

# LEGACY HIGH SCHOOL



## Student/Family Handbook 2022-2023

Legacy Handbook  
2701 W. 136<sup>th</sup> Avenue  
Broomfield, CO 80023  
Main Office: 720-972-6700  
Attendance Line: 720-972-6896  
Visit our website: <https://legacy.adams12.org>

# SCHOOL INFORMATION

## Important Phone Numbers

Main Office (Hours 7:30a.m.-4:00p.m.): 720-972-6700

Fax: 720-972-6897

Attendance Line (available 24 hours a day): 720-972-6896

<u>Administration</u>		<u>Student Services</u>	
Principal	Sara Marx	Counselor A-B	Carrie Kujawa
Assistant Principal	Sierra Hoover	Counselor C-D	Candice Wallace
Assistant Principal	Ruben Chacon	Counselor E-Ha	Valerie Vigil
Assistant Principal	Bryan Davey	Counselor He-Le	Audra Webb
Assistant Principal	Stephanie Valdez	Counselor Li-Ne	Beth Allen
		Counselor Ng-Rob	Matty Paul
		Counselor Roc-Ta	Jeff Hargis
		Counselor Te-Z	Anthony Romano
		Counseling Secretary	Suzi Black
		Office Manager	Lena Fraley
		Registrar	Jordan Stransky
<u>Deans</u>			
Dean A-G	Marisa Anderson		
Dean H-O	Kevin Krueger		
Dean P-Z	Mike Thompson		
Deans Secretary	Betty Dannenberg		
Attendance Clerk	Kimberly Wilson		

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

Calendar activities and events published may not represent a total listing due to changes, deletions and additions that may occur throughout the year. Please listen to daily announcements and visit our website at <https://legacy.adams12.org> for updates.

### Statement of Nondiscrimination

Adams 12 Five Star Schools does not discriminate on the basis of race, color, sex, age, religion, creed, national origin, ancestry, genetic information, marital status, sexual orientation, gender identity, disability, or conditions relating to pregnancy or childbirth in its educational programs, activities, operations and employment decisions. The District is committed to providing an environment free from bullying and harassment.

Legacy High School Bell Schedules  
2022-2023

▼ **Regular Bell Schedule (Mon, Tues, Thurs, Fri)**

Period	Time
1	7:40 – 8:34
2	8:39 – 9:33
3	9:38 – 10:32
4	10:37 – 11:32
5	11:37 – 12:32
6	12:37 – 1:32
7	1:37 – 2:31
8	2:36 – 3:30

▼ **Wednesday Bell Schedule (Early Release)**

Period	Time
Academic Support	7:40 – 8:20
1	8:25 – 8:55
2	9:00 – 9:30
3	9:35 – 10:05
4	10:10 – 10:40
5	10:45 – 11:15
6	11:20 – 11:50
7	11:55 – 12:25
8	12:30 – 1:00

**Legacy High School  
2022-2023 Important Dates**

<b>Legacy High School Important Dates 2022-2023</b>			
<i>**all dates and activities subject to change**</i>			
<b>July</b>		<b>January</b>	
<b>7/25 - 8/7</b>	Athletic Check In Online (Fall Sports)	<b>2</b>	Teacher Inservice (No School for students)
<b>August</b>		<b>3</b>	Students return -- 2nd semester begins
<b>4</b>	Parent/Player Information Night Fall Sports (6:30pm-8:00pm)	<b>16</b>	Martin Luther King Day (No School)
<b>7</b>	Athletic Check In Ends (Fall Sports)	<b>17-20</b>	Winter Week
<b>8</b>	Schedule Repair Day (1:00pm - 3:30pm)	<b>18</b>	11th Grade Post-secondary Planning Night (6:30pm)
<b>16</b>	9th Grade Orientation & ID photos (7:40am - 1:00pm)	<b>20</b>	Winter Pep Rally
<b>16</b>	10th - 12th Grade New Student Orientation (11:15am - 1:00pm)	<b>February</b>	
<b>17</b>	Classes begin for all students (7:40am - 3:30pm)	<b>1</b>	AP Parent Night Virtual (6:30pm)
<b>18, 19, 22</b>	ID Photos:10th grade (18th), 11th grade (19th) and 12th grade (22nd)	<b>1</b>	National Signing Day (1:30pm - 3:00pm)
<b>25</b>	Grade level assemblies	<b>1</b>	Armed Services Vocational Aptitude Battery Test (ASVAB) (1:30pm - 4:30pm)
<b>25</b>	Parent Information Night (5:00pm - 7:30pm)	<b>13-26</b>	Athletic Check In Online (Spring Sports)
<b>September</b>		<b>16</b>	Parent/Teacher Conferences (4:30pm - 7:00pm)
<b>5</b>	Labor Day (No school)	<b>17</b>	Teacher Inservice (No School for students)
<b>7</b>	Academic Lettering Ceremony (6:30pm)	<b>20</b>	Presidents' Day (No School)
<b>21</b>	12th Grade Post-secondary Planning Night (6:00pm - 8:00pm)	<b>23</b>	Parent/Player Information Night Spring Sports (6:30pm - 8:00pm)
<b>28</b>	Parent Teacher Conferences (4:00pm - 7:00pm)	<b>March</b>	
<b>28</b>	College Financial Aid Night (6:30pm)	<b>6</b>	8th Grade Information Night (6:30pm)
<b>October</b>		<b>10</b>	End of 3rd Quarter
<b>2-8</b>	Homecoming Week	<b>10-17</b>	Spring Giving Drive
<b>5</b>	Powder Puff (6:00pm)	<b>13</b>	Spring Pep Rally
<b>7</b>	Homecoming Pep Rally (Activity Schedule)	<b>20-24</b>	Spring Break
<b>7</b>	Homecoming Game	<b>April</b>	

8	Homecoming Dance	1	Prom (8:00pm - midnight)
13	End of 1st Quarter	12	SAT - 11th grade, PSAT - 10th grade
14	Fall Break (No school)	13	PSAT - 9th Grade & CMAS 11th Grade
15	PSAT/NMSQT for Juniors (optional)	19	Honor Society Induction - National, Spanish, and German (6:30pm)
19	Wellness Night (6:00pm)	24-28	Pushing Positivity Week
20	Picture Retakes (10:00am - 2:00pm)	26	Peach Fuzz Volleyball & BBQ
26	Teacher Inservice (No School for students)	26	Academic Award Ceremony (6:30pm)
29	Trick or Treat Street	<b>May</b>	
<b>November</b>		1-12	AP Exams (Large and Small Gyms)
1-13	Athletic Check In Online (Winter Sports)	1, 2	National Late Signing Day (7:45am - 8:20am)
2	9th & 10th Grade Post-secondary Planning Night (6:30pm - 7:30pm)	8, 9	Senior Finals
2	Armed Services Vocational Aptitude Battery Test (ASVAB) (1:30pm - 4:30pm)	10	Seniors' Last Day: Make-up finals
9-17	Fall Giving Drive	11	Senior Dessert (6:00pm - 8:00pm)
9	Early Signing Day (7:45am - 8:30am)	12	Senior Picnic, Graduation Practice (11:30am - 3:00pm)
10	Parent/Player Information Night Winter Sports (6:30pm - 8:00pm)	15	Graduation (2:00 pm) - No School for students
11	Veterans' Day (No school)	18	AP Summer Homework Meetings (3:45pm)
21-25	Thanksgiving Break (No School)	24	Finals -- 1:00pm Dismissal (Periods 1-4)
<b>December</b>		25	Finals -- 1:00pm Dismissal (Period 5-8)
14	Finals -- 1:00pm Dismissal (Periods 1-4)	25	Last Day of School
15	Finals -- 1:00pm Dismissal (Period 5-8)	26	Teacher Work Day (No School for students)
15	End of 1st Semester		
16	Teacher Work Day (No School for students)		
19	Winter Break Begins		



**SCHOOL CALENDAR – 2022-2023\***

JULY 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	D	1	D	1	13
14	D	14 <sup>th</sup>	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	A	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

OCTOBER 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	W	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	C	22	23	24	25	26
27	28	29	30			

DECEMBER 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	Q	D	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- F First Day of School for Students**  
FS-August 16, 2022 6<sup>th</sup> morning; 7<sup>th</sup>-8<sup>th</sup> afternoon; 9<sup>th</sup> ONLY  
FE-August 16, 2022 All Elementary K-5 Report  
FS-August 17, 2022 All Students K-12 Report
  - L Last Day of School for All Students**  
May 25, 2023
  - A Elementary Assessment Days**  
September 6, 2022; January 13, 2023  
May 5, 2023
  - W Elementary School Work Days**  
No School for K-5 Students  
October 12, 2022  
February 15, 2023; **May 12, 2023\*** Potential Snow day Make up
  - D Teacher Duty Days (No School for All Students)**  
August 9, 11, 15, 2022  
December 16, 2022  
May 26, 2023
  - C Teacher Come Day – All Schools**  
November 21, 2022
  - I District In-service Days – All Schools**  
August 10, 12, 2022; February 17, 2023
  - B In-Common Release Days – K-8**  
October 13, 2022  
January 2, 2023; February 16, 2023; March 27, 2023
  - Q Quarters Days**  
Oct. 13, 2022 42  
Dec. 15, 2022 38  
Mar. 10, 2023 46  
May 25, 2023 44
- Pupil Count Window ..... September 26 – October 30, 2022
- Calendar Information**
- Registration of New Students ..... Please Contact Your Local School
  - School Year Starts, K-9 ..... August 16, 2022
  - School Year Starts, All Students Report ..... August 17, 2022
  - Labor Day ..... September 5, 2022
  - Fall Break ..... October 14, 2022
  - Veterans' Day ..... November 11, 2022
  - Thanksgiving Break ..... November 21-25, 2022
  - End of First Semester ..... December 15, 2022
  - Teacher Duty Day-No School-All Students ..... December 16, 2022
  - Winter Break ..... December 19, 2022- December 30, 2022
  - High School In-Common Release Day ..... January 2, 2023
  - All Students Return ..... January 3, 2023
  - Martin Luther King Day ..... January 16, 2023
  - Presidents' Day ..... February 20, 2023
  - Spring Break ..... March 20-24, 2023
  - Last Day for Students ..... May 25, 2023
  - Teacher Duty Day ..... May 26, 2023
  - Memorial Day ..... May 29, 2023

JANUARY 2023						
S	M	T	W	T	F	S
1	B	3	4	5	6	7
8	9	10	11	12	A	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	W	B	1	18
19	20	21	22	23	24	25
26	27	28				

MARCH 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	Q	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	B	28	29	30	31	

APRIL 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2023						
S	M	T	W	T	F	S
	1	2	3	4	A	6
7	8	9	10	11	W*	13
14	15	16	17	18	19	20
21	22	23	24	25	D	27
28	29	30	31			

JUNE 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

*\*Subject to Revision*

Approved December 8, 2021

**ACADEMIC LETTER**

Maintaining a grade point average of 3.700 for two consecutive semesters at Legacy High School will entitle a student to an Academic Letter. GPAs are not rounded when determining Academic Letter status. Academic Letters will be presented during the fall and spring Academic Awards Ceremonies.

**ACTIVITIES**

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

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

### ACTIVITY CARDS

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

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

\*Subject to change

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

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

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

### ADVANCED PLACEMENT

The Advanced Placement (AP) Program provides students an opportunity to take college-level courses and exams while they are in high school. As a result of the final national test score that students receive, college credit may be awarded. Credit awarded depends on the college the student wishes to attend. AP courses are designed to replicate college level classes, which mean they are challenging and rigorous. ***All students who take AP classes will be required to take the AP exams in May. Students who do not take the final AP exam will not be eligible for weighted grade status.*** Fees will be collected through the district billing process. The current fee for each exam is \$94 and is subject to change. Financial aid is available for those who qualify. Students who qualify for the free/reduced meal program will also qualify for a reduced fee from College Board. Besides the possibility of earning college credit, AP courses can help the student develop skills and study habits that will be vital in college. AP classes require substantial time outside of the classroom; therefore, students may be required to complete prerequisite work in order to enter the class. Students are required to obtain recommendations of current content teachers to help them evaluate their likelihood of success. For more information about AP, you can access the web site at: [www.collegeboard.org](http://www.collegeboard.org). This website includes the testing schedule in May. Students who have approved absences to the exam may be permitted to take the make-up exam per College Board policy. Students must contact the AP Testing Coordinator directly prior to noon on the last day of the regular testing in order to have a make-up test ordered for them.

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

### ANNOUNCEMENTS

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

## ASSESSMENTS

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

## ATHLETICS

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

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

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

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



11. Must not practice with a non-school team in their sport while a member of a Legacy High School team. (Unless they have received prior written consent from the Legacy High School Principal.)
12. All student-athletes must attend all classes the day of an athletic activity (game or practice) in order to participate. Absences due to a doctor appointment, court appearance, or other legitimate reasons need to be cleared by the Athletic Director. **Any unauthorized absence from any class by the end of the school day makes the participant ineligible to participate on that day.**
13. If a student is serving a discipline suspension, he/she shall not participate in athletics until they he/she has regained status as a student. (A student suspended on Friday from school, cannot participate in athletics until he/she regains student status on the next scheduled school day.)

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

### **NCAA ELIGIBILITY CENTER**

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

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

#### Initial Transcripts:

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

#### Final Transcripts:

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

#### ACT/ SAT Scores:

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

#### Note of Caution:

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

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

Visit our website at <https://legacyco.rschooteams.com/> for athletic information

### **ATHLETIC BEHAVIOR - LIGHTNING FANS**

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

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

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

### **ATHLETIC CODE**

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

### **ATHLETIC FEE REFUND POLICY**

Criteria	Amount
a) Cut from the squad by coach	100%
b) Quits the squad or declared ineligible for semester:	
▪ Day 1 – 5 of practice	100%
▪ Day six of practice to first sanctioned, competitive contest (scrimmage)	50%
▪ After the first sanctioned competitive contest (scrimmage)	0%
c) Injuries or illness (serious) that will eliminate the athlete for the entire season. A written diagnosis by a physician will be required.	
▪ Day one of practice to the day of the first sanctioned, competitive contest (scrimmage)	100%

- After the first sanctioned, competitive contest to the middle of the competitive season 50%
  - After the mid-season contest 0%
- d) Sports with special shortened seasons (golf/tennis) if the student is injured or quits the squad:
- Day 1 – 5 of season 100%
  - Day six through the end of season 0%
- e) Dropped for disciplinary reasons: 0%  
(No exceptions)
- f) Transfers out of the building:
- Day one of practice to the day of the first sanctioned, competitive contest (scrimmage) 50%
  - After the first sanctioned, competitive contest (scrimmage) 0%

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

## ATTENDANCE GUIDELINES

Phone: 720-972-6896

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

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

### Student Responsibility

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

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

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

### Parent/Guardian Responsibility

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

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

### **Teacher Responsibility**

The teacher's responsibility in regards to a student's attendance is to maintain accurate daily attendance records and to record and report attendance to the school office on a class period basis per the guidelines established in the school. The teacher's record is the official attendance record. The teacher needs to support and administer the make-up work procedures in a fair and timely manner to allow students the opportunity for completion of work. When a student's academic performance is affected by his/her attendance, teachers will call a parent or schedule a conference with the student and parent regarding attendance in their classroom. The teacher will follow school guidelines with regards to enforcing the attendance policy. Teachers will publish the tardy policy in their Course Syllabus. All tardy consequences will be handled by teachers in their individual classrooms, unless repeated tardies become defiance of authority. Students arriving more than 10 minutes late will be considered Unauthorized Partial Absent (UPA). The teacher will also provide positive recognition to students who attend school regularly.

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

### **Counselor Responsibility**

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

The Counselor will contact students whose attendance is affecting their academic performance. This contact will be documented and the student and parent will be made aware of his/her academic progress in regards to graduation. The

Counselor will check the student's schedule and make sure it is academically appropriate and help the student understand the ramifications of further absences.

### **Administrator/Dean Responsibility**

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

### **Attendance Policy**

- Teachers will take attendance within the first 10 minutes of every class.
- Student absences are authorized (excused) or unauthorized (unexcused) by Legacy High School. **Parents must call the attendance line, 720-972-6896, within two days to inform the school of a student's absence. It is the school's responsibility to identify each absence as authorized (excused) or unauthorized (unexcused).** Parents/Guardians are required to provide the school with an explanation of why a student is missing class. The appropriate administrator will decide if the absences are authorized or unauthorized.
- Examples of authorized absences (with documentation)
  - A doctor's appointment
  - Family emergencies (i.e. death in the family, etc.)
  - Absences required by a legal body (court, juvenile authorities or police)
  - Military obligations
- Examples of unauthorized absences
  - Alarm clock failure or getting up late
  - Taking a family member to work or school
  - Traffic
  - Car trouble
  - Doing work for another class
  - Babysitting
  - Midday absences without documentation
  - Other excuses as deemed by Dean
- Parents/guardians may call the school and ask for absences to be authorized without documentation. The school may authorize up to five absences in a semester without requesting documentation. Parent/guardian must call within 2 days of the absences or the school may ask for documentation.
- **After five absences in a semester, the school will require proper documentation for any absence. Without documentation the absence will be marked unauthorized (unexcused). Proper documentation (see previous explanation of proper documentation) must be turned in within three school days of the absence to be considered. All absences, at all times need to be reported to the attendance line.**
- The Auto-Caller will call home once a day on the first unauthorized (Unexcused absence, UNX) for the day. Parents will be encouraged to follow up and monitor the attendance of their students. If an UNX needs to be authorized, the parent should call to excuse the absence immediately. ***Parents, please make sure the school has the current phone numbers, and email addresses for our system to call.***
- Students are encouraged to make up all work they missed while absent, but a student may not be able to earn credit for work missed during an unauthorized absence.
- Parents are to monitor attendance via Infinite Campus.
- The Attendance Office will email an attendance letter home on the fifth absence.

- Teachers will call parents regarding unexcused absences according to the Legacy High School Attendance Policy to discuss the attendance situation and how it affects the student’s grade and participation in class.
- Students who are truant will be assigned appropriate school consequences, which may include, but are not limited to, the following: learning modules, work detail, detention, suspension, referral to district truancy liaison, and/or district attendance hearing.
- Continued unexcused absences will be considered defiance and discipline will progress. If the student is 17 or over, the Dean may notify the parents/guardians and student that he/she is being withdrawn from Legacy High School due to ongoing attendance issues violating the attendance policy. Students who are under 17 may be referred to a district attendance hearing and/or social services.
- Students being withdrawn from school due to ongoing attendance issues may appeal the decision. The appeal must be in writing and filed to the appropriate Assistant Principal by the student and parent/guardian. All appeals must be filed within three school days of original notification.
- Any student may be suspended for continued unauthorized absences, which is considered defiance of authority and truancy.
- According to Colorado School Law 22-33-107, “As used in this subsection (3)(a), a child who is “habitually truant” means a child who has attained the age of six years and is under the age of 17 years having four unexcused absences from public school in any one month or ten unexcused absences from public school during any school year. Absences due to suspension or expulsion of a child shall be considered excused absences for purposes of this subsection (3).”
- According to Colorado School Law 22-33-104. (5)(a), “**The general assembly hereby declares that two of the most important factors in ensuring a child’s educational development are parental involvement and parental responsibility.** The general assembly further declares that it is the obligation of every parent to ensure that every child under such parent’s care and supervision receives adequate education and training. Therefore, every parent of a child who has attained the age of six years and is under the age of 17 years shall ensure that such child attends the public school in which such child is enrolled in compliance with this section.”

### Pre-Arranged Absences

- Absences due to family vacations, educational experiences not sponsored by the district, and non-emergency appointments will be reviewed on an individual basis. The student’s attendance and academic record will be taken into consideration in making a determination. **After the student has used 5 undocumented excused absences, the procedure below will be used:**
  - The student and the parent/guardian should pre-arrange these absences. **Pre-Arranged Absence forms can be obtained in the Attendance Office.** These absences may be determined to be excessive and may affect the student’s grade(s) and therefore, may be denied as an authorized absence. As a result, an attendance conference may be requested by the Dean of Students.
  - Parents/guardians and students should carefully consider their decision to participate in any extended prearranged absence. For an extended prearranged absence, students must:
    - Obtain a pre-arranged absence form from the Attendance Office.
    - Obtain a parent signature.
    - Present the form to teachers for advanced recommendation and assignments.
    - Obtain a Dean of Students signature. **The Dean of Students will take the student’s grades, attendance, discipline, and reason for absence into consideration before authorizing any absences.**
    - **Submit the signed form to the Attendance Office at least five days prior to the absence.**

### Excessive Absences

- Excessive authorized absences will impact the student’s academic progress and require school intervention. Legacy’s policy for excessive authorized absences is:
  - Five absences in a semester will qualify as excessive absence from a class and an email will be sent home to the parents.
  - Ten absences in a year will qualify as excessive absence from a class and put the student in violation of the attendance policy. The student may be referred to a district hearing.

- **No early finals will be given at the end of the school year. All students are expected to be in attendance through the last school day as established by the published district calendar.**

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

### **Tardy Policy**

All tardies and consequences will be handled in each individual teacher's class as described in the Course Syllabus unless it becomes a defiance of authority issue. A tardy is defined as coming late to a class within the first 10 minutes. After 10 minutes the absence will be marked UPA (unexcused partial absence).

### **BEHAVIOR EXPECTATIONS, DISCIPLINARY ACTION AND STUDENT CODE OF CONDUCT**

In order to ensure a positive and safe learning environment that helps facilitate self-discipline, encourage academic success and promote school wellness, school staff will enforce District policies and school rules related to expected student behavior. Consequences will be administered by staff in those circumstances where a student exhibits behavior contrary to these policies/rules. Each teacher/staff member will have a set of specific guidelines of acceptable behavior, in addition to the school rules and District policies.

A summary of the Student Code of Conduct for Adams 12 Five Star Schools (the District) is available on the District's [website](#). For complete information, please refer to the latest version of each District policy, available [here](#).

This summary includes information such as:

- student conduct
- student attendance
- cell phones and personal electronics
- District technology and Internet usage
- student dress code
- bullying and harassment

### **BOOK DEPOSITORY**

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

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

## **BUSINESS OFFICE**

*Telephone: 720-972-6732*

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

## **CAMPUS SECURITY**

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

## **CANINE SEARCHES**

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

## **CELL PHONES AND ELECTRONIC DEVICES**

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

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

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

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

## **CHEATING/ PLAGIARISM**

Plagiarism means to present, as one's own, the work, writing, words, ideas, or computer information of someone else. Sources could be published or unpublished. If unclear, always ask the teacher. Cheating is supplying, requesting or using



unauthorized information prior to or during an assignment or assessment. (Examples include looking at or using someone else's work, using crib/stolen/borrowed notes, or unauthorized use of electronics).

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

Matrix for Plagiarism/Cheating:

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

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

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

### **COMMONS/CAFETERIA**

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

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

### **COMMUNICATIONS**

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

- Email
- Voice mail
- Department web page
- Infinite Campus (link on <https://legacy.adams12.org/> and [www.adams12.org](http://www.adams12.org))
- Personal conferences arranged as needed

### **COMPUTER GUIDELINES**

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

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

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

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

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

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

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

## **CONCERNS/QUESTIONS**

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

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

If the concern is a peer issue involving another student:

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

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

## **CONTROVERSIAL ISSUES**

*Superintendent Policy [6220](#)*

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

- School personnel, including the building principal or his/her designee, and parents share the responsibility for identifying and responding to controversial issues presented outside the context of the curriculum.

- Controversial issues shall be related to the curriculum being taught and be appropriate to the grade level, maturity and intellectual capacity of the students.
- School personnel, including the building principal or his/her designee, shall develop procedures to notify parents in a timely manner, should exceptional circumstances arise regarding anticipated content, materials, learning activities and instructional strategies that could reasonably be considered controversial, and provide opportunities for parents to request and receive additional materials, learning activities, and/or instructional strategies.
  - Teachers shall refrain from demonstrating practices, or directing students to demonstrate practices, which have significant religious or spiritual components.
  - Sensitivity to practices and beliefs of other cultures shall be manifested in instructional methods and academic content.
  - This policy shall not be construed to prevent teachers from teaching about the many religious, ethnic, and cultural groups and their contributions to our World heritage consistent with state content standards and District curriculum.
  - An educational climate shall be established which is conducive to rational thought, free inquiry, and reflect respect for the dignity of the individual.
  - Students shall be taught how to study issues and shall be provided the opportunity to identify, express, and defend their opinions without penalty or fear of reprisal or ridicule.
  - Adequate instructional resources shall be provided in order to promote fair representation of a variety of views on all issues presented.
  - Staff members shall inform the principal or designee of controversial issues that arise unexpectedly which cause or are likely to cause concern among students and or parents.
  - Building principals are responsible for seeking guidance from General Counsel whenever the presentation of a controversial issue has been challenged on legal grounds or threatens the orderly operation of the school.
  - Whenever possible, appropriate learning alternatives, equivalent in value/quality to those to which parents object, shall be provided in a non-stigmatizing manner when a student's parent/guardian determines that the student should not be exposed to the assigned materials, methods, curriculum, activities or presentations. This provision shall not be invoked so as to fundamentally alter District or school curriculum.
- Controversial Health Curriculum. School personnel shall notify parents/guardians in writing prior to student participation in a District-approved controversial health education course or topic. Exhibit A shall be used to inform parents/guardians of the upcoming instructional activities and the parents'/guardians' right to exclude their child from all or part of such instruction.
- To assist parents/guardians in determining whether to request an exemption, each school shall give parents/guardians, so requesting an opportunity to review the materials to be used and participate in a conference with the instructor and principal or designee.
- Parents/guardians shall direct written requests for exemption to the school as provided in Exhibit B and shall specify the components of the curriculum from which the student is to be excused.
- Building administrators shall maintain all requests for exemption in students' files.
- Students for whom parents/guardians have submitted a signed exemption request shall be provided with appropriate alternative activities.

## **COUNSELING OFFICE**

*Telephone: 720-972-6702*

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

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

- *Social/Emotional Development:* Standards guiding school counseling programs to help students manage emotions and learn and apply interpersonal skills.

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

### **Meeting with a Counselor**

Students may schedule an appointment to see a counselor. Students are encouraged to make appointments during free periods, lunch or after school. Parents/Guardians can initiate a meeting with a counselor via phone or email.

### **DANCES**

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

- Dress must be appropriate for a high school dance. Determination is subject to the discretion of school administration. Those students not complying will be allowed to go home and change into more appropriate attire. Contact the Dean's Office prior to the dance if you have questions about the dress code.
- Adams 12 policies (Student Dress Code) and Legacy High School Rules and Regulations will be followed.
- Guests must be approved and will be allowed to attend at the discretion of the Legacy High School Administration. Forms can be picked up in the Attendance Office up to 10 days before the event and **MUST** be returned to the Attendance Office no later than **three school days** prior to the dance. Guests must also provide their school/Colorado IDs. Students who bring guests are responsible for their guest's behavior during the dance/activity. The Legacy student and guest are expected to arrive together and remain together for the entire activity.
- All guests of LHS students must be high school age, up to and including 20 years of age. This includes Prom and Homecoming.
- For Prom, 9<sup>th</sup> and 10<sup>th</sup> grade LHS students are considered guests of a junior or senior and therefore must have a guest pass completed in order to attend Prom.
- Any student who is suspended or expelled during the time of a scheduled dance will not be allowed to attend the event.
- If students leave the dance, they will not be allowed to return.
- Parents are welcome to stop by for photo opportunities.
- Parents may volunteer to be chaperones. Please bring government issued photo identification to the main office and fill out a volunteer packet three days prior to the event.
- Students will be required to show their school ID as they enter the dance.
- Dance moves need to be appropriate for a high school dance.

### **DEANS**

*Telephone: 720-972-6717*

The Deans' primary responsibility is to monitor the climate and culture of the school in order to maintain a safe learning environment. The Deans will address discipline, security, and safety issues which cause a disruption. Attendance issues will be addressed by the Deans after teacher interventions have been exhausted. Students who have a school safety or security issue should report to Student Support Services (formerly the Attendance office)

### **DELIVERIES**

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

**Lunch or food items will never be accepted from an outside service (such as Uber or Lyft) for delivery; no such delivery personnel will be allowed on Campus.** Other items that are delivered will remain in the Main Office until the end of the school day at which time a student may claim the item to take home. Classes will not be interrupted, nor will students be allowed to carry items with them throughout the day and into the classroom. Please help us in maintaining an academic environment by celebrating important family events at your home.

## **DISCIPLINE**

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

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

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

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

## **DRESS CODE**

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

Restrictions upon freedom of student dress will be imposed, at the discretion of school administration, whenever the mode of dress in question is potentially unsafe for the student or others, or is likely to be disruptive, distracting or cause interference with the educational environment of the school. More specific information can be found in the linked Superintendent's Policy.

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

## **DRUG AND ALCOHOL TESTING**

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

## **EARLY RELEASE**

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

## **ELIGIBILITY**

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

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

- Thursday: Teachers post student grades in Infinite Campus.
- Friday: Information is collated and coaches/sponsors are notified.
- The following Monday: Ineligible students may not participate in games/contests beginning Monday through Saturday night. Students will still be expected to attend practices.

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

Students receiving an "F" in more than .5 units of credit at the end of the semester will be ineligible for approximately the next six weeks (per CHSAA guidelines). Specific dates for regaining eligibility status can be found on the Athletic Department [website](#).

### **EMERGENCY CLOSING/WEATHER UPDATE**

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

### **EMERGENCY PROCEDURES**

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

### **FEES**

All fees will be billed in early August. Course fees will be reconciled after the drop window closes. Typically this is 5-10 days after the start of the course. Account adjustments will be made at that time. Anyone enrolling in November will be asked to pay fees upon entry.

Surplus balances will be applied to any outstanding balances. Any remaining surplus will be refunded according to District Policy [5630](#).

Almost all fees are entered through Infinite Campus with specific due dates. We ask you to check the Parent Portal frequently as membership dues, activities, and fines are billed in this manner.

A paper billing statement will be mailed out in October to all students and in March to any transitioning students (elementary to middle, middle to high school, and seniors). At all other times of the year, any student with a balance due on their account will receive an electronic billing statement on the 20<sup>th</sup> of the month. Please be sure your email is up to date so you can keep informed.

Students qualifying for free/reduced meals might also qualify for free/reduced school fees. In order to have your fees adjust, you will need to fill out and submit an Information Release Form for a qualifying school. This form must be submitted each school year. Fees will automatically adjust according to your qualifying status. Be aware that not all fees qualify for a reduction. The form can be found on the district website.

Optional items such as parking permits, lockers, and activity passes can be purchased at the business office during the school year. Accounts must be current in order to purchase these items.

You can also find more information regarding fees by going to the Adams 12 website and reviewing District Policy [5630](#). You can also search the fee *schedule* to see district approved fees for the school year.

## **FINAL EXAMS**

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

## **FOOD AND DRINK POLICY**

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

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

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

## **GRADING POLICY**

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

### District Grading Scale

89.5 – 100% = A

79.5 – 89% = B

69.5 – 79% = C

59.5 – 69% = D

Below 59.5% = F

## **GRADE REPLACEMENT**

Students who fail or receive a low grade in a class may retake the class on a space available basis. The student will be awarded the higher grade and the GPA will be recalculated. Upon verification of successful completion, the prior course grade will be replaced with "NG" and the new course grade and credit will be listed in the transcript under the corresponding semester. Grade replacement is not an option for maintaining valedictorian or salutatorian status. Per superintendent policy, "students who wish to enhance their academic standing by re-taking a previously passed course for grade replacement" are not eligible for a PE waiver.

## **GRADUATION REQUIREMENTS**

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

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

## Adams 12 Graduation Requirements for the Class of 2020

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

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

English	4 credits
Math	3 credits
Science	3 credits
Social Studies – (.5 must be US Gov).	2 credits
US History	1 credit
Physical Education – (.5 must be Healthy Choices)	1 credits
Fine/Practical Arts	2 credits
Elective	7 credits
<b>Total Required Credits</b>	<b>23 credits</b>

In addition to earning 23 credits, students will be required to demonstrate college and career competency in English and Mathematics.

### Important Notes:

1. Students must have completed all graduation requirements and all outside credits submitted **by noon on the last day for seniors** in order to be eligible for participation in the graduation ceremony.
2. In order to receive a Legacy High School diploma, transfer students must have attended a minimum of one full semester during their senior year and earned a minimum of 2.5 academic credits during their final semester.
3. Students must maintain full-time student status as defined by State statutes.
4. Early Graduates: Students requesting to be released prior to the regular completion date for graduation must have successfully completed all Legacy High School and Adams 12 Five Star Schools' graduation requirements. Application for early graduation must be completed by October 1<sup>st</sup>, with the consent of counselor, parent, and school administration; this opportunity is only available at the end of a student's third (3<sup>rd</sup>) year or after the 1<sup>st</sup> semester of a student's senior year. Students who are graduating after the 1<sup>st</sup> semester of their senior year will not receive a diploma until May. Note: Even if a student is planning on graduating early, he/she must register for a complete schedule for the year. Students considering enrolling in college following graduation should check with the college admissions representative to ensure early completion is in their best interest. Students who are approved for early completion will not receive a diploma nor participate in a graduation ceremony until the regularly scheduled commencement ceremony in May

### **HALL PASSES**

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

### **HARASSMENT/HAZING/BULLYING**

The staff and community of Legacy High School expects all students to conduct themselves in a manner, one in which consideration, kindness, and respect are displayed toward fellow students. Every member of the school community is entitled to attend school free from harassment, intimidation, threats, or fear. Bully as defined by state law is any written or



verbal expression, or physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students. Incidents of harassment/bullying (physical, sexual, verbal, social media, or written) or hazing will not be tolerated. A student who feels he/she is the recipient of such behaviors needs to report it immediately to his/her teacher, dean, counselor, or administrator. Any staff member who is approached by a student about harassment/hazing/bullying shall ensure the student receives the assistance necessary, which may include addressing the situation immediately, parent contact, and/or referral to the dean/administrator. Incidents of this type must be documented in writing. If a student witnesses bullying, intimidation, harassment, or hazing of another student and fails to report it, it may also be considered a breach of the Legacy Conduct Code. Information can be found in [Superintendent Policy 5110](#).

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

- repeated remarks with sexual or demeaning implications
- any unwelcome touching
- incidents involving any form of initiation
- verbal or physical intimidation

## **HEALTH CURRICULUM**

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

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

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

## **IDENTIFICATION CARDS**

Campus security is a high priority at Legacy High School and Adams 12 Five Star Schools. Student IDs help to identify students on school grounds, allow students to check out materials from the LMC, serve as bus passes, are needed for food services, etc.

[Superintendent Policy 5060](#) includes a Student ID Policy:

All middle and high school students are required to carry on their person an unaltered school issued photo identification card (ID) during school hours, or at such times, locations, and activities specifically identified by the building principal; provided however, that the building principal shall have the discretion to impose a stricter requirement regarding student wearing of school issued photo ID cards based upon safety and/or related concerns.

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

Replacement costs:

The first replacement ID is free. After that it's \$3 for ID only or \$5 for ID/Lanyard. Payment is expected at time of purchase.

### **Processes:**

- IDs will be purchased through the Bookkeeping Office and processed through the Attendance Office.

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

### **INCLEMENT WEATHER/SCHOOL CLOSURE**

Information on emergency school closures due to severe overnight storms or other emergency situations is available on local television stations. Please listen for announcements concerning Adams 12 Five Star Schools. Information on closures may also be obtained by calling the District information number at 720-972-4000, then press 7 for school closure information or check the District website: [www.adams12.org](http://www.adams12.org). Please note that school is rarely canceled.

### **INCOMPLETE CREDIT**

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

### **INFINITE CAMPUS**

Parents and students have up-to-date access to class marks, attendance and fees through the Infinite Campus Parent Portal. You may access the log-on by going to the school's website, select "Useful Links", then select "Infinite Campus Student and Parent Portal." Please contact the school registrar with any questions or concerns.

### **LETTERS OF RECOMMENDATION**

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

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

Hours of operation:

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

Wednesday-6:45-12:30

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

#### Circulation Policies:

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

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

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

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

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

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

#### Use of Technology:

According to district policy and the signed Internet License, students shall use the system during school time in ways consistent with the curriculum. District access to the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The use of your account during school hours MUST be in support of educational objectives. Computers in the school may be monitored at any time using software designed for that purpose.

#### Services available in the library

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

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

- Library catalog-Search for books at Legacy and other Adams 12 schools. The catalog allows students to write reviews and place holds for books they want.
- Ebooks-Ebooks can be checked out and read online or on personal devices. For information on how to check out ebooks and download them to your device, see the ebook tab on the library homepage

For more information on databases please see the brochure available in the library or the database tab under the library homepage. Additional databases are available through local public libraries; if students don't have a public library card, they should obtain one. For more information:

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

### **LOCKERS**

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

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

- Suspicious activity, thefts, or damage of lockers should be reported to the campus security/deans or the School Resource Officer.

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

### **LOST AND FOUND**

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

### **MAKE-UP WORK**

Students have the number of days absent plus one additional day to make up any missed work during an authorized absence. Exceptions to the above will be noted in the Course Syllabus. Students and parents may request make-up work for emergency or pre-approved absences of three days or longer by calling or emailing the teacher directly. Teachers' email addresses and direct extensions can be found on the school website ~~or in the newsletter~~.

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

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

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

### **NAVIANCE**

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

### **NUTRITION SERVICES**

Adams 12 Five Star Schools Nutrition Services serves breakfast and lunch each day or students may choose to bring meals from home. In addition to meals, a variety of a la carte snack selections are offered for purchase at additional costs. Prepayment for meals is encouraged via cash, check, or online at <https://www.payforit.net>. Parents are encouraged to set low balance notifications or auto replenishment at PayForIt.net to ensure funds are available for purchases.

Free and reduced meal benefits are available to households that qualify, applications must be completed annually and can be submitted online at <https://www.myschoolapps.com>. Paper applications are also available in the kitchen office. Students approved for free or reduced meal benefits receive meals at no cost.

Additional detailed information about Nutrition Services can be found at <https://www.adams12.org/departments/nutrition>, including current [menus](#), [meal prices](#), [free and reduced meal benefits](#), [special dietary needs](#), and [meal charge standard practice](#). You may also contact the kitchen manager at 720-972-6811.

## OFFICE HOURS

The Main Office, Student Relations, and Counseling offices will be open from 7:30 a.m. – 4:00 p.m. for students, parents, and community members.

Parents/Guardians should drop off students no earlier than 7:00 a.m. Classes end every day at 3:30 p.m. (except early release days and designated testing days). Students should be picked up by 4:00 p.m. unless they are in a school-related function. Please be aware that supervision is provided 30 minutes prior to classes and 30 minutes following the daily bell schedule. For security reasons, students should not arrive before supervision is provided or stay after supervision ends.

## OPEN CAMPUS

Students in the 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grades, who have earned at least 6 credits, will be allowed to leave campus during their unscheduled time. These students should not be loitering in the parking lot and should not be causing a disturbance in the school. If the student does not have at least 6 credits, he/she will have closed campus. **Ninth grade students must remain on campus during any unscheduled time. During their off-periods, all students on campus must remain in the Commons or Library unless working directly with a staff member.**

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

## PARENT/TEACHER CONFERENCES

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

## PARKING

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

We have 683 parking passes sold on a first come first served basis. Once those passes have been sold, parking passes will no longer be available.

School Year Parking Permit \$50

Any time during 2<sup>nd</sup> semester \$25

All vehicles parked on campus must be registered through campus security. Upon approval, students may purchase a parking permit from the Business Office. To register your vehicle, you must provide a current registration form, a current proof of insurance form, a copy of your driver's license, and a completed registration form with all information complete and accurate. No permits will be refunded. If you lose your permit, you must purchase a replacement permit. Student parking passes are limited to the number of spaces available and are sold on a first come, first served basis.

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

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

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

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

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

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

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

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

## **PETS ON SCHOOL PROPERTY**

In an effort to keep our school feeling safe for all students and families and in accordance with District Policy, only service animals are permitted on school property. We ask that all other pets remain off school grounds during school hours. We appreciate your cooperation with this request.

## **PE Waiver**

PE waivers have been discontinued for students graduating in the class of 2021 and beyond. This includes students who are in Legacy 2000.

## RECLASSIFICATION PROCEDURES FOR SENIORS

Students who finish their junior year with less than 16.0 credits will be re-classified to a junior status for the following school year. Students who have earned above 16.0 credits by the yearbook photo deadline may be allowed to have their photo included in the senior section of the yearbook, pending administrative approval. Students who were reclassified as juniors and have earned at least 19.0 credits by January 1st of the school year will regain their senior status for the school year.

All students who finish their junior year with less than 16.0 credits will be required to develop a plan for graduation with their counselor.

## REFUND POLICY

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

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

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

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

## SCHEDULE ADDITIONS/CHANGES

Once registered, students may request a change during the first five days of school for the following reasons:

1. Failed a class or have not taken prerequisite
2. Physical disability (must have doctor's note)
3. Previously earned credit in same class

Students requesting a change should make an appointment with a counselor. Please note that changes requested for reasons that are not listed above (including, but not limited to, job conflicts, workload concerns, or athletics) will not be able to be accommodated.

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

## SCHOOL RESOURCE OFFICER

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

## SCHOOL SAFETY

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

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

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

## **SERVICE LEARNING**

Legacy High School recommends that all students participate in service learning prior to graduation. Giving time to the community will enrich the student's life while benefiting the community. In addition, many colleges look at service learning hours when determining scholarship eligibility. It is recommended that students keep track of their service learning hours as they are not placed on the transcript.

## **SKATEBOARDS/LONGBOARDS/BIKES**

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

## **STAFF CENTERS**

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

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

## **STUDENT ASSISTANCE FUND**

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

## **STUDENT ASSISTANTS**

Students may sign up to be a teacher's assistant or an assistant in one of the various school offices during one of their free periods. Students may only take one period of Teacher Assistantship per semester and it cannot replace their lunch period. Students may not drop a class in order to become a student assistant. Interested students may sign up in the Counseling Office during the first 10 school days of each semester. Any Teacher Assistantship starting after the first 10 days of the semesters requires Administrative approval for credit. Students will earn .25 credit for being a student assistant and will be graded on a pass/fail basis. Students may sign up to be a student assistant by contacting individual teachers. Only one of the six elective credits may be earned through student assistantship. Students may apply a total of 1.0 credit of Student Assistant toward the 6.0 electives required for graduation, and may have no more than one student assistantship per semester.

## **STUDENT COMMITMENTS AND BEHAVIORS**

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

- Students will be a part of the collective effort to create the school described in the Legacy High School mission and vision.
- Students will respect Legacy High School in a manner that reflects pride and students will be positive representatives of the school and community.



- Students will take charge of their education, showing active responsibility toward learning.
- Students will respect fellow students and recognize diversity of interests and cultures within the school community.
- Students will respect the rights and requests of others and honor the leadership of our teachers and administrators.
- Students will promote safe and healthy lifestyles for all.
- Students will maintain a balance between academics and co-curricular activities, with their best effort in all endeavors.
- Students will be involved in the community.

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

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

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

### **STUDENT AND FAMILY OUTREACH PROGRAM**

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

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

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

### **STUDENT RECORDS**

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

Student records may be released to the following persons:

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

Student records are the property of Legacy High School. Official student records will not be released until student fines have been paid. Graduated students can access their records through the Adams 12 District offices.

### **SUICIDE PREVENTION**

Protecting the health and well-being of all students is of utmost importance to the Adams 12 Five Star School District. [Superintendent Policy 5520](#) addresses suicide assessments as a priority to protect all students. Adams 12 will treat all threats or attempted suicides as serious regardless of the degree of lethality involved. When a student threatens or attempts suicide, the Adams 12 personnel will follow Superintendent Policy and respond accordingly.

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

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

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

- **The National Suicide Prevention Lifeline –1.800.273.TALK (8255)**

[www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)

- **Colorado Crisis Support—1.844.493.TALK (8255)**
- **Second Wind Fund, Inc—720.962.0706 [www.thesecondwindfund.org](http://www.thesecondwindfund.org)**

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

## **SYLLABUS**

During the first week of class, teachers will review the course syllabus and linked to their webpage. The syllabus will include:

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

If a printed copy is desired, a hard copy of the syllabus may be requested from the teacher.

## **TRANSCRIPT REQUESTS**

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

## **TRANSLATION SERVICES**

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

## **UNSCHEDULED TIME**

All students who do not have a class but remain on campus will report to the Commons, Library or be working directly with a staff member.

## **VALEDICTORIAN/SALUTATORIAN**

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

## **VISITORS**

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

## **VOLUNTEERS**

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

## **WEIGHTED GRADES**

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

The following point scale will be used to compute grade point average.

### **REGULAR SCALE**

A = 4 points

B = 3 points

C = 2 points

D = 1 point

F = 0 points

### **WEIGHTED SCALE**

A = 5 points

B = 4 points

C = 3 points

D = 2 points

F = 0 points

# INFORMATION AVAILABLE ON DISTRICT WEBSITE

## **STUDENT CODE OF CONDUCT**

A summary of the [Student Code of Conduct](#) for Adams 12 Five Star Schools (the District) is available on the District's website. For complete information, please refer to the latest version of each District policy, available [here](#).

This summary includes information such as:

- student conduct
- student attendance
- cell phones and personal electronics
- District technology and Internet usage
- student dress code
- bullying and harassment

## **COMMONLY REQUESTED INFORMATION**

A summary of commonly requested information is available on the District's [website](#). For the most complete information, please refer to the latest version of each District policy (if applicable), available [here](#).

“Commonly requested” information includes topics such as:

- complaints or grievances
- consolidated billing
- service animals on District property
- student transportation
- video and audio monitoring
- visitors to schools

## **STUDENT HEALTH INFORMATION**

Information about student health and wellness, including immunizations, health screenings, COVID-19, and when to keep your child home from school, is available on the District's [website](#).

## **LEGAL NOTIFICATIONS**

The District's legal notifications/annual notices are available on the District's [website](#).

These notices include information concerning:

- non-discrimination (including Title IX)
- rights under the Family Educational Rights and Privacy Act (FERPA)
- directory information under FERPA
- rights under the Protection of Pupil Rights Amendment (PPRA)
- other opt-out provisions

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

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

The logo features a stylized 'L' with a lightning bolt striking through it, all in black with an orange outline. To the right of this graphic, the words 'Legacy Fight Song' are written in a bold, black, sans-serif font.

# **Legacy Fight Song**

**Lightning strikes for all to see  
We'll fight our way to victory  
Strong and proud we'll shout out  
loud  
Let's give a cheer for LHS**

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

(To the tune of The Notre Dame Fight Song)

## SECTION II

### LEGACY LEARNING COMMUNITY COMMITMENTS AND BEHAVIORS

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

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

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

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

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

Students will respect the rights and requests of others and honor the leadership of our teachers and administrators.

Students will promote safe and healthy lifestyles for all.

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

Students will be involved in the community.

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

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

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

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

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

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

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

Parents/Guardians will support school goals.

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

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

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

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

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

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

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

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

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

Administrators will support collaboration, mutual respect, and trust for all members of the learning community. Administrators will value life-long learning by providing and actively participating in professional development and growth opportunities.

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

Administrators will develop and support common course teams.

Administrators will be responsible for maintaining the school facility.

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

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

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

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

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

Support staff will communicate openly and effectively.

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

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

Support staff will celebrate school accomplishments and promote school spirit.