility if the device is damaged, lost, or stolen.

Each classroom will have a location for students to store their phone during class time. Teachers will determine, based on their lesson plans, if the cell phone is to be utilized for academic purposes. Cell phones not directly needed for academic purposes will remain in the designated classroom location. AirPods, headphones, and/or earbuds are not to be in/on/over a student's ear(s) during classroom instruction/learning time. Again, teachers will determine, based on their lesson plans, if these devices can be utilized for academic purposes.

If a student needs a phone for emergency use, the student may either ask the teacher to use their personal cell phone or the student can use the student phone in the attendance office.

Students using their cell phone or any other personal technology devices for any reason during class time **without teacher permission** will face the following consequences:

1st offense: The student will be reminded of the school policy and guidelines, which will reinforce the classroom expectations around a distraction free learning environment.

2nd offense: The student's phone will be confiscated. The student will be required to pick up cell phone from Administration at the close of the student's school day.

3rd offense: The student's phone will be confiscated. The student's parent and/or guardian will be required to pick up phone from Administration. The phone will not be given to student for any reason without a parent contact.

4th offense: The student's phone will be confiscated. The student's parent and/or guardian will be required to schedule an appointment with Administration to discuss consequences.

BUILDINGS AND GROUNDS SECURITY / VIDEO SURVEILLANCE PROCEDURES

District Policy [ECA/ECA-R](#), 5/8/18

Video surveillance may occur on District property and on vehicles used for District-provided transportation;

Video cameras may be placed in locations deemed appropriate by designated school administrators, including exterior and interior locations;

Video surveillance cameras will not be concealed in any manner and will not be used in locker rooms, restrooms, gymnasiums, auditoriums, individual offices or classrooms. Permissible locations include outdoor facilities, school buses, and common areas in indoor facilities (such as hallways, lobbies and stairwells.);

Video monitoring may occur before, during or after school hours;

Video recordings may be used in connection with the enforcement of Board policy, administrative regulations, building rules and other applicable laws, including student and staff disciplinary proceedings and matters referred to local law enforcement agencies;

Video recordings may become a part of a student's educational record or a staff member's personnel record;

The District will comply with all applicable state and federal laws related to student data privacy and record maintenance and retention;

MHS High School Grading Policy

Monarch High School utilizes the BVSD Policy, [IKA-R/IKAA-R/IKAB-R](#), when considering our grading policy. From BVSD Policy the following are our foundational principles:

- Assessing and reporting student progress at the secondary level continues to be the core of communication between school and home.
 - Reporting student progress also serves as a critical form of communication with external groups for purposes such as athletic eligibility, scholarship decisions, employment, and admission to post-secondary institutions.
 - All forms of reporting, including progress reports or conferences, should primarily reflect the student's individual progress toward the program expectations in all subject areas.
 - The impact of other factors such as effort, behavior, and attitude shall be clearly explained in the grading procedures distributed by the teacher.
 - The percentage of the grade that is directly related to the achievement of the standards and essential learning results/curriculum for the course and the learning activities and assessments that are included in calculating this part of the grade. Specifically, at the high school level, the MINIMUM percentage shall be no less than 75%.
-

1. Equitable grading practices designed to limit the influence of single assessments

The Monarch High School [Equitable Grading Policy](#) is intended to be consistent with the following guidelines:

- Students are expected to complete all assignments in accordance with the grading policies outlined below.
- Teachers are expected to gather evidence to document student learning.
- Teachers can use a variety of methods to limit the overall influence of single Summative assessment(s) on end-of-semester grades.
- Grades reflect proficiency in BVSD standards.

2. Reteach/Relearn/Reassess

The Monarch High School [Reteach/Relearn/Reassess Policy](#) is intended to be consistent with the following guidelines:

- Reassessment reflects efforts of relearning and reteaching that occur prior to any reassessment.
- Reassessment efforts may be limited to specific areas of content and/or standard(s) and need not utilize the same format as the original assessment.
- Reassessment grades modify or replace original grades to reflect current levels of proficiency.
- Reassessment criteria can be found in an individual teacher's syllabus and will be made available to all students.
- Students are expected to achieve proficiency in the BVSD standards.
- IEP's and 504's will be utilized to direct educational decisions by staff.

3. Relative Weight of Grading Categories

The faculty and staff at Monarch High School will use the following guidelines for the relative weighting of categories used to determine grades.

- Assignments in the "preparation and production" category will count for no more than 25% of the student's overall grade.
- Assignments in the Formative and Summative categories will count for at least 75% of the student's overall grade. The relative weight between the Formative and Summative categories is left to teacher discretion.

The Monarch High School [Relative Weighting Policy](#) is intended to be consistent with the following definitions and philosophies:

- [Preparation and production](#); refers to the evaluation of factors or are items that, although essential to learning, are not specifically part of the standards for a particular subject area. **Examples** may include (but are not limited to) effort, participation, timeliness, completion, attendance, tardiness, and/or [student behavior](#).
- [Formative assignments](#); refer to items that are designed to determine whether students are learning what is being taught. Formative assessments guide instructional decisions by revealing to what extent students are proficient in standards.
- [Summative assignments](#); refer to items that are designed to determine student proficiency in a BVSD standards-based curriculum. They should be given after students have had formative opportunities that include feedback related to performance.
- Teachers are encouraged to use a variety of formats for both formative and summative assessments.
- Feedback to students should be frequent and within a reasonable amount of time.
- The overall academic grade should recognize student progress to achieve BVSD standards throughout the term of instruction.

4. Late Work

The Monarch High School [late work policy](#) should not be used to compromise the following sound educational practices:

- Students are expected to take tests, make classroom presentations, and/or demonstrate proficiency through performances when they are scheduled. The [late work policy](#) does not grant students an implied extension simply because they feel unprepared.
- The best educational practice is for students to complete work to the best of their ability and to submit this work on the due date. Additional action(s) may be taken for students who are habitually late with assignments or who practice [academic dishonesty](#).
- Extensions for due dates should be requested in advance. Extensions requested on or after the assigned due date will be considered on an individual basis.

The faculty and staff at Monarch High School will accept late work from students in accordance with the following guidelines:

- Assignments in the "**Preparation and Production**" category must be turned in on time. Teachers are not expected or required to accept late work in this category. Failure to submit work in this category may result in a "zero" grade.
- Assignments in the **Formative and Summative** categories will be accepted late as follows:
 - o Late work ([not due to excused absence \[MHS Handbook p. 11-12\]](#)) will be accepted when it is submitted within a time window defined by either (as determined by the teacher) –
 - a) the date when the assignment has been graded, recorded, and returned to other students in the class;
 - or**
 - b) 4 school days after the original deadline;
 - or**
 - c) Student work submitted after the stated guidelines above (A & B) may be accepted at the teacher's discretion.
 - o Credit lost due to lateness **in scenarios A or B** will not exceed a drop of one letter grade from the grade earned.

MHS Infinite Campus Coding System and Definitions:

- **Late** = student turned in the assignment after the original due date and grade impacted due to lateness.
- **Missing** = the assignment has not been received. The assignment will be accepted per the late work policy
- **T** = the assignment has been turned in but has not yet been graded.
- **I** = incomplete; partial submission of assignment or assessment.
- **X** = exempt; the assignment/assessment does not impact their grade or does not need to be completed.
- **0** = zero; the assignment has not been received and is not eligible for grade/credit.

Homework Guidelines [\(IKB-R\)](#)

Homework assigned at Monarch supports student learning within the classroom. These activities also provide important feedback to teachers on student progress in achieving district standards.

1. An increasing amount of independent homework is considered necessary and is expected of secondary students.
2. For students at the secondary level, homework loads will be affected by individual course selections.
3. Across different programs, it is the degree of difficulty and complexity that distinguishes assignments rather than amount of work given. Secondary building homework guidelines should address the issue of reasonable homework expectations in all programs.
4. The purposes of homework at the secondary level include: practice/review; preparation for subsequent lessons; extension of previously learned material to new situations; and integration of separately learned skills into a single product.

Academic Excellence Recognition

Selection criteria for Seniors graduating with Cum Laude honors

- All selections will be based on cumulative weighted GPA.
- Selections are made after seventh semester grades are posted on the senior's transcripts.
- Selection will include all seniors.
- The breakdown will be as follows:
 - o Summa Cum Laude (top 3 percent of the class)
 - o Magna Cum Laude (top 10 percent of the class)
 - o Cum Laude (top 20 percent of the class)

Percentages will not be rounded; GPA's will be calculated to the thousandth position (i.e. 3.913). Selection will take place after the senior's first semester grades are posted to the transcripts.

National Honor Society - Membership Selection

National Honor Society (NHS) at Monarch High School is a service organization. Members and inductees are expected to be civically minded and to engage in volunteer community and school service. NHS has an induction of juniors in the spring of each school year and an induction of seniors in the fall of each year. Membership is both an honor and a responsibility. Students are selected based on their demonstration of the qualities of scholarship, leadership, service, and character in their high school career. An NHS invitation to apply for NHS membership is sent to all students that have completed three semesters of high school and have an unweighted cumulative GPA of 3.75 or better.

A five-member NHS Faculty Council evaluates the qualifications of potential members by examining each application for evidence of scholarship, leadership, community volunteer service, and personal character. Leadership and service evidence **must be verified by an adult supervisor** (other than a family member) in a written document. **A minimum of 25 hours of volunteer service community service (i.e. outside of high school activities)** beginning with the completion of 8th grade and prior to applying for membership to NHS is required to qualify for NHS membership. Character evaluation is based on the Monarch High School Student Discipline Code, including issues of cheating and plagiarism, and civic laws as a student's record is examined. Three teacher recommendations are required to help verify a student's qualifications.

As the faculty council considers each student, it follows the guidelines for selection provided in the most recent edition of the National Honor Society Handbook. These guidelines include, but are not limited to the following:

Leadership: *The student who exercises leadership*

- *Demonstrates initiative in promoting school activities.*
- *Exercises influence on peers in upholding school activities.*
- *Demonstrates reliability and dependability.*
- *Is a leader in the school and/or community activities.*

Service: *The student who serves*

- *Participates in outside of school volunteer activities: Scouts, church groups, volunteer services for the aged, poor or disadvantaged, or community duties.*
- *Represents the class or school in inter-class and interscholastic competitions.*
- *Works well with others and is willing to take on difficult or inconspicuous responsibilities.*

Character: *The student of character*

- *Upholds principles of morality and ethics.*
- *Manifests truthfulness in acknowledging obedience to rules, avoiding cheating and plagiarism.*
- *Shows courtesy, concern, and respect for others.*

Academic Letter

1. **The Award:** The Monarch High School Academic Award consists of the standard block chenille "M" using the standard school colors. Certificates will also be awarded.
2. **Criteria:** Recipients for the award(s) will be designated at the end of the fourth quarter each school year, except seniors. Through the fourth quarter of the current school year, 9th, 10th & 11th grade students must achieve the following minimum cumulative grade point averages to qualify. Seniors must achieve their GPA (weighted grades are included in the GPA) after their seventh semester. There are no other criteria:
 - a. Seniors 3.800
 - b. Juniors 3.900
 - c. Sophomores 3.900
 - d. Freshmen 4.000
 - e. These are the minimums. No mathematical rounding will be used.
3. **Transfer Students:** Students transferring to Monarch High School must complete one full semester of attendance before becoming eligible for an academic letter award. Transfer grades will be recalculated, if necessary, using Monarch cumulative grade point average criteria.
4. **Awards Ceremony:** Monarch High School Academic Letter Awards will be given annually to qualified students at a fall ceremony. Graduating seniors will have special arrangements for a ceremony.
5. **Eligibility:** All Monarch High School students enrolled for more than one semester are eligible to compete for this academic award. This includes students in special education and special programs
6. **Alterations to the Granting of Academics Letters:** The Academic Letter Award program may be altered/modified by a committee composed of the principal, a minimum of four high school faculty members, and a minimum of three students

Monarch Attendance

Regular attendance in all classes is an integral part of the educational process. Students are expected to be in attendance every day school is in session as required by Colorado law and BVSD policy. Participation in the classroom is a significant aspect of a student's academic performance, and failure to attend is considered to be grounds for academic sanction. The Monarch High School attendance policy does align with the BVSD attendance policy and any updates will be posted on the Monarch High School Website, and sent home to parents/guardians.

Excused Absences:

The following absences are considered excused when the parent/guardians provide documentation and call in the absence to the attendance line at 720-561-5635 within two school days of the absence. This line accepts calls 24 hours a day.

1. Illness, medical appointments, or injury
2. Prearranged absences that are documented and pre-approved by school administration for:
 - a. interviews with college admissions
 - b. interviews with career representatives
 - c. special family activity/travel
 - d. extenuating circumstances determined by the building administrator
1. Extended absence due to physical, mental, or emotional disability (documentation required)
2. Approved work-study programs
3. Religious holidays (call in required)
4. Court appearances or court-ordered activities (documentation and call in required)
5. Approved school-sponsored activities/athletic events
6. Extremely inclement weather
7. Out of School Suspensions

Unexcused Absences:

Unexcused absences are those not covered by one of the above circumstances. Listed below are a few common examples of unexcused absences:

1. Truancy
2. Student misses a single class period while still on campus (example: student misses PE class to make up a science test)
3. Student is ill; however, the student does not check into the health room

4. Senior Ditch Day

Letters will be sent home when a student reaches 20 and 40 class period unexcused absences. Additionally, students with a high number of unexcused absences will be placed on a Monarch High School Attendance Contract and may be referred to the BVSD Attendance Advocate for truancy proceedings. State law defines a student habitually truant if the student has four days of unexcused absences in a month or 10 days of unexcused absences in a school year.

In accordance to state law, parents are allowed to excuse a student for 70 class periods in an academic school year. Excused absences after 70 class periods will be marked as unexcused. **Best practice is to get a doctor's note for any medical excusal.**

If a student feels they were mistakenly marked unexcused by the teacher, the student must contact the teacher to make the correction with the Attendance Office.

Missed work due to unexcused absences will be provided and accepted in alignment with BVSD Policy JH, [STUDENT ABSENCES AND EXCUSES](#).

Tardiness:

Tardiness is defined as arriving late to class late without an excused reason. Students arriving more than 10 minutes late will receive an unexcused absence.

Sign In/Sign Out and Leaving During the School Day:

Students without an off campus pass, must be signed out through the Attendance Office by a parent/guardian. Only those listed as an emergency contact may sign a student out.

- Students who arrive late to school should sign in at the Attendance Office before going to class.
- Students who become ill during the school day must be signed out through the Health Room in the main office in order to be excused.
- Students who need to leave campus for an appointment must have a parent call the Attendance Line at 720-561-5635. The student will be given a pass and expected to sign out before leaving campus.

Making Up Missed Work From Absences:

Students have the opportunity to make up work that has been missed due to an excused or unexcused absence. **Credit for class work missed due to an unexcused absence shall not be allowed unless specifically permitted by the principal.** School board policy [JH-R](#) specifically states:

- Missed Work - Students are responsible for all class work missed due to any absence either excused or unexcused. Within two school days after his/her return to class following an excused absence, the student must arrange to make up work missed.
- Make-up Work - The teacher shall make appropriate provisions for completion of missed class work.
- Credit for Excused Absences - Credit for class work missed during excused absences is allowed when class work is adequately completed within the teacher arranged time period.

Student Services

Counseling:

MHS professional, licensed counselors provide a comprehensive guidance program that meets the developmental needs of all students. Counselors will assist students with personal issues, academic planning, career and personal planning, post-graduate decision making including college, military, technical or other vocational pursuits. You may contact the Monarch High School Counseling Office at 720-561-5634. MHS Counseling Office is open daily from 8:30 AM to 4:00 PM. Students and parents may access counseling office services by making an appointment to see a specific person. Students may also stop in before or after school, in-between classes, during lunchtime or during study hall/free periods. Communicating with the counseling staff by notes, e-mail or phone calls is welcomed and viewed as very important. Every attempt will be made to respond to those communications within a day's time. If a crisis or emergency situation exist, please indicate the urgency of the request to the counseling assistant.

Schedule Correction Procedure:

All schedule corrections must be made before the beginning of each semester. It is expected that all freshmen, sophomores, and juniors be enrolled in six classes, and seniors a minimum of five. Seniors must carry a minimum of five

classes both semesters. Independent Studies, completed outside of the school day, are in addition to the minimum number of required classes. Freshmen and sophomores interested in an off period should complete the Special Consideration Request Form from the Counseling Office.

A change of schedule is not guaranteed and is based upon course availability, class capacity, and/or other parameters associated with Monarch's master schedule, program, and funding. Please note the following:

CHANGES ***WILL NOT*** BE MADE FOR:

- Change of mind
- Work schedule
- Athletic schedule
- Request for specific off period
- Request for specific teacher
- Request for friend and/or lunch

CHANGES ***WILL BE*** MADE FOR:

- Seniors needing a course to fulfill graduation requirements
- Students needing to drop a course that has already been taken for credit
- Students needing to move to appropriate course level (should be initiated by the teacher)
- Students who have been scheduled into a class that was not a selected course or alternate course will be given priority to select another course based on space available
- Students who do not have the minimum requirement of classes
- College admission requirements

MID SEMESTER CLASS/COURSE CHANGES:

- Mid-semester changes are a rare occurrence and will only happen with approval of administration. This is typically because of extenuating circumstances.
- When appropriate (i.e. similar class to similar class) the students academic grade will transfer from one class to another. Teacher discretion and direction in such incidents will lead to this determination, while administration will make the final decision should a discrepancy and/or disagreement arise.

Post Graduate Center:

The Monarch High School Post Graduate Center is adjacent to the Counseling Office. It is the hub of college and career planning for students. The Center is designed to provide students and parents with materials and information regarding future options for students. Representatives from colleges, businesses, technical schools, armed services and other organizations are available to consult with students throughout the year.

Monarch High School Library

The library at Monarch High School has received "Highly Effective School Library" recognition from the Colorado Department of Education for the past seven years. It is the only high school in the Boulder Valley School District to be granted this prestigious status.

The library's mission is to provide a safe and supportive environment for all students. We strive to fulfill our students' academic needs through a variety of means- traditional books to technological resources such as Nooks, I-pods, and Flip cameras. We also provide several quality online databases that students may access from school or home. Responsible use of the Internet is expected in the library as it is throughout the building.

Books that spend an entire semester in a locker are of no use to anyone, we charge .10¢ per school day for each overdue book- there is no charge for weekends or holidays. The MHS library follows the BVSD approved and adopted board policy in regard to fees, fines, overdue and lost materials. If a student is unable to pay for a fine or lost books, they may contact the librarians and we will make alternative arrangements with them.

The library hours are 8:30 AM – 4:00 PM. The knowledgeable and friendly MHS Library staff is happy to help assist students with all aspects of their academic studies and interests. The MHS Library phone number is [\(720\)561-4300](tel:7205614300). Feel free to contact the librarian via email at beatrice.gerrish@bvsd.org.

Health Room

The Health Room is open during school hours and is staffed by a school-based health assistant and a nurse. Students who fall ill during the school day may rest in the Health Room for 15 minutes and then return to class or call a parent. Students who come to the Health room from a scheduled class must have a pass from the teacher. Students who are ill and need to go home must be excused through the Health Room and the Attendance Office.

Administering Medicines to Students

- Prescription and non-prescription medications may be administered during the school day by district personnel according to the following procedures:
- Medications are **NOT** to be in the personal possession of students.
- For all prescription and non-prescription medications, a student's parent or guardian shall make a written request for school personnel to administer medications by providing the completed Medication Administration Authorizations Form, which is to be signed by both parents and physician. The medication needs to be brought to the health room by the parent or guardian. The student must report to the health room or school office to take medications.
- Prescription medication supplied by the student's parents or guardian must be in the properly labeled bottle dispensed by a pharmacy.
- Non-prescription, "as needed" medications must be in the original labeled container. The bottle should also be labeled with the student's name.

Student Privileges

Student Parking:

Parking at Monarch High School is a privilege. Dangerous or careless behavior can lead to parking privileges being revoked. Seniors will be given priority for upper lot parking permits. Any remaining upper lot spaces will be distributed to juniors through a random number lottery system. Juniors will receive priority for lower lot parking. Sophomores will be able to purchase any remaining lower lot passes starting each year in September. There is no extra fee to add permits on extra vehicles once a permit is purchased. Upper lot parking is strictly for upper lot passes unless approved by security or administration. This is the case even when there are empty spaces available in the upper lot. This guideline goes through the senior graduation date.

To register your vehicle:

1. The fee for the 2021-22 school year is \$40.00 for the lower lot and \$50 for the upper lot.
2. This fee [can be paid on RevTrak](#).
3. Students must complete the [Parking Permit applications](#) online with vehicle information.
4. Once students have paid on RevTrak and completed the application, they may see the Treasurer to obtain the sticker for their vehicle.

**IF YOU DO NOT HAVE A CAR – PLEASE DO NOT APPLY FOR A PARKING PERMIT.
ALL STUDENTS APPLYING FOR A PERMIT MUST HAVE A VALID DRIVER'S LICENSE.**

The faculty and visitor parking lot at Monarch PK-8 is strictly off limits. In order to have safe and secure parking lot conditions, please observe the following:

- Obey the 15 mph speed limit.
- Drive and park in designated areas only.
- Lock all vehicle doors to secure your belongings.

Students who forge parking passes and/or fail to obey parking rules and expectations may be suspended from school and will lose their parking privileges. Cars may be booted or towed when parked in unauthorized areas. Any illegal driving behaviors will be reported to the police and may be issued a ticket. Likewise, students driving in ways determined to be unsafe will lose parking privileges for a period of time determined by MHS administration.

Modified Closed Campus:

Monarch High School is a modified closed campus school. This means that 9th and 10th grade students must stay on the campus and attend all scheduled classes everyday. Students may not cross Campus Drive and/or stand on the side of the road for any reason. If students choose to depart campus without permission, school consequences may be implemented.

Juniors and seniors are eligible for off-campus privileges, the student may leave campus when he/she is not assigned to a class. Students are expected to carry their student ID at all times. Parents may not excuse freshmen, sophomores, juniors or seniors without Off-Campus Passes to leave the campus for lunch.

Hall Lockers:

Any student who is needing a locker should request one by completing the [request a locker form](#), or use the QR code around the building. Students are reminded that there is to be only ONE student to a locker. It is the responsibility of each student to keep lockers clean inside and out. Any student defacing lockers (writing, banging, or tampering) will be expected to compensate the school for the damage done. Students will be assigned a locker when they turn in their emergency card with proper signatures and have paid any outstanding fees. Students, **DO NOT** give your combination to anyone.

Elevator Key Checkout:

Monarch has two elevators and a lift available to students and staff who are unable to use the stairs. If you require access to the elevator, please see the Office Manager in the main office.

Monarch High School Telephone Numbers

Main Phone: (720) 561-4200
Athletics: (720) 561-5641
Attendance: (720) 561-5635
Counseling: (720) 561-5634
Monarch Fax: (720) 561-5650

Administrative Support:

Linda Hubbard	Last Names A - E	(720) 561-4214
Stephanie Mann	Last Names F - K	(720) 561-4283
Eric Gustafson	Last Names L - Rn	(720) 561-5640
Kyle Addington	Last Names Ro - Z	(720) 561-5631

Counseling Support:

Aimee Dana	Last Names A - E	(720) 561-4207
Ben Holloway	Last Names F - K	(720) 561-4204
Autumn Coppejans	Last Names L - Rn	(720) 561-4210
Jill Benisch	Last Names Ro - Z	(720) 561-4203

To Report Crimes Anonymously, visit:
Safe2Tell.org or call 1-877-542-7233

Please click on link below for:

[STUDENT ACKNOWLEDGEMENT](#)