





2024-25 School Handbook

Mountain Range High School

12500 Huron Street

Westminster, CO 80234

Phone: 720-972-6300

Fax: 720-972-6529

Mountain Range High School Administrative Team

Mrs. Tiffany Hansen, Principal

Mr. Troy Lohmeyer, Assistant Principal

Curriculum and Instruction

Mr. Dillon Bohlender, Assistant Principal

Athletics and Student Relations

Mr. Brandon Salling, Assistant Principal

Activities and Special Populations

Student Relations

Mr. Lance Kercher-Pratt, Dean of Students: A-GI

Ms. Heidi Hendrix-Johnson, Dean of Students: Gm-N

Mr. Tate Drane, Dean of Students: O-Z

Student Services

Mr. Will Marks, Counselor: A-Ce

Ms. Yvette Jimenez, Counselor: Ch-Ga

Ms. Cyndi Kelley, Counselor: Ge-Ka

Mr. Todd Riccio, Counselor: Ke-Me

Mr. Jason Matthies, Counselor: Mi-Re

Dr. Lauren Walther, Counselor: Rh-Ta

Mr. Bryan Webb, Counselor: Te-Z

Ms. Regan Mijares, Office Manager

Ms. Shelley Newman, Registrar

Ms. Ashley Mowry, Bookkeeper

Dear Parents and Students:

Welcome to the 2024-25 school year at Mountain Range High School. I am very proud of our school and all of the things that Mountain Range has to offer you. From our wide variety of clubs and activities to our athletic programs, Mountain Range has something for everyone.

This handbook contains information regarding academic requirements as well as district policies and items that are unique to Mountain Range. Please become familiar with the details contained in this handbook as it contains answers to many of the questions you may have.

Information regarding important dates throughout the school year is provided in this handbook. 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, consult school newsletters, and the school website for updates.

We are excited that you are a Mustang. Please don't hesitate to reach out to me if you have any questions or concerns. I wish all of our students a successful year!

GO MUSTANGS!

Tiffany Hansen
Principal
Mountain Range High School



Mountain Range High School Mission

The Mountain Range community develops civic-minded leaders through academic challenges, creative expression, and personal responsibility.

Mountain Range High School Vision

The Mountain Range community strives for excellence by encouraging intellectual risks and honoring all experiences so that both successes and failures lead to greater achievement. We embrace diversity, respect individuality, and work collaboratively to create a safe learning environment.

Table of Contents

- [PBS Information](#)
- [Counseling Information](#)
- [Academic Information](#)
- [Communication](#)
- [District Assessments](#)
- [Computer Guidelines](#)
- [Useful Student Information](#)
- [Library Policies and Procedures](#)
- [Health Services](#)
- [Office Hours](#)
- [School Safety Information](#)
- [Student Records](#)
- [Video and Audio Monitoring](#)
- [Visitors](#)
- [Athletics and Activities](#)
- [Attendance](#)
- [Transportation](#)
- [Finances and Bookkeeping](#)
- [Student Conduct](#)
 - [Law Enforcement](#)
 - [Gangs](#)
 - [Student Dress Code](#)
 - [Student Tobacco/Drugs/Alcohol](#)
 - [Hookah Pipes/Vape Pens/Alternative Forms of Ingestion](#)
 - [Bullying Prevention/Intervention](#)
 - [Identification \(ID\) Badges](#)
 - [Cell Phones and Other Personal Electronic Devices](#)
 - [Plagiarism](#)
 - [Search and Seizure](#)
 - [Weapons](#)
- [Adams 12 Five Star Schools Legal Notifications](#)

For more detailed information regarding Student Code of Conduct (Series 500) and District Policies, please visit <https://www.adams12.org/our-district/search-policies>.

Mountain Range Students and Staff are:

Mature

Respectful

Honest

Safe

What is MRHS?

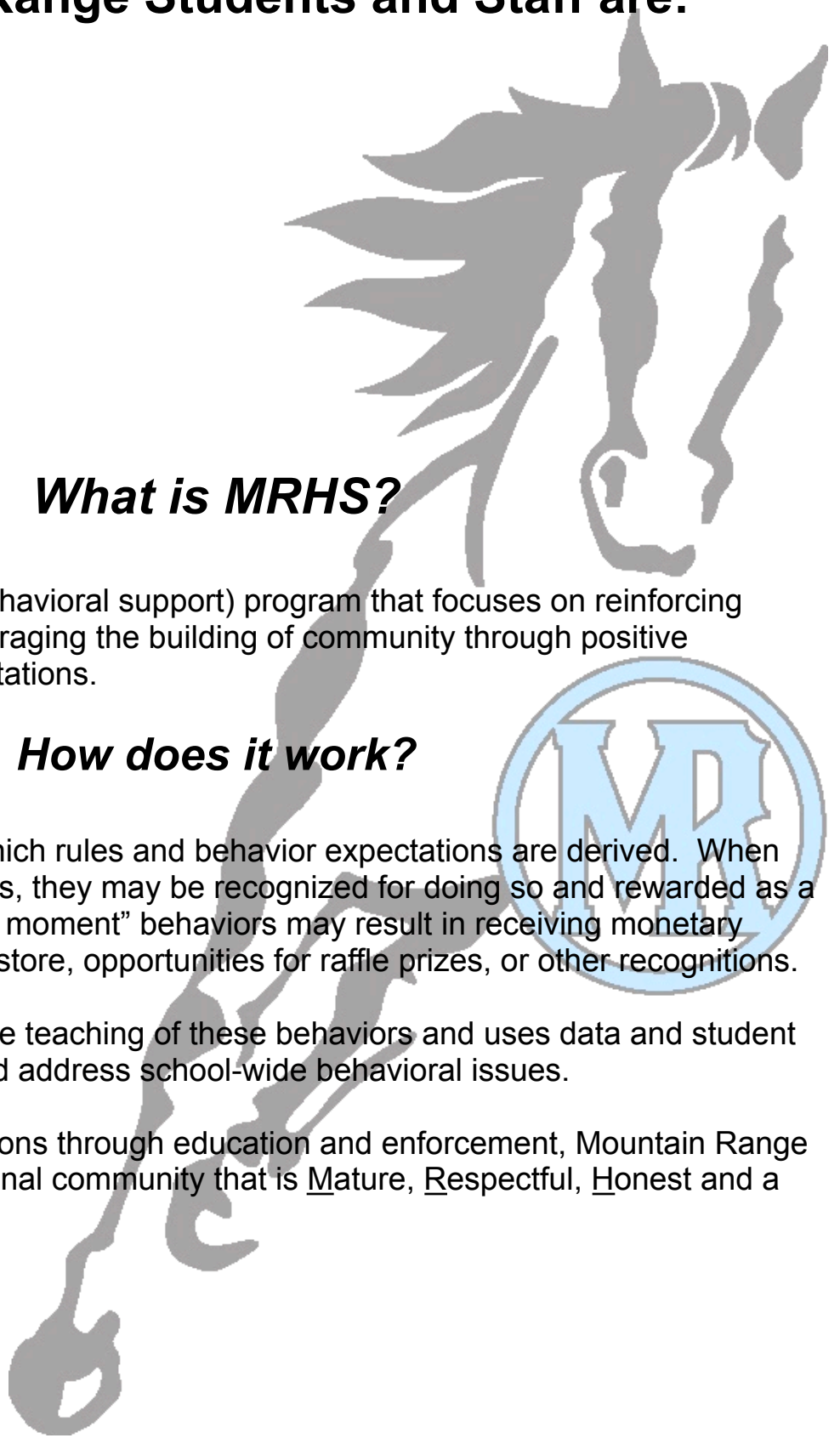
MRHS is a PBS (positive behavioral support) program that focuses on reinforcing positive behavior and encouraging the building of community through positive school-wide behavior expectations.

How does it work?

MRHS is the standard by which rules and behavior expectations are derived. When students exercise these traits, they may be recognized for doing so and rewarded as a result. These “caught in the moment” behaviors may result in receiving monetary rewards through the school store, opportunities for raffle prizes, or other recognitions.

The program emphasizes the teaching of these behaviors and uses data and student feedback to both identify and address school-wide behavioral issues.

By clearly defining expectations through education and enforcement, Mountain Range is able to create an educational community that is Mature, Respectful, Honest and a Safe place for all students.



MRHS expectations and zones	Mature	Respectful	Honest	Safe
<p align="center">All Zones</p> <p><i>(These expectations apply to all areas and events related to the school at all times)</i></p>	<ul style="list-style-type: none"> • Clean up after yourself! • Consume food and beverages in the cafeteria only. • Be mindful of the passing time and bells. • Use polite language with staff and others. 	<ul style="list-style-type: none"> • Listen to and follow directions. • Treat others as you want to be treated. • Stand up for others and for what is right. • Listen and respect others. • Use polite words and appropriate tone of voice. • Respect school property and equipment. • Respect the privacy and space of others. 	<ul style="list-style-type: none"> • Tell the truth. • Own and be responsible for your actions. • Speak up when you see bullying or name calling. 	<ul style="list-style-type: none"> • Be aware of emergency procedures. • Report any unsafe conditions or behaviors. • Take concerns to adults. • Practice self-control. • Keep hands and feet to yourself. • Wear your ID every day according to policy. • Help students who need extra support.
<p>Academic Zone(s)</p> <p><i>(Classrooms, Media Center, Computer labs, Auditorium, offices, any area where a class is being held)</i></p>	<ul style="list-style-type: none"> • Be on time to class every day. • Be responsible for your own learning. • Bring materials to class every day. • Use class time wisely • Keep track of your own grades, attendance, and progress. • Help your classmates stay focused. 	<ul style="list-style-type: none"> • Turn off and put away cell phone and other electronic devices. • Positively contribute to group activities. 	<ul style="list-style-type: none"> • Take credit for your own work, not the work of others. 	<ul style="list-style-type: none"> • Follow teacher directions during emergencies and drills.
<p>Non-Academic Zones(s)</p> <p><i>(bathrooms, hallways, locker rooms, areas where class is not taking place)</i></p>	<ul style="list-style-type: none"> • Be mindful of hallway traffic. • Keep traffic areas clear so that others can pass easily. 	<ul style="list-style-type: none"> • Turn off and put away cell phones and other electronic devices. 		<ul style="list-style-type: none"> • Follow staff directions during emergencies and drills.
<p>Cafeteria/Commons Zone</p> <p><i>(cafeteria during lunch and off hours and extra-curricular areas)</i></p>	<ul style="list-style-type: none"> • Share table space with others. • Notify staff of spills that you are unable to clean up. 	<ul style="list-style-type: none"> • Respect the <u>privilege</u> of cell phone and electronic device use in this area. 		<ul style="list-style-type: none"> • Follow staff directions during emergencies and drills.

COUNSELING INFORMATION

Counselors

Mr. Will Marks, A-Ce
 Ms. Yvette Jimenez, Ch-Ga
 Ms. Cyndi Kelley, Ge-Ka
 Mr. Todd Riccio, Ke-Me
 Mr. Jason Matthies, Mi-Re
 Dr. Lauren Walther, Rh-Ta
 Mr. Bryan Webb, Te-Z

Counseling Secretary - Ms. Gina Sheridan

720-972-6320

Registrar - Ms. Shelley Newman

720-972-6322

Counseling Fax Number

720-972-6528

Adams 12 and MRHS Graduation Requirements

Students must earn credits distributed in the following curricular areas and meet at least one (1) of the following college and career competency requirements in the English Language Arts column and at least one (1) in the mathematics column.

Content Area	Credits
English	4
Math	3
Science	3
Social Studies (.5 must be government)	2
US History	1
Physical Education-No PE Waiver Available	1
Fine or Practical Arts	2
Electives	7
TOTAL	23

College and Career Competency Requirements

Demonstration	English Language Arts	Mathematics
Accuplacer	62 on Reading Comprehension or 70 on Sentence Skills	61 on Elementary Algebra
ACT	18	19
ACT Work Keys-National Career Readiness Certificate	Bronze or Higher	Bronze or Higher
Advanced Placement	2+	2+

International Baccalaureate	4	4
ASVAB	31	31
Concurrent Enrollment	Passing Grade	Passing Grade
District Capstone	Individualized	Individualized
Industry Certificate	Individualized	Individualized
SAT	470	500
Collaboratively-Developed, Standards-Based Performance Assessment	State-Wide Scoring Criteria	State-Wide Scoring Criteria

Graduation requirements have been established by the Board of Education and Mountain Range High School 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 should be enrolled in a minimum of 3.0 credits each semester and 2.0 of the 3.0 credits must be core classes during grades 9-11. During the 12th grade year, 1.5 of the 3.0 must be core classes. Core classes include math, science, social studies, and English. Students and parents/guardians should consult the Mountain Range Registration Guide for specific requirements within each of the areas.

For more information regarding graduation guidelines, please visit the [Adams 12 Website](#).

Colorado Department on Higher Education (CDHE)

CDHE Requirements	Credits
English	4
Math (algebra 1 level or higher)	4
Science (two must be lab)	3
Social Studies (at least one US or World History)	3
Foreign Language (must be same language)	1*
Academic Electives	2
TOTAL	17

***NOTE: Some colleges and universities require three years of foreign language. Please consult your counselor and the admission requirements for colleges and universities you are interested in pursuing.**

National Collegiate Athletic Association (NCAA)

NCAA Requirements	Credits
English	4
Math	3
Science (one must be lab)	2
Social Studies	2
Additional Math, English, or Science	1
Additional Core Classes (from any above area, foreign language, no doctrinal religion or philosophy)	4

Schedule Change Policy:

- Students may make an appointment with their counselor to change a class for the following reasons: Failed a class or have not met the pre-requisite, physical disability (must have doctors excuse), or previously earned credit in the same class. This is to be completed within the ***first five days of the semester***.
- Requests for schedule changes for other reasons than listed above should be directed to the counselor and must be approved by an administrator. Please note, lunch period preference, outside job conflict, and preference for one teacher over another are considered **invalid requests** and will **NOT** be approved.
- A “withdrawal” from a class after two weeks into the semester is a “WF” (withdraw failing) and is computed into the cumulative grade point average.
- If students have 7.0 credits (to include Foreign Language and Performing Art) and want 6.0 credits the schedule **must be adjusted at the beginning** of the first (fall) semester. Students will not be allowed to drop year-long courses second (spring) semester.
- Until a schedule change is approved, students **must** continue to attend all classes on their schedules.
- All students are required to carry 3.0 units of credit per semester (6.0 per academic year). Freshmen, sophomore and junior students must be enrolled in English, Social Studies, Science and Math. Freshmen students are required to complete 1.0 credit of Physical Education, including .5 of Healthy Choices by the end of their freshmen year.
- Student Assistant may be requested during the first 10 days of the semester in the counseling office. Students may add student assistant to an open hour by teacher permission. Schedules will not be changed to select the hour.
- Students who register for and are accepted into A.P./C.P. sections of a course will not be allowed to drop to a lower level course in the same discipline due to fiscal or logistical reasons, unless there are valid and well-documented curricular difficulties.

Post Secondary Planning

The MRHS Post-Secondary Center is located in the counseling office. There are computers and books available for students to access information on colleges, scholarships, careers and military opportunities. College and career representatives visit MRHS throughout the year. Dates and time vary and will be posted on the Naviance website, announced in the bulletin and/or newsletter. The Post-Secondary Center is open to all students and grade levels.

Naviance Family Connection: Naviance Family Connection is a comprehensive website students and parents can use as a tool in planning for colleges and careers. It is utilized to develop each students Individual Career and Academic Plan (ICAP) and is accessible to students, parents, teachers and counselors.

We are pleased to make this new resource available to all of our students and families, as a complement to the series of individual appointments, college-related speakers, and parent information seminars for students and parents offered throughout freshman, sophomore, junior, and senior years.

Other resources provided by Naviance Family Connections are links to useful websites relating to college information, financial aid, test preparation, NCAA eligibility, etc.

College Search: This research tool provides comprehensive information on thousands of colleges. In addition to general and admissions information, you can access data on academics, cost and financial aid, student body characteristics, and extracurricular/athletic programs. A link to each college's website is provided.

College Application Process: In your personal accounts, Naviance Family Connection allows you to organize personal data, lay out a game plan, maintain a list, apply to prospective colleges, request transcripts and track the application process.

Important information from the Counseling Center and from your personal counselor will periodically be posted such as scholarship opportunities, the college application process and/or special events.

Targeted e-mails will also be sent to sub-groups of students [for example, all students applying to a particular college] to remind them of deadlines, college visits, and other important information.

Scholarships and Financial Aid: Scholarship information from MRHS will be posted on the Naviance website. Students can also complete a national search by clicking on the "national scholarship search" link in Naviance. Students complete a profile and are matched with scholarships based on their responses. There is a link on the home page to the free application for Federal Student Aid (FAFSA) as well. Students can learn more about scholarships and financial aid opportunities by attending MRHS Financial Aid Night and Post-Secondary Night.

College Visits: As college representatives schedule information sessions at MRHS they are posted online. Click on Visit Schedule or view the page for a particular college to see whether a session is scheduled.

Logging on: There are two ways to log on: One is via the MRHS website where there is a link to Naviance or you may type <http://connection.naviance.com/mtnrange>. If you attended MRHS in the spring, you set up an account during registration. Please type in your username (email address) and your password should be your student ID number. If it is not, please see a counselor and have it reset. If you are new to our school or were not present during registration activities, please see a counselor for registration instructions.

Post-Secondary Planning And Enrollment Options ([District Policy 6285](#))

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

College Fairs

The Colorado Council on High School and College Relations (CCHS/CR) in-state college fairs are held in the fall. Representatives from two and four year colleges and universities throughout the state will be available to meet with students and parents. All grade levels are encouraged to attend.

For more information on dates, times, and locations, visit www.coloradocouncil.org/day-night-college-fairs

College Fairs of Greater Denver, Inc. provides high school students and parents an opportunity to meet with out-of-state college representatives through an annual series of college fair programs and workshops.

More information is available on the website www.collegefairsdenver.org

Tests To Prepare For College

PSAT/NMSQT Test: *(Pre-SAT test)*

PSAT/NMSQT stands for Preliminary SAT/National Merit Scholarship Qualifying Test. It is a standardized test that provides first hand practice for the SAT Reasoning Test™. It also gives students an opportunity to enter National Merit Scholarship Corporation (NMSC) scholarship programs.

The PSAT/NMSQT measures critical reading skills, math problem-solving skills and writing skills. The most common reasons for taking the PSAT/NMSQT are:

To receive feedback strengths and weaknesses on skills necessary for college study, learn how performance on an admissions test might compare with that of others applying to college, To enter the competition for scholarships from the National Merit Scholarship Corporation (grade 11), to help prepare for the SAT and to receive information from colleges with the Student Search Service. More information about PSAT/NMSQT can be found online at www.collegeboard.com. **The PSAT is a state mandated test for freshmen and sophomores and will be administered in the spring of 2025.**

Juniors wishing to qualify for the National Merit Scholarship will need to take the PSAT in the fall of their junior year.

College Entrance Exams

SAT Test - The SAT measures higher-level logical and reasoning skills in reading writing and math. The reading uses passages with emphasis on vocabulary in context; command of evidence; constructing logical arguments and scientific reasoning. The writing tests grammar and writing logic. The writing is combined with the reading section for a total of 800 points. The Math section includes multi-step problems that ask the student to take multiple mathematical steps. The emphasis is on data interpretation and graphs; algebra and solving equations; realistic scenarios as prompts for questions. The math section is scored out of 800 points. There is an optional essay component to the SAT. The optional essay will also be scored separately and based on three criteria:

Reading, Analysis and Writing. This section of the new exam measures how students can understand, analyze and convey the elements of someone else's argument. The SAT was revised and the new test debuted in March 2016. **The SAT is a state mandated test for juniors and will be administered in the spring of 2025.**

SAT Subject Tests - *(May be required by some colleges and universities)* Subject Tests (formerly SAT II: Subject Tests) are designed to measure knowledge and skills in particular subject areas, as well as ability to apply that knowledge. Students take the Subject Tests to demonstrate to colleges their mastery of specific subjects like English, history, mathematics, science, and language. The tests are independent of any particular textbook or method of instruction. The tests' content evolves to reflect current trends in high school curricula, but the types of questions change little from year to year. More information can be found at www.collegeboard.com.

Student Athletes - If a student plans to participate in athletics at the college level, it is important to understand the requirements of the National College Athletic Association Clearinghouse. The NCAA has specific guidelines for athletes to be eligible to play college sports. For information, see their website at www.ncaaclearinghouse.net.

Important Counseling Dates:

PSAT/NMSQT

October 12 or October 26

- For fall 2024 only, the PSAT/NMSQT will be offered on two Saturdays to accommodate schools or students who cannot test on October 12 due to Yom Kippur.

National SAT Dates

Test Date	Late Deadline
August 24, 2024	August 13, 2024
October 5, 2024	September 24, 2024
November 2, 2024	October 22, 2024
December 7, 2024	November 26, 2024
March 8, 2025	February 25, 2025
May 3, 2025	April 22, 2025
June 7, 2025	May 27, 2025

AP Exam Dates 2025

Two Weeks in May 2025: May 5-9 and May 12-16. More information in the link above.

Scholarships And Financial Aid

Most scholarships require the applications to be completed during the senior year. However it is beneficial to research and become familiar with financial resources before then.

Some applications for scholarships are sent directly to MRHS for distribution; additional scholarship applications are available to students from the colleges and universities where they are applying. Free Internet scholarship search services are available to students as well. These services can be found utilizing a search engine and typing in "college scholarships". There is also a list of websites and scholarships available in the counseling office, Naviance Family Connection and the Adams 12 website. For more information on scholarships/college admissions please make an appointment with a counselor. Additional resources and information can be attained by attending MRHS financial aid night and Post-Secondary planning night.

Federal financial aid available comes in the form of grants, loans, and work-study programs. This money is distributed from the colleges to students who qualify through a needs analysis. The Free Application for Federal Student Aid (FAFSA) must be completed to determine eligibility for student funding. The FAFSA is available after October 1st and can be filed electronically at www.fafsa.ed.gov.

Transcript Requests

Transcripts of student grades are required for college admission, scholarship, employment, etc. **Official transcripts must be sent directly to the agency or college by Mountain Range High School.**

All transcripts must be requested in writing. A form for this purpose may be picked up in the Counseling or Records Office. Please allow at least ten school days to process transcript(s) requests.

ACADEMIC INFORMATION

Academic Honor Roll

Student achievement will be recognized at the end of each semester. Students achieving a grade point average of 3.700 or higher will make the Honor Roll. Students who have a grade point average of 4.000 or higher will be on the Principal's Honor Roll.

Academic Letter

Some students who achieve Honor Roll status may also qualify for a Mountain Range High School Academic Letter. In order to letter in academics:

- Students must earn a grade point average of 3.700 or higher for both semesters during a school year at Mountain Range High School;
- Students must be enrolled in a minimum of 3.0 credit hours per semester in courses where academic grades are awarded (excludes pass/fail and satisfactory/unsatisfactory courses);
- Math, Science, English, and Social Studies courses must be at grade level or higher; and
- Students must carry a 95% daily attendance for the two consecutive semesters in a year. Note: Extended medical leave with physician documentation is subject to administrative approval.

Latin Honors System will Celebrate More Graduates **New**

In an effort to celebrate a greater number of deserving students and encourage a variety of academic pursuits, the Five Star District is changing the way it recognizes the academic excellence of its graduating seniors.

Starting with the graduating class of 2025, the district will transition to a Latin honors approach rather than selecting just one valedictorian and salutatorian from each school. This decision was announced when the graduating class of 2025 were entering their freshman year of high school.

In order to earn a Latin Honor designation, students must have a cumulative GPA (calculated at the completion of first semester of the senior year) of:

- 4.250 and above - Summa Cum Laude
- 4.000 - 4.249 - Magna Cum Laude
- 3.750 - 3.999 - Cum Laude

Latin Honors (Summa Cum Laude, Magna Cum Laude, and Cum Laude) are widely used by colleges and universities and by a growing number of high schools across our state and throughout the country. As a result, it is familiar and understandable to parents, college admission officers, and prospective employers.

High School Credit For State-Mandated Assessments

Credit may be awarded based on student performance on the following identified assessments provided that the student was enrolled in an Adams 12 school on the date of the test administration:

PSAT 9: ninth grade students may earn up to a maximum of .5 credits (.25 Lang Arts and/or .25 Mathematics).

1. Students will receive the .25 credit of English/Language Arts if their PSAT 9 assessment score reflects the following:
 - a) Evidence-based reading and writing (EBRW) score is 410 or higher; or
 - b) Evidence-based reading and writing (EBRW) student growth percentile of 66 or higher.
2. Students will receive a .25 credit of Math if their PSAT 9 math assessment score reflects the following:
 - a) Mathematics score is 450 or higher; or
 - b) Mathematics student growth percentile of 66 or higher.

PSAT 10: tenth grade students may earn up to a maximum of .5 credits (.25 Lang Arts and/or .25 Mathematics).

1. Students will receive the .25 credit of English/Language Arts if their PSAT 10 assessment score reflects the following:
 - a) Evidence-based reading and writing (EBRW) score is 430 or higher; or
 - b) Evidence-based reading and writing (EBRW) student growth percentile of 66 or higher.
2. Students will receive a .25 credit of Math if their PSAT 10 math assessment score reflects the following:
 - a) Mathematics score is 480 or higher; or
 - b) Mathematics student growth percentile of 66 or higher.

Eleventh grade students may earn up to a maximum of .75 credits (.25 Eng/Lang Arts, .25 Math, and/or .25 Science)

1. Students will receive the .25 credit of English/Lang Arts if their SAT grade 11 assessment score reflects the following:
 - a) Evidence-based reading and writing (EBRW) score is 480 or higher; or
 - b) Evidence-based reading and writing (EBRW) student growth percentile of 66 or higher.
2. Students will receive a .25 credit of Math if their SAT grade 11 math assessment score reflects the following:
 - a) Mathematics score is 530 or higher; or
 - b) Mathematics student growth percentile of 66 or higher.
3. Students will receive a .25 credit of Science if their grade 11 CMAS science score reflects met or exceeded expectations.

Weighted Grades

Students transferring credit into Mountain Range High School may have that credit weighted if the course is an Advanced Placement (A.P.) or International Baccalaureate (I.B.) course that is also weighted at Mountain Range High School. Weighted credit must be requested upon transferring the grades and approved by the administrator in charge of curriculum and instruction. Further information is provided in the Program Planning Guide.

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 policies will be published in specific class syllabi and teacher expectations.

<i>Adams 12 Standard (A, B, C, D, F)</i>	
Grade	Minimum Percentage
A	89.500
B	79.500
C	69.500
D	59.500
F	0.000

Students are not entitled to earn credit for work missed during unauthorized absences.

Grade Replacement

Students who fail or receive a low grade in a class may retake the class (on a space available basis including online credit recovery or blended learning opportunity) for a higher grade. The student will be awarded the higher grade, and the GPA will be recalculated. Upon verification of successful completion, the prior course grade will be replaced with “NC” and the new course grade and credit will be listed in the transcript under the corresponding semester. Students requesting grade replacement should see their counselor the first week of the semester and complete the *Grade Replacement Form*.

Graduation Exercises

Graduation is a formal occasion recognizing the fulfillment of academic requirements. Per District Policy “Students who participate in graduation exercises shall wear the designated graduation gown, cap, and school's honor recognition as determined by the school for each graduation exercise.” Participants in graduation exercises may not alter, modify, or decorate the designated graduation garb. Disruptive students, or those refusing to comply with the ceremonial aspects of the occasion, will not be permitted to participate.

Graduation is a voluntary exercise and participants must be on the approved graduation list. Participants in graduation exercises are required to meet the graduation requirements of Mountain Range High School, per District Policy, and they **must be students in good standing** who are not serving suspensions for disruptive acts. Additionally, all financial obligations/fines must be paid prior to graduation in order to participate in the ceremony.

Teacher Qualification Information

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

Report Cards/Mid-Term Reports

Quarter/semester report cards and mid-term progress reports will not be mailed home. All grade information is available via the Parent Portal in Infinite Campus.

COMMUNICATION

The staff at Mountain Range High School has made a commitment to openly and proactively communicate with parents regarding their son/daughter's academic progress as well as non-academic concerns. As a positive partnership between school and home, we encourage parents to stay in contact with their son/daughter's teachers regarding his/her academic progress. In order to facilitate these lines of communication, parents will be able to access teachers through email and voicemail.

Parent/guardians will be able to access the counselors, deans and administrators through voicemail and email. Voicemail and email addresses are posted on the Mountain Range High School website and in the newsletter. The Mountain Range High School website may be accessed at www.mountainrange.adams12.org Personal conferences will be arranged as needed.

Concerns/Questions

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

- 1) First, speak with your student's teacher. If unresolved:
- 2) Second, confer with your student's counselor. If unresolved:
- 3) Third, speak to the Assistant Principal of Curriculum and Instruction.

If the concern is a peer issue involving another student:

- 1) First, speak directly with the student's dean or counselor. If unresolved:
- 2) Second, speak to the Assistant Principal for Student Services

Appeals Or Grievances

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

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

Infinite Campus/Parent Portal

Parent portal is a web-based tool for parents to access grade and attendance information. Parents are encouraged to monitor students weekly. Formal grades are **Not** mailed home. If you need formal grade reports and do not have access to printing the reports from Infinite Campus, please contact the school registrar to request a copy that can be picked up. [Infinite Campus Help Page](#)

DISTRICT ASSESSMENTS

The District administers a variety of assessments to measure student learning and improve curriculum and instruction. We strive to implement a balanced system that provides an understanding of how well the student, the school and the school district are achieving. Common assessments include:

Assessment for learning occurs during teaching and learning and focuses on ongoing improvement. Teachers check student understanding through in-class work, homework, quizzes, etc. These assessments are on-going, so teachers can modify lessons to make sure students are learning. Students receive feedback on an ongoing basis about how well they are doing, where they are in their learning and where they are going.

Assessment of learning gathers information about how well students have mastered what they should know at their grade level. Colorado Measures of Academic Success Tests (PSAT, SAT) are these kinds of tests. These state-mandated testing programs measure what students have already learned and provides accountability to parents and the community.

A complete District Assessment Calendar including information about other assessments will be available at your school's counseling or administrative office. The Assessment Calendar also includes information about beginning, mid and end-of-year assessments.

COMPUTER GUIDELINES

Mountain Range Technology Vision Statement:

“Technology is a tool to enhance educational delivery that is integrated within all curriculums and dissolves geographical, socio-economic, and cultural boundaries. The ability to evaluate and analyze information, and problem solve are directly linked to effective use of any technology. Efforts are made to be ethical, create equal access, and provide a broader range of opportunities for our students, staff, and community.”

Student Use Of Computers, The Internet And Electronic Communications ([District Policy 5035](#))

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

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

Acceptable Computer Use

The use of Mountain Range 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; real-time chatting (instant messenger); music/video players and recorders are not acceptable uses of computers at Mountain Range and will result in privilege loss and other appropriate discipline. Email may be used within a curricular use and with permission of a faculty member. Use of commercial activities is not acceptable.***

*Students may use personal electronic devices to access the internet via the building's wireless network. All computer use guidelines apply to this access privilege. Access with personal devices during class time should only be with teacher permission. Students who misuse wireless privileges will be subject to disciplinary actions.

- **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 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 Mountain Range High School Discipline Matrix.
- **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.
- **Etiquette:** Users must follow accepted rules of network etiquette such as politeness and confidentiality regarding personal address or phone numbers. Email and other computer activities are not guaranteed to be private. All document files and data stored on the school's computers are deemed school property. People who operate the system will have access to all computer activities. Messages or actions relating to or in support of illegal activities will be reported.
- **Additional Guidelines:** Additional guidelines specific to the computer labs are as follows: a) students will be asked to log on to the computer for Internet, software and printing access; b) no food or drink in the labs; c) users with academic needs have priority; d) labs are open during designated periods for teacher checkout; e) printing is limited to academic purposes; additional charges may be added for other printing productions.
- **Internet Access:** Access to the Internet can be a useful and powerful educational tool. Students may access the Internet only after having a signed consent and computer use agreement on file with the school. Inappropriate use of the Internet may result in loss of privileges as well as other school or legal disciplinary actions.

USEFUL STUDENT INFORMATION

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, take-out lunches, flowers, teddy bears, etc. Items which are

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

Community Use Of District Facilities

District facilities are made available on an equal basis for use by community organizations when the buildings are not otherwise being used for school purposes. District Policy 1300 provides guidelines related to reservations and use of district facilities by community members. The policy is available on the District website. Questions regarding facility use and reservations may be directed to 720-972-4337.

Emergency Closing/Weather Update

In case of inclement weather or emergency situations resulting in dismissal of school, information will be announced by radio, TV stations, and the district website 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 Mountain Range High School staff members. Information will be provided via the intercom as deemed necessary.

Corporal Punishment ([District Policy 5140](#))

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

Physical Restraint/Seclusion ([District Policy 5150](#))

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

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

Field Trip Policy

Only students enrolled at Mountain Range High School are permitted to participate in field trips and activities sponsored by the school. Students of Mountain Range High School representing a class, sport, or an activity have a responsibility to maintain those same behavior standards which are expected of them while they are in school. Furthermore, it should be understood that any serious breach of school standards may result in a suspension from school and further participation in any school sponsored activity. All school policies are in effect during field trips/activities.

Food And Drink Policy

Mountain Range High School is committed to providing a school environment that enhances learning. To achieve this environment during the school day, and if permitted by the individual classroom teacher, only light snacks and beverages in a reasonably spill-proof container are allowed so long as

the classrooms support a clean, academically-focused atmosphere. Some zones of the school are permanently designated as no-food/drink areas. These areas are, but not limited to, science, locker rooms, art, and library. Examples of acceptable beverage containers are: screw-top bottles, Nalgene bottles, and travel coffee mugs. Examples of unacceptable food items are: fast-food, school breakfasts/lunches, sunflower seeds, bags of chips, and full meals. Individual teachers ultimately reserve the right to prohibit food and drink items in the classroom as needed, especially based upon the distractibility of such items due to noise, odor, and the nature of the classroom activity that is occurring. If the student arrives late to class with food or drink, the items will be confiscated and discarded.

If non-compliance becomes an issue at an individual classroom level, the individual teacher(s) will be addressed by administration.

Non-compliance on the student's behalf in accordance with the above food/drink policy will be considered defiance of authority and will be addressed following the Adams 12 discipline matrix.

Services For Students With Disabilities

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

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

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

Hall Policy

Students are expected to remain out of the hallways and away from lockers during class periods. This is to ensure an academic environment free from outside distractions and as much security for lockers and personal possessions as possible. Students will need a pass in order to be in the hallways and should conduct themselves in a quiet and non-disruptive manner when in the hallways. Loitering in the halls or by lockers is not allowed. Students should remain in the cafeteria during unscheduled time.

Incomplete Credit

Students who withdraw from Mountain Range 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.

Lockers

Each student will be assigned an individual locker and will be expected to maintain it and be responsible for all contents. Lockers will be issued at student check-in for a \$2 optional fee.

- Combinations should not be shared.
- Locker displays should meet the intent of the Safe School Policy. The display of pornography or offensive materials is not permitted 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 inspect 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 supervisors, the 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

The lost and found is located in the Student Relations office. Items left in lost and found for more than two weeks will be donated to charities.

Media Or Internet Publishing

There may be times during the school year when different media groups (newspapers, television, university, school production class, district public relations, etc.) will cover activities at the various Adams 12 Five Star Schools with articles, video or still photography that may be published. In addition, schools or the district may want to include school-oriented articles, video or photography on their own Web sites. If parents DO NOT want their child(ren) to be photographed or videotaped for news media or school publicity purposes, they should request and submit an "opt-out media form" from the school. District photographers will make every reasonable effort to identify the primary subjects in photographs and to not publish photos containing students on the opt-out list. The requests remain in effect for the current school year. This policy only relates to classroom activities or school events that are not open to the public. Events and activities which are open to the public are not covered by this "opt-out" option.

Student Cafeteria

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

- Littering may result in consequences or loss of privileges for the individual or the group. Please, clean up after yourself!
- Please do not sit on table tops, stand on the tables, sit on the backs of chairs, or put feet on the tables.
- All rules of conduct will be enforced.

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. In addition, our school has breakfast available free of charge daily to all students, regardless of meal benefits status.

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 720-972-6404.

Syllabus/Cover Sheet

During the first week of class, teachers will distribute to each of their students a copy of the course syllabus. These are also available on the Mountain Range website under each department's page. Items in this cover sheet will include:

- A course name, teacher name, and any prerequisites
- Teacher voice mailbox number
- Teacher email address and website
- A course description
- Content standards
- Grading scale; weights; percentages
- Units of study and approximate time spent on units
- Targeted date of assessment
- Grade level expectations
- Content standards
- Expectations of student work and participation
- Homework policy
- Standard school policies

Telephone Messages

The school will only take messages from parents for students when an extreme emergency exists. Classes will not be interrupted for messages unless an extreme emergency exists.

Translation Services

Schools are responsible for arranging translation services for discipline actions, teacher conferences, back to school or open house events, non-emergency medical information, student attendance, or

academic performance concerns. Please contact the school administration office if you have any questions regarding translation services.

Withdrawals

Students withdrawing from school, for whatever reason, should contact the Counseling Center for an exit conference. During the conference, future plans will be explored. Parent consent is required for students (under 18 years of age) in order to withdraw from school.

LIBRARY POLICIES AND PROCEDURES

Library Hours: Monday - Friday: 7:30 am - 3:45 pm

Circulation Policies: Books can be checked out for two weeks and may be renewed for an additional two weeks. The student must bring the book to the library to renew it. Materials more than a week overdue will roll over to lost. Students will then be charged the replacement value of the item, but fines are deleted once books are returned. Materials from other libraries in the district can be requested via Interlibrary Loan (ILL). The minimum amount of time for delivery is four days. Books borrowed from other schools follow that school's library policies.

Students In The Library: Students are welcome to study in the library during a free period on a space available basis. If the library is full, students are asked to return to the cafeteria. Students that are disruptive may also be asked to return to the cafeteria. All students are required to scan in using their ID card at the circulation desk.

Use Of Technology: Available for student use in the Library:

- Computers are for academic use first, and classes signed up for the library computers get first choice. Students not using computers for academic reasons may be asked to give up their space for students using computers for academic reasons.
- Printing from websites and databases is extremely wasteful. Students are encouraged to print only when necessary to avoid waste. To save paper, students should copy and paste to a Word document or Google document.
- LanSchool Software is installed on all library computers. Student computer use is closely monitored and students will be blocked and asked to log off if found using the technology inappropriately. Students may not download programs to the computers or any drive without permission.

For more information and resources, visit the Mountain Range High School Library Website:
bit.ly/LMC-MRHS.

HEALTH SERVICES

<http://www.adams12.org/departments/health-services>

Allergies, Immunizations And Medications At School

The school district provides registered nurses to train, delegate, and monitor various school staff on health procedures needed for students during the school day. The registered nurses also provide consultation to school staff and/or parents on medical concerns and often serve as medical liaisons between schools and outside agencies.

A trained health aide staffs the School Health Office. The health aide is responsible for providing minor first aid to students who become sick or are injured while at school, for administering

prescribed medications, and for maintaining student health records. Other designated staff members may provide coverage in the health office when the school health aide is not available.

For more information about support for students with health needs please refer to the policies referenced or contact the District's Coordinator of Section 504 and Health Services at 720-972-7107.

Head Lice

Head lice are described as an infestation of head hair by adult lice, larvae or nits (eggs). Itching is the main sign. Eggs hatch in one week and are capable of multiplying in two weeks. A special lice shampoo treatment sold at pharmacies helps to kill the nits. After the shampoo treatment it's important to thoroughly comb out the nits from the hair.

If a child is found to have head lice/untreated nits at school the parents will be contacted to pick up the child. The child can be re-admitted to school once treatment is done at home. The child must report to the health office upon returning to have hair checked for the presence of live lice/lice nits.

Illness Or Injury

If your child is seriously injured or ill at school and requires care beyond the facilities of the school, an attempt will be made to contact you as well as calling emergency medical personnel (911) for treatment and/or transportation to a proper facility.

When a child becomes ill or is injured at school the health aide or other school staff will determine if your child can remain at school safely. Schools do not have adequate facilities or staffing to keep ill children at school for long periods of time. Therefore, it is essential that parents immediately inform schools of address and phone number changes.

Children should typically be kept home if the following symptoms are present. If you have questions, or are unsure of whether to keep your child home from school please consult with your physician, or call your school health aide or district registered nurse.

1. Rashes –Child should stay home unless a note, provided by a doctor, states the rash is not contagious or until the rash resolves on its own.
2. Vomiting and Diarrhea –Child should stay home until symptom-free for one day.
3. Fever of 100 or more – Child should stay home until fever free for 24 hours.
4. Strep Throat – Child may return after 24 hours of antibiotic treatment and when symptom-free.
5. Common Cold – Keep you child at home if your child is not “feeling well”, has a fever, has a lot of nasal discharge, or has a persistent cough.
6. “Pink Eye” (Conjunctivitis) – Child should stay home until physician determines the infection is not contagious.
7. Impetigo – Child should stay home until your physician advises their return.
8. Chicken Pox – Child should stay home for approximately one week after symptoms appear or until all papules (water-filled lesions) are scabbed or crusted over.
9. Persistent Cough – Child should stay home if the cough is persistent or disrupts class.
10. Untreated drainage from a wound, eye or ear infection – Child should stay home until physician advises his or her return.

In general, if you are unsure whether or not to send your child to school, you should keep your child home for a day. Please let the school know any time your child has a communicable disease or serious illness.

Medicaid Program

As a Medicaid provider, Adams 12 Five Star Schools will access Medicaid eligibility information for students enrolled in the Adams 12 Five Star Schools from Health Care Policy and Financing (HCPF). HCPF is the designated Medicaid agency in the state. Directory information of names, date of birth, and gender will be released to the HCPF to verify Medicaid eligibility of students in the District. With consent, the description of health and health-related services delivered to Medicaid eligible students will be released to Medicaid and/or the district billing agent for proper administration of the program. A dated record of all transactions will be kept on file at the Adams 12 Five Star Schools Medicaid office. Parents may revoke their consent at any time, by calling the Medicaid office at 720-972-4790. School Medicaid reimbursement does not affect the family's other Medicaid benefits in any way.

Vision And Hearing Screening

Vision and hearing screening is mandated for all students in kindergarten, first, second, third, fifth, seventh, and ninth grade levels; for children new to the district and for any child with a suspected deficiency. This screening does not include extensive testing. If a deficiency is found parents are contacted and advised to arrange for a more complete evaluation.

Immunizations ([District Policy 5410](#))

District Policy 5410 describes student immunization requirements consistent with Colorado Law. Children who do not meet the requirements listed in policy will be denied admission to school. All students must submit a completed Certificate of Immunization or Exemption upon enrollment. You must provide one of the following to your child's school in order to comply with the law:

1. An Up-to-Date Certificate of Immunization from a licensed physician or authorized representative of the department of health or local health department certifying that your child has received immunization against communicable diseases as specified by the State Health Department; or
2. Statement of Exemption to Immunization Law printed on the reverse side of the Colorado Department of Health Certificate of Immunization:
 - a. medical exemption signed annually by licensed physician stating that the child's physical condition is such that immunizations would endanger life or health; or
 - b. religious exemption signed annually by parent or guardian or emancipated child that he/she adheres to a religious belief whose teachings are opposed to immunizations; or
 - c. personal exemption signed annually by parent or guardian or emancipated child that he/she adheres to a personal belief opposed to immunizations.

Food Allergies ([District Policy 5415](#))

The District recognizes that many students are diagnosed with potentially life-threatening food allergies. To address this issue and meet state law requirements concerning the management of food allergies and anaphylaxis among students, District Policy 5415, Students with Food Allergies, establishes procedures to provide appropriate support plans for students with food allergies.

The Students with Food Allergies Policy provides guidelines for the development of a health care plan with the assistance of the licensed school nurse. Such plans typically address communication and emergency instructions between school officials and emergency responders, as well as reasonable accommodations to reduce the student's exposure to agents that may cause allergic reactions. Plans may also include staff training provisions, access to emergency medications and provisions under a "Section 504" or an Individual Education Plan when appropriate as determined by law.

Administration Of Medications At School ([District Policy 5420](#))

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

1. All medication given at school must have a medication authorization form signed by both a parent/guardian and a physician. It must provide information stating the name of the medication, the dosage, when the medication needs to be taken and why the medication is being given. Medication authorization forms are available at school or on the district website at www.adams12.org , located under the District tab/Departments/Health Services. This policy applies to prescription medication and all over-the-counter medications such as Tylenol, cough syrups, eye drops, ointments, etc. Cough drops are not considered medication under this policy, and therefore, parent and physician authorization is not required for a student to have them at school.
2. Medication must be provided by the parent in a pharmacy labeled bottle prescribed for the student or in the original over-the-counter container.
3. All medication is kept in a locked area in the school health office. Students are typically not allowed to keep medication with them (in their lunch box, backpacks, etc.).
 - a. Students may carry certain medications when a physician specifically authorizes this in writing. Those medications may include (1) inhalers necessary to control asthma or other respiratory conditions; and (2) other medications for serious health conditions which may require immediate intervention. See your school's District RN to review and sign Self-carry contract on an annual basis.
4. The health aide or other designated staff will administer prescribed medication according to parent/physician instructions. All medication administered at school is recorded on the student's medication record and initialed by the staff person administering the medication.
5. All unused medication not picked up will be discarded by a registered nurse at the end of the school year.
6. ****Please remember: If your child's physician prescribes a medication that may need to be administered during school hours, you will need a completed medication authorization form for the school to administer the medication.** The medication authorization form can be faxed or turned in to your child's school health office. If necessary, two containers (one for school and one for home) can be requested at your pharmacy.

Emergency Health Concerns

If your child is seriously injured or ill at school and requires care beyond the facilities of the school, an attempt will be made to contact you as well as calling emergency medical personnel (911) for treatment and/or transportation to a proper facility.

Student And Family Outreach Program

The Adams 12 Student and Family Outreach Program strives to ensure that all Adams 12 students have health insurance and access to needed health-related services. Our goal is for all Adams 12 students to be healthy and ready to learn, enabling them to succeed in all of their academic and social endeavors.

- We provide Medicaid/Child Health Plan Plus (CHP+) application assistance to families by meeting by appointment in their home school.
- Qualify eligible students for Medicaid or CHP+ health insurance within 10 days

- Help families gain access to needed community resources.

If you would like more information, please contact us at (720) 972-6015 or <https://www.adams12.org/student-family-outreach/contact-student-family-outreach>

Suicide Prevention

Protecting the health and well-being of all students is of utmost importance to the Adams 12 Five Star School District. District 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 District 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 that will work with the student and help connect the student to appropriate local resources.
3. Students will have access to national resources which they can contact for additional support, such as:
 - **The National Suicide Prevention Lifeline –1.800.273.8255 (TALK),** www.suicidepreventionlifeline.org
 - **The Trevor Lifeline – 1.866.488.7386,** www.thetrevorproject.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.

When is sick too sick for school?

Keep your child home for any of the following symptoms:

Fever

If your child has a fever over 100°F, keep them at home until their fever is below 100°F without the use of fever reducing medication. If the fever does not go away after 2-3 days or is 102°F or higher, you should consult with a healthcare provider.

Diarrhea

If your child has frequent, loose, or watery stool or also has symptoms of illness, has a fever, or is vomiting, keep them at home. Child should be diarrhea and symptom free for 24 hours before returning to school. If stool is bloody, if the child has abdominal pain, fever, or vomiting, you should consult a healthcare provider.

Vomiting

If your child has vomited two or more times in a 24 hour period, or has additional symptoms, then keep your child home until the vomiting has stopped for 24 hours. If vomiting continues, consult with a healthcare provider.

Coughing

If your child has a severe, uncontrolled, rapid cough, wheezing, or difficulty breathing, keep your child at home and consult with a healthcare provider.

If symptoms are due to Asthma, provide treatment according to your child's Asthma Action Plan. When symptoms are controlled, send your child to school.

Rash With Fever

If a rash spreads quickly, is not healing, or has open, weeping wounds, you should keep your child at home and consult with a healthcare provider. A diagnosis and a written release to return to school should be provided by a healthcare provider to the school's health aide.

Strep Throat

If your child has a sore throat with fever, stomach ache, redness, or swollen tonsils, keep your child at home and consult with a healthcare provider. With a diagnosis of strep throat, keep your child home for the first 24 hours after beginning antibiotics.

Vaccine Preventable Diseases

Keep your child at home until a healthcare provider has determined that your child is not contagious.

Chicken Pox – fever, headache, stomach ache or sore throat, then a red itchy skin rash develops on the stomach first and then limbs and face.

Measles & Rubella (German Measles) – swollen glands, rash that starts behind ears then the face and the rest of the body, sore joints, mild fever and cough, red eyes.

Mumps – fever, headache, muscle aches, loss of appetite, swollen tender salivary glands.

Pertussis (Whooping Cough) – many rapid coughs followed by a high-pitched "whoop", vomiting, very tired.

Parent Tips

School is a child's work. When they miss too many days of school, they fall behind and struggle to keep up with their classmates. Both excused and unexcused absences will affect their educational growth and progress. We want to work with you to help minimize the number of days your student misses school. Here are some helpful ideas:

- Avoid letting your child stay home when it is not necessary. Consult with your school's health aide or School Nurse if you aren't sure.
- Communicate with school staff and teachers. The more the school knows about your child's health, the better prepared everyone will be to work together for your child.
- Make appointments in the late afternoon so your child misses as little school as possible.
- If your child is absent, be sure you get his/her homework assignments and follow up to see if the work is completed and turned in.

Childcare guidelines may vary for Early Childhood Education and BASE programs.

OFFICE HOURS

The following offices will be open for students, parents and community members from 7:15am - 3:30pm:

- Main
- Attendance
- Guidance/Counseling
- Student Relations

Parents/Guardians should drop off students no earlier than 7:15 a.m. Classes end every day at 3:10 p.m. Students are expected to leave the building immediately as no supervision is provided. Students should be picked up or need to exit the building by 3:45 p.m. unless they are at a school-related function. **Updated 7/26/23**

SCHOOL SAFETY

Adams 12 Five Star Schools utilizes the Standard Response Protocol (SRP) developed by the **I Love U Guys Foundation** in collaboration with the Five Star District and law enforcement. The SRP is based not on individual scenarios but on the response to any given situation. The premise is simple - there are four actions that can be performed during an emergency situation:

- **Secure** - building is put in secure based on activity in the surrounding area, not in the school or on school grounds. School staff move all students and activities inside and ensure the building is locked while learning continues inside the school with minimal classroom interruption or distractions. *Examples: Law enforcement activity such as serving warrants in the neighborhood; report of dangerous wildlife.*
- **LockDOWN** - building is put on lockDOWN due to perceived danger inside or very near the building. All students and staff are trained to get behind a locked door - Locks, Lights, Out of Sight. In the rare event that a student cannot get behind a locked door, they are trained in self-evacuation protocols. *Examples: Threat inside the school; emergency or dangerous situation very near the building.*
- **Evacuate** - students and staff are moved to a new or safe location due to a situation in or near the school building. *Examples: Gas leak in the school; unsafe situation near school affecting release times.*
- **Shelter** - students and staff are instructed to take safe shelter due to a situation in or near the school. *Examples: Tornado, earthquake or other natural events.*
- **Hold** - Hold is called when the hallways need to be kept clear due to a situation inside or outside of the building. Students and staff are instructed to clear the halls and remain securely in a classroom until the situation is resolved. Behind doors it's business as usual, although students may remain in class longer than the dismissal bell.
- **[More Information](#)**
- **[Emergency Communications](#)**
- Click **[here](#)** for a printable PDF.

SAFETY & SECURITY: Types of Action

 <p>Secure</p> <p>Building is locked and students are brought inside as a precautionary measure based on activity in the area.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Law enforcement activity such as serving warrants in a nearby location • Report of dangerous wildlife in area <hr/> <p>ACTION: Monitoring</p> <hr/> <p>How will you know?</p> <ul style="list-style-type: none"> • Email to parents <p>Further communication as needed if the situation impacts daily operations.</p> <p>Please remain at home until receiving further communication.</p>	 <p>LockDOWN</p> <p>Building is put on lockDOWN due to danger inside or very near the building. All students and staff are in lockDOWN – Locks, Lights, Out of Sight.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Threat inside the school • Emergency or dangerous situation very near the building <hr/> <p>ACTION: Active with district and emergency responders</p> <hr/> <p>How will you know?</p> <ul style="list-style-type: none"> • Phone call (auto dial) to parents • Text to parents (if opted-in) • Email to parents <p>Updated communication as situation progresses and as needed.</p> <p>Please remain at home until receiving further communication.</p>	 <p>Evacuate</p> <p>Students and staff are moved to a new or safe location due to a situation in or near the school building.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Gas leak in the school • Unsafe situation near school affecting release times <hr/> <p>ACTION: Active with district and emergency responders</p> <hr/> <p>How will you know?</p> <ul style="list-style-type: none"> • Phone call (auto dial) to parents • Text to parents (if opted-in) • Email to parents <p>Updated communication as situation progresses and as needed.</p> <p>Please remain at home until receiving further communication.</p>	 <p>Shelter</p> <p>Students and staff are instructed to take safe shelter due to a situation in or near the school.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Tornado, earthquake or other natural events <hr/> <p>ACTION: Active with district personnel and emergency responders as needed</p> <hr/> <p>How will you know?</p> <ul style="list-style-type: none"> • Email to parents <p>Further communication as needed if the situation impacts daily operations.</p> <p>Please remain at home until receiving further communication.</p>
 <p>Reunification</p> <p>As a result of any of the above scenarios, students may need to be reunified with parents through a controlled release at the school or a reunification at a new location.</p> <p>We want to reunite students with parents as soon as possible during an emergency situation. We will work with police and fire agencies to determine when it is safe to reunite students and parents. These situations often take time and planning to ensure you and your child are reunited safely.</p> <p>Here are some tips for your role in a reunification:</p> <div style="display: flex; align-items: center;"> <div style="margin-right: 20px;"> <p>1 STAY HOME</p> </div> <div style="margin-right: 20px;"> <p>2 STAY INFORMED</p> </div> <div style="margin-right: 20px;"> <p>3 BE READY</p> </div> <div style="font-size: 2em; margin-left: 20px;">></div> </div> <p>Watch a video on your role during a reunification at www.adams12.org/safety</p>		 <p>Hold</p> <p>Hold is called when the hallways need to be kept clear due to a situation inside or outside of the building. Students and staff are instructed to clear the halls and remain securely in a classroom until the situation is resolved. Behind doors it's business as usual, although students may remain in class longer than the dismissal bell.</p>	

Visit www.adams12.org/safety to learn more about district safety protocols, update your contact information and sign-up for text message alerts.

The safety of your child is our top priority. In order to have a successful learning environment, it is absolutely necessary that students and staff of Adams 12 Five Star Schools are safe. The following is a guide for parents to understand our process and to help maintain safe and secure schools in our district.



Secure: Secure the Perimeter.

During secure the perceived **DANGER IS OUTSIDE** of the school. School administrators, faculty, and staff move all students and activities inside and ensure the building perimeter is secured - building and windows locked. The district encourages staff to have greater situational awareness while maintaining normal classroom activities with minimal interruption or distractions.



LOCKDOWN: Locks, Lights, Out of Sight.

During a lockdown the perceived **DANGER IS INSIDE** or very near the school building. When a school goes into lockdown, a "Security Alert" broadcasts inside and outside the school via the public address system. Students and staff are trained to follow lockdown protocols on a yearly basis. The expectation is that classroom doors are locked and secured, lights are turned off, and students and staff move to a safe location. Students are encouraged to remain quiet. Students and staff are released by district or emergency personnel.

Decision Makers

In the unfortunate event of a school emergency, many people play a role in ensuring the safety of our students:

Local Law Enforcement and Fire Services

Local law enforcement and fire services is in constant contact with district safety and security personnel. Law enforcement and fire services may be in charge of a particular situation and call for any safety protocol, or may be in an advisory role with district personnel.

District personnel

District safety and security members, as well as district administration, may manage an emergency or call for any safety protocol. Communications Services works with school staff to communicate needed information or updates to parents and guardians. District personnel also includes our crisis response and crisis recovery teams, transportation, and other departments as needed.

School personnel

Principals or staff may initiate any safety protocol based on a perceived threat. School staff will work with district safety and security personnel to ensure protocol and next steps.

Parents and community members

Any parent or community member can call the school, district or local law enforcement to report any suspicious activity or perceived threat to the school or district. Safe2Tell provides a safe, easy way to report information about anything that is a concern to school or community safety. To anonymously report a safety concern please call 1-877-542-SAFE (1-877-542-7233) or go online at safe2tell.org/submit-tip.

PARENT TIPS

Visit www.adams12.org/safety for tips on what to do during an emergency situation and how to talk with your child afterwards.

Obtaining Student Records

Individual school offices may be closed much of the summer. Parents or eligible students needing copies of records should request that information prior to the end of the school year when possible.

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

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

The records office of Mountain Range High School will provide transcripts to students. The transcripts of student grades are usually required with applications for college admission, scholarship, employment, etc. Official transcripts must be sent directly to the agency or college by Mountain Range High School. We will mail the application materials with the transcript; please turn in all appropriate application forms when you fill out your transcript request. All transcripts must be requested in writing. See a counselor for more details. Please note: Transcripts will not be released if the student has an outstanding balance on his/her student account.

Video And Audio Monitoring ([District Policy 3520](#))

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

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

Parents or guardians who wish to view a videotape or listen to a recording may submit a written request to the Director of Security Services for tapes concerning district facilities and property. Written requests may be made to the Director of Transportation concerning district buses and vehicles. District Policy 3520 identifies circumstances under which requests may be granted or denied.

Visitors To Schools (District Policy 1200)

Parents and visitors are welcome in district schools or facilities. For the safety of students, staff and visitors, District Policy 1200, Visitors to Schools, provides guidelines regarding school visits. Visitors should report to the school office or building reception area and follow all check-in procedures upon arrival. Building visitor procedures typically include presenting identification, signing a visitor log, wearing a visitor identification card, and / or being accompanied by a staff member. In some schools scanning software exists to verify that there are no individual criminal concerns that might jeopardize school safety. Classroom visits by parents or guardians should be requested and approved 24-hours prior to the visit to avoid disruption of the learning environment.

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

Parents/guardians are welcome to visit the school at any time. It is required that those wishing to participate in a classroom activity provide the school with 24-hours notice. In order to avoid undue disruptions to the educational process and maintain the safety of our students and staff, all visitors are required to check-in at the main office to be issued a visitor's pass. ***Student visitors (friends, young relatives, or acquaintances) are not allowed. Siblings or children of students are only permitted as visitors if part of a required school program.***

ATHLETICS AND ACTIVITIES

Athletics & Activities Secretary-Ms. Karen Polson 720-972-6302

Extracurricular Activities And Sports

Students are provided a variety of opportunities to participate in school-sponsored extracurricular activities. Activities may occur before or after school and may require parents to sign permission forms, pay fees and/or to provide transportation to and from the activity. For safety and supervision reasons it is important that students arrive and be picked up promptly at prescribed times.

Participation In Extracurricular Activities Including Sports May Require Students To Meet Attendance, Academic And Behavior Eligibility Standards. Please Visit With The Administration, Sponsor Or Coach For Answers To Specific Eligibility Questions.

Activities/Clubs

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

Activity and club information will be available in the announcements, via the school website, and various posters and bulletin boards. Those interested in more information should contact the Activity Director.

Announcements

Announcements will be audio broadcast daily at the beginning of third period. Daily announcements are also posted on the Mountain Range web page.

Assemblies

Assemblies will be held to recognize and support athletic seasons and student activities. These assemblies are co-planned by the administration and student council. Students are expected to

attend assemblies and behave in an appropriate manner. Assemblies are mandatory and the Attendance Office will not issue exit passes to students who do not wish to attend.

Athletics

The athletic program at Mountain Range High School is an integral part of the high school experience. The overriding themes of these programs include:

- ✓ ***academics before athletics;***
- ✓ ***sportsmanship;***
- ✓ ***multiple sport athletes; and***
- ✓ ***competing at a championship level***

In short, students must remember that they are students first and athletes second; we will win with humility and lose with dignity. Students are encouraged to experience other sports rather than focus on a single sport. With hard work and commitment, championships are possible.

For most sports, there will be three levels of competition varsity, junior varsity and third level if athletic numbers support a third level.

We will be competing in the Rocky Mountain League with a 5A classification in all sports (except football). The Rocky Mountain League includes the following schools:

Boulder High School
Brighton High School
Mountain Range High School
Northglenn High School

Prairie View High School
Riverdale Ridge High School
Westminster High School

Mountain Range High School Athletic Teams

Fall

Coaches

Cross Country (B,G)	Mr. Matt Obernesser
Football	Mr. Todd Riccio
Golf (B)	Mr. Matt Mascarenas
Gymnastics (G)	Ms. Becky Linnenburger
Soccer (B)	Mr. Tim Luscombe
Softball (G)	Mr. Rob DeThouars
Tennis(B)	TBA
Volleyball (G)	Mr. Wayne Martinez
Cheer	Ms. Katie Ripley
Poms	Ms. Michelle Sims
Flag Football	Mr. Duane Tyler

Winter

Basketball (B)	Mr. Kevin Lawless
Basketball (G)	Mr. Tate Drane

Swimming (G) Ms. Hannah Burdge

Wrestling Mr. Jeff Harrington

Spring

Baseball Mr. Mike Polson

Golf (G) TBA

Soccer (G) Mr. Tim Luscombe

Swimming (B) Elizabeth Sedalnick @ Horizon HS

Tennis (G) TBA

Track (B,G) Mr. Marquez

Athletic Admission

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

- Adults - \$6.00
- Seniors - \$4.00
- Students 12 years & up - \$4.00

Athletic 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 \$30.00 (unlimited home admissions). Prices are subject to change. Tickets can also be purchased through Go Fan [here](#).

Athletic Eligibility

In order to participate in activities sponsored by CHSAA or Mountain Range High School, students must be enrolled in courses totaling a minimum of 3.0 Carnegie units during the period of participation (Carnegie units = credit).

Twelve Point Check List for Student Athletic Eligibility

1. Student must be an undergraduate of Mountain Range High School.
2. Student must be enrolled in and attending classes which offer a minimum of 3.0 credits the semester before and during the semester of participation.
3. Student must not be failing at the time of participation more than the equivalent of 0.5 unit of credit (In most cases, this means the student may not be failing more than one class). The student should see a counselor to insure that he/she is meeting the requirements. A student who receives more than 0.5 credit of "F" for a semester will be ineligible for the following sports season. Weekly eligibility will be checked.
4. Student must have been eligible in accordance with check list #2 (above) at the close of the previous semester. Summer school may be used to regain eligibility. The classes taken in summer school must be in the same subject as classes previously failed.
5. Student must have had a physical examination from a medical doctor within the last calendar year; beginning the 2024/2025 school year the CHSAA required physical paperwork needs to be used - [CHSAA Preparticipation Examination \(PPE\)](#)
6. Student must have a parent/legal guardian read and sign the Mountain Range High School Authorization for Athletic Participation form.
7. Student must have a permission form signed by parent/legal guardian indicating he/she is covered by an insurance plan.
8. Student must not have turned 19 before August 1st of the specific school year.
9. Student must not have dropped out of school.

10. Student must not play more than three seasons in any sport during high school (four seasons in a 4-year high school).
11. Student must not practice with a non-school team in his/her sport while he/she is a member of a Mountain Range High School team (unless he/she has received prior written consent from the Mountain Range High School Principal).
12. Student must be in compliance with the CHSAA transfer rule.

If you are not in compliance with any of the **12** items stated above, see the Athletic Director or Principal immediately. If an ineligible player participates on a Mountain Range High School team in any athletic contest(s), the contest(s) must be forfeited according to League and CHSAA rules.

Additional requirements to participate in athletic practices and events:

- 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.**
- If a student is serving a discipline suspension, he/she shall not participate in athletics until 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).

Athletic Eligibility (Weekly)

Students involved in athletics, spirit squad, and other CHSAA sponsored activities (which may include certain music activities and student council) must meet academic standards in order to gain and retain their eligibility. Once eligibility is initially established, participating students will have their academic grades verified on a weekly basis. Specific weekly eligibility guidelines are available in the athletic director's office and in individual program packets.

Athletic Fan Conduct

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.
- Avoid behavior which is intended to incite the opposition.
- 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.
- Refrain from using profanity and/or obscene cheers.
- Dress appropriately. Shirts and shoes are required. Painted torsos are prohibited.
- Observe league and state rules prohibiting signs and noisemakers and help focus on the positive benefits of high school athletics and activities.

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

Dances

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

1. Dress must be appropriate for a high school dance. Determination is subjective to the discretion of school administration.
2. We will still follow Safe School policy and Mountain Range High School Rules and Regulations during dances (hats, etc.).
3. Guests must be approved and will be allowed to attend at the discretion of the Mountain Range High School Administration. **Guest passes can be picked up in the Student Relations and must be filled out by the guest's school administrator. The guest must have a valid Colorado or school identification.** Students who bring guests are responsible for their guest's behavior during the dance/activity. The Mountain Range student and guest are expected to arrive together and remain together for the entire activity.
4. All guests of Mountain Range High School students must be high school age, up to and including 20 years of age. This includes Prom and Homecoming
5. If a student is serving a discipline suspension, he/she shall not attend school functions, such as dances, until he/she has regained status as a student. (A student suspended on Friday from school cannot attend a dance over that weekend).
6. There is a 'no in/out' policy. If you leave, you will not be allowed to return.

Athletic Transportation Policy

Transportation for student athletes to athletic events:

- o Transportation will not be provided for competitions or events within 10 driving miles of your home school.
- o No transportation will be provided for athletic events held on Saturdays. Multi-day post-season competitions may be exceptions to this procedure.
- o In cases where the travel is more than 10 miles, transportation will be provided to and from the contest (weekdays only). Athletes and families will have to provide their own transportation to and from contests on Saturdays.
- o Competitions that will occur within our school district boundaries will not have transportation.
- o Coaches will share the bus schedules and athletic schedules with parents and student athletes.
- o Athletic Secretaries will have copies of both the transportation schedules and the athletic schedules in the office.

ATTENDANCE

Student Attendance ([District Policy 5020](#))

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

Attendance Guidelines

Attendance Line: 720-972-6400

- *Option #1 – Early release (the line is checked every 15 minutes; starting at the beginning of the hour)*
- *Option #2 – ALL other attendance calls*

****Please Note-Parents will NOT be able to call students in for early release past 2:45 pm (Monday-Friday) because passes would not be able to be delivered in a timely manner.**

The most important component of academic success is good attendance. Students must be present in class to learn and demonstrate knowledge. To that end, we ask that students make a significant effort to attend all school days during the established school calendar.

Authorized Absences

Parents/guardians should call the attendance office within two school days of the school day absent to request authorization for their student's absence. **It is the school's authority to identify each absence as authorized (excused) or unauthorized (unexcused) per Colorado statute.** Parents/Guardians are required to provide the school with an explanation of why a student is missing class. Absences due to family vacations, and/or educational experiences not sponsored by the district and non-emergency appointments will be reviewed on an individual basis by an Administrator/Dean. The student's attendance and academic record will be taken into consideration in making a determination if the absences are authorized or unauthorized.

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:

- Examples of **authorized** absences (documentation may be required)
 - Absence caused by illness, injury, or physical, mental and/or emotional disability, or non-emergency medical/dental appointments (a doctor's excuse may be required for extended absences);
 - Family emergencies or hardship (i.e. death in the family, etc.);
 - Religious observances generally recognized by an established and bona fide religious organization;
 - Absences required by a legal body (court, juvenile authorities or police);
 - Other reasons specified by law.
- Examples of **unauthorized** absences and tardies:
 - Alarm clock failure or getting up late;
 - Taking a family member to work or school;
 - Traffic;
 - Car trouble;
 - Doing work for another class;

- o Avoiding a test or class activity; and
- o Babysitting.
- Parents/guardians may call the school and ask for absences to be authorized without documentation. The school may authorize up to 5 days of absences in a semester without requesting documentation.
- For an absence to be excused a telephone call or signed note from the custodial parent/legal guardian, medical practitioner(s), or other authorized official must be submitted within two (2) school days of the school day absent. In the case of multiple consecutive absences, the excuse must be submitted within two (2) school days of the last school day absent.
- **After 5 excused absences in a semester, the school may require proper documentation for any excused absence the student might have. Without documentation the absence will be marked unauthorized(unexcused). Proper documentation must be turned in within 3 school days of the absence to be considered.**

Documentation Of Absences

Parents/Guardians should be ready to present documentation regarding any request to authorize an absence, though it will not be standard practice to request documentation for the first five excused requests made provided requests are made within two school days. Any absence reported after the next school day needs to be accompanied with proper documentation. **Proper documentation must have the times and dates of the absences identified. Examples of proper documentation include court documents, medical/dental office notes, or other documents proving the absences meet the previously established criteria for authorized absences.** For prearranged absences, the parents and students must get prior approval from the school.

Parent Monitoring Of Student Attendance

- Mountain Range High School encourages parents/guardians to monitor student attendance to ensure that the student is not excessively absent from school. Computer access, through the Parent Portal, will be given to parents in order to check student attendance.
- The Auto-Caller will call the primary phone number of students daily. This call will be generated on the 1st unauthorized (Unexcused absence, UNX) for the day. Parents are encouraged to follow up and monitor the attendance of their student. If an UNX needs to be authorized, the parent should call to request authorization of the absence within one school day following the absence.

Note: Mountain Range High School is a closed campus for all 9th graders. Meaning students are not authorized to leave campus without an exit pass issued by the attendance office. Exit passes will only be issued for authorized absences. The only partial day absences authorized will be for reasons listed in the authorized absence list. Parents picking up students during the school day should check that student out from the attendance office.

Pre-Arranged Absences

Absences due to family vacations, and/or educational experiences not sponsored by the district and non-emergency appointments will be reviewed on an individual basis by an Administrator/Dean. The student's attendance and academic record will be taken into consideration in making a determination. *Pre-Arranged Absence* forms can be obtained in the Attendance Office. However, these absences may be determined excessive and may affect the student's grade(s).

Parents/guardians and students should carefully consider their decision to participate in any extended prearranged absence. For an extended prearranged absence, students must:

- o Obtain a pre-arranged absence form from the attendance office;
- o Obtain a parent signature;
- o Present the form to teachers for advanced recommendation and assignments;
- o Obtain an administrator signature. The administrator will take the student's grades, attendance, discipline, and reason for absence into consideration before authorizing any absences; and
- o Submit the signed form to the attendance office at least two school days prior to the absence.

Attendance Concern Discipline Procedure

An attendance concern is defined as:

- Two or more days containing an unauthorized absence in a week (unexcused UNX or unauthorized partial absence UPA);
- Ten or more days containing an unauthorized absence in a quarter (unexcused UNX or unauthorized partial absence UPA);
- Five or more days of authorized absences EXC in a semester;
- An attendance pattern adversely impacting academic success; or
- Leaving or attempting to leave campus during academic hours without a campus exit pass.

Attendance will be monitored weekly by a Dean of Students to identify students with attendance concerns. Once the concern is identified, consequences will be determined on a case by case basis.

Non-Attenders ([District Policy 5020 - 11.0](#))

Students who have 10 or more sequential days of unauthorized absences are considered non-attenders. A parent/guardian contact will be attempted with the parents/guardians of non-attending students via telephone and followed up with a letter informing the parent of the school's intent to withdraw the student (for those 17 and over) or refer the student to a district attendance hearing.

Tardy Policy

Students are expected to arrive on time to class and prepared for learning. Teacher policies for tardies up to ten minutes will be communicated in the teacher's individual classroom expectations. If interventions by the classroom teacher, including a parent contact regarding the concern, remain unsuccessful in establishing punctual behavior on behalf of the student, a student may be assigned to a school-wide detention. A student who does not complete the assigned detentions will then be assigned discipline by a Dean of Students up to and including out of school suspension for defiance of authority. Individual students may also be referred to a Dean of Students for continued/chronic tardies occurring after the issuance of school-wide detention(s) and teacher issued consequences including a parent contact regarding the concern. Tardies of ten minutes and over will be entered in the record as an unauthorized partial absence (UPA).

Student Responsibility For Attendance

The student's responsibility is to attend school for all the days of the established school calendar, on time, and prepared for academic success. Students should immediately contact teachers upon return from absences to arrange to complete all make up work assigned, establish when this make up work should be completed, and complete the assigned work in an acceptable manner. Further, it is the student's responsibility to complete work as assigned when a pre-arranged absence is approved (see pre-arranged absence procedure). It is important that students understand that they have the number of days of excused absences plus one school day to complete make up work.

Example: A student misses Tuesday and Wednesday (2 days authorized, excused absence). This student has Thursday, Friday, and Monday (3 days) to complete the work. Make up work will be due for this student at the start of class on Tuesday.

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. *In order to preserve test security, students may be required to take a missed test immediately upon return from an authorized absence if that student has had the opportunity to access all learning prior to the absence.* Students missing a group or individual presentation may also be required to give that presentation upon return.

Example: A test is given on Thursday and a student is absent on that day (authorized, excused), but was present the days prior. This student may be required to take the test on Friday.

All assigned make-up 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. Early withdrawal or a request for a pre-arranged absence at the end of semester may result in a grade reduction or the award of no credit.

Students are not entitled to earn credit for work missed during unauthorized absences though they are urged to access the content and complete the assignments. The policy for work missed during a suspension is detailed elsewhere in this handbook. It is the student's responsibility to obtain make-up work. Again, students have the number of days absent plus one additional day to make up any missed work for authorized absences.

Students should note that failing a class is not an acceptable reason for non-attendance.

Parent/Guardian Responsibility For Attendance

Parents/guardians are interested in the success of their students and 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.

- **According to Colorado school law 22-33-107**, "As used in this subsection (3), a child who is "habitually truant" means a child who has attained the age of six years on or before Aug 1st of each year and is under the age of seventeen 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 on or before Aug 1st of each year and is under the age of seventeen years shall ensure that such child attends the public school in which such child is enrolled in compliance with this section."

- **Please also note that it is the parents' responsibility to call the school within 48 hours to inform the school about a student's absence. It is the school's authority to identify each absence as authorized (excused) or unauthorized (unexcused) per Colorado statute.**
The teacher's record is the official attendance record.

Parents/guardians are the key partners in promoting good attendance, and ultimately, student success. Mountain Range High School expects parents to:

- Contact the school on attendance matters.
- Maintain communication with their student on attendance matters.
- Monitor the progress of make-up work.
- Attend an attendance conference upon request when notified of an attendance concern.
- Work cooperatively with teachers and administrators to resolve attendance concerns.
- Recognize that the school depends on the support of parents to address attendance concerns.
- Ensure compliance with statutes and policies concerning attendance.

Teacher Responsibility For Attendance

The teacher's responsibility in regards to a student's attendance is to maintain accurate daily attendance records and to record and report attendance via the Infinite Campus system per the guidelines established in the school. Teachers will contact the parent/guardian when a student's attendance is adversely affecting a student's grade. The teacher's record is the official attendance record.

The teacher needs to support and administer the make-up work procedures for excused classes in a fair and timely manner to allow students the opportunity for completion of work. The teacher will make every effort to participate in conferences to address attendance concerns. 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.

The teacher will make appropriate changes to the attendance record if a student is late to class or leaves class early. Computer access will be given to parents, via Infinite Campus, in order to check student attendance. Parents without computers are welcome to contact the attendance office for updates on their student's attendance.

Administrator/Dean Responsibility For Attendance

The administrators/deans will supervise the attendance policy and procedures and implement disciplinary action per district policy. The parents or guardians, and student will be provided information about the school and district attendance policy and procedures, as well as information about their student's attendance record when requested. The school will require from parents, guardians or legal custodians written acknowledgment of having received school and district attendance policies/procedures.

TRANSPORTATION

Transportation ([District Policy 3600](#))

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

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

Bicycles

Students bicycling to school are expected to obey all traffic signals and signs on campus as well as all applicable traffic laws. Bicycles should be securely locked to the racks, which will be located adjacent to the student parking lot. Students shall be personally and solely responsible for the security of their bicycles. Adams 12 Five Star Schools shall not assume responsibility for theft, loss, or damage of any such device and will not be responsible for investigation of such incidents. The school will, if requested, refer the matter to police for a loss/theft report. Students are strongly encouraged to wear helmets when bicycling.

Parking And Driving On District Property

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

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

All vehicles parked on campus must be registered through campus security. Upon approval, students may purchase a parking permit from the bookkeeper's office according to the fee schedule below. To

register your vehicle, you must provide a current registration form, a current proof of insurance form, a copy of your driver's license, and a completed registration form with all information complete and accurate. **No permits will be refunded. If you lose your permit, you must purchase a replacement permit at the current price for that quarter.**

Students will park in the east parking lot. Students who park in the west parking lot will be ticketed. Staff will park in the west lot. Parking is a privilege and can be revoked for any detrimental or offensive behavior at any Mountain Range 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.

- o School-Year Parking Permit: \$50
- o After 1st semester ends: \$25

The administration reserves the right to inspect any vehicle driven on school grounds at any time. Mountain Range High School assumes no liability for damage to or theft from vehicles parked on school grounds. Students will not be allowed access to their vehicles during class time. 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 of a vehicle is responsible for anyone sitting in his/her car at any time.

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

- Parking in any lot except the east lot.
- Driving carelessly or recklessly.
- Sitting or loitering in their vehicles.
- Not parking between the lines indicating parking spaces in the lot.
- Parking in the fire lanes or other "No Parking" areas, including the red curbs.
- Blocking traffic.
- Parking in handicapped spaces without a permit.
- Having an unregistered vehicle on campus or not displaying the assigned parking permit.
- Littering.
- Failing to follow the Graduated Drivers License Law.
- Duplication of a valid parking permit or allowing another student to use their permit.

Students will receive a warning for the first violation of any kind. Thereafter, violations will result in tickets of \$10, \$20, and \$30 respectively. Following that, parking permits will be revoked for the remainder of the year. In addition, students could face disciplinary consequences ranging from work detail to suspension to expulsion and/or a ticket from the Westminster Police Department.

Skateboards/Scooters

Skateboards and scooters cannot be used in school or on school grounds. These items may be confiscated and made available for parent/guardian pick-up if they are used inappropriately. Skateboards/scooters are to be stored in the skateboard racks located in the cafeteria. Students must provide their own locks. Students are not allowed to carry skateboards/scooters through the halls.

Student Drop-Off/Pick-Up

Parents/guardians are asked to drop-off or pick-up students in circular driveway located in the west parking lot. Cars 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 WEST VISITORS lot.

FINANCES/BOOKKEEPING

Bookkeeping Office

The bookkeeping office collects all fees and fines from students. Students will be able to purchase optional items, such as yearbooks, parking permits, and activity passes only when their account balance is zero. At the end of the school year, yearbooks will be held if the student has a balance due. This office will not be available for cashing checks or making change.

Policy for Student Fees and Fines:

- All fees for the school year, including outstanding balances from the previous year, must be paid at August student check-in.
- Any checks returned to the school by the bank for closed accounts, insufficient funds, etc., will be charged a \$20.00 returned check fee.
- Refunds are only given for certain fees. Please refer to the refund section of the handbook.
- Textbooks not returned by July 1 will be issued a fine for the entire cost of the book. Once the book is returned in good shape the fine will be removed.

Refund Policy

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

Athletic fee refunds are discussed in the athletic section of this handbook.

Course fees will be refunded only if the class is dropped within the first week of that scheduled class.

Overpayments to student accounts will be refunded in June provided the student account is clear and all materials have been returned.

Textbook replacement fines will be refunded only if the book is returned within the current school year. (August through July 1)

Yearbook fees will be refunded for students who withdraw from Mountain Range High School and no longer want the yearbook.

STUDENT CONDUCT

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

Student Conduct, Discipline And Due Process ([District Policy 5000](#))

Students are expected to be familiar and comply with all expectations identified District Policy 5000, Student Conduct, Discipline and Due Process. The policy provides information regarding district procedures for suspension (short and long term), expulsion and denial of admission. Student conduct policies are available to all parents and students on the District's website or by request through the administrative office at each school.

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

Closed Campus

The Mountain Range High School campus is closed for 9th grade only. They may not leave at any time during the academic day, including lunch. Though students are discouraged from scheduling off-campus appointments during the academic day, those who must are required to check out from the attendance office and obtain a campus exit pass. Campus exit passes will only be issued to students who have had an absence authorized (per the attendance procedure), or to those whose parents pick them up and sign them out. Students found attempting to leave the campus during academic hours without a valid campus exit pass will be declared an attendance concern and/or disciplined for defiance of authority.

Off-Campus Behavior (District Policy 5120)

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

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

Law Enforcement

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

Student Relations Office

The Dean's primary role is to monitor student attendance and discipline as well as address problems regarding the security and safety of the campus. Students experiencing problems with other students or in the classroom should consult with their counselor/dean for help in resolving those issues.

Gangs, Secret Societies And Disruptive Groups (District Policy 5080)

School districts are required by Colorado law to adopt policies regarding gang-related activities in school. District Policy 5080 defines a gang, secret society or disruptive group as a group of three or more individuals, whether formal or informal, sharing a common name, interest, bond, confederation, alliance, initiation practice, network, conspiracy, or activity characterized by criminal or delinquent conduct, whose members individually or collectively engage in or have engaged in a pattern of such activity.

Wearing, displaying or possessing items that signify identification with disruptive groups is prohibited on school campuses, at all school-sponsored activities, on all school transportation, and at all school bus stops. Any evidence reasonably demonstrating the existence of or membership in any disruptive group shall be admissible in any disciplinary action or proceeding brought by the District.

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

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

Action up to and including expulsion from school may be considered for any single violation of this policy depending upon the nature of the offense, the severity of the situation, and the student’s discipline history. Unless the student has a prior discipline history, or unless other policy violations or safety concerns exist, the typical progression of consequences for violations of this policy are:

- **1st Offense** – warning and education about the policy, school based sanctions including suspension up to three (3) days out of school, and a requirement that student and parent review and sign a statement indicating their understanding of this policy.
- **2nd Offense** – a minimum of three (3) days out-of-school suspension and a required parent meeting as a condition of re-entry for the purpose of reviewing this policy and the consequences of future violations.
- **3rd Or Subsequent Offenses** – up to a 10-day out-of-school suspension and potential expulsion from school.
- All violations of this policy which involve violence, threats of violence, or an immediate risk to the safety of students or staff shall result in suspension out-of-school for a minimum of three (3) days.
- More information can be found on the district’s website regarding prevention and interventions surrounding disruptive groups.

Student Dress Code (District Policy 5060)

- 1.0 Students and their parents/guardians hold the primary responsibility in determining a student's personal attire, hairstyle, jewelry, and personal items (e.g. backpacks, book bags). Schools are responsible for ensuring that student attire, hairstyle, jewelry, and personal items do not interfere with the health or safety of any student and do not contribute to a hostile or intimidating environment for any student. Students and staff are responsible for managing their own personal distractions and reactions.

- 2.0 The District believes all students have the right to an equitable education and should be able to dress, and style their hair, for school in a manner that expresses their individuality without fear of unnecessary discipline or body shaming. Enforcement of this universal dress code shall not create disparities, reinforce stereotypes or increase marginalization of any group, nor will it be more strictly enforced against students because of racial identity, ethnicity, gender identity, gender expression, gender nonconformity, sexual orientation, cultural identity, religious identity, household income, body type/size, or body maturity.

- 3.0 **Mandatory and Allowable Dress.**

- 3.1 Students must wear a top (shirt, blouse, sweater, sweatshirt, tank, etc.), bottom (pants, shorts, skirt, dress, etc.) and footwear while on school premises;

- 3.2 Some courses may require adjustments to attire and hairstyle to ensure safety during academic activities (i.e. science labs, PE, electives, CTE, etc.); and

- 3.3 Some courses (PE, science lab, CTE, electives, etc.) and school-sponsored extracurricular activities may require specific attire (safety gear, athletic attire, uniforms, hair tied back, etc.).

- 4.0 Students may not wear clothing, jewelry, or personal items that:
 - 4.1 Are pornographic, contain threats, or promote illegal or violent conduct, such as student use or possession of drugs, tobacco, drug paraphernalia, or weapons.
 - 4.1.1 Display of non-violent U.S. Military symbols or insignias displaying weapons is permitted.
 - 4.2 Promote harassment and/or discrimination of individuals or groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or other protected classes;
 - 4.3 Intentionally show private parts (nipples, genitals, buttocks). Clothing must cover private parts in opaque (not able to be seen-through) material;
 - 4.4 Cover the student's face to the extent that the student is not identifiable (except clothing/headgear worn for a religious or medical purpose);
 - 4.5 Could readily be used as a weapon or might otherwise injure the wearer, including items with spikes or loose hanging chains;
 - 4.6 Demonstrate gang association/affiliation as defined in District Policy 5080; or
 - 4.7 Facilitate the concealment of drugs, weapons, or other contraband.

- 5.0 Students are prohibited from wearing hoods of sweatshirts or hoodies.
- 6.0 Attire worn in observance of a student's religion may qualify for an exception to this policy.
- 7.0 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.
- 8.0 Uniforms may be required with Superintendent approval.
- 9.0 For a first offense, students shall not be disciplined as a consequence for wearing attire in violation of this policy unless the attire creates a substantial disruption to the educational environment, poses a hazard to the health or safety of others, or when other contributing policy violations exist. Further, no student shall be referred to as "a distraction" due to their appearance or attire. Typical consequences for a first offense violation of this policy include parent/guardian contact or conference and the directive to cover, change, or remove the non-complying attire. A student may be instructed to leave their classroom briefly to change clothes. The principal or their designee should notify a student's parent/guardian of the school's response to violations of the student dress policy. Subsequent violations may be addressed through the Student Code of Conduct.
- 10.0 The Superintendent authorizes the applicable Executive Directors of Schools to grant written waivers to this policy as appropriate.

LEGAL REFERENCE:

C.R.S. 22-32-109.1

CROSS REFERENCES:

Policy 5000

Policy 5010

Policy 5080

Adams 12 Five Star Schools

Most Recent Adoption: June 27, 2024

Effective: July 1, 2024

Student Tobacco Possession And Use ([District Policy 5050](#))

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

Students who are trying to overcome tobacco addiction are encouraged to visit with their school counselor about resources that may be available to help them stop using tobacco. More information can be found on the district's website regarding tobacco possession and use.

Student Drug, Alcohol And Controlled Substance Offenses ([District Policy 5040](#))

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

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

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

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

Students are subject to disciplinary action up to and including suspension and expulsion for any single policy violation. Alternatives to suspension and expulsion may be offered by the school as appropriate depending on the circumstances of the violation. The transfer, distribution or solicitation of a controlled substance, regardless of the exchange of an item of value, will result in a suspension of 10 days out of school, and the initiation of expulsion proceedings.

School officials are instructed to notify law enforcement regarding suspected violations of this policy and to cooperate with any investigation that may result.

Tobacco, Nicotine And Controlled Substance Delivery Mechanisms ([District Policy 5045](#))

Possession/Use of these items are not allowed on campus at any time. If a student is found in possession of these items, appropriate discipline will be assigned, not to exceed consequences for drug possession/drug paraphernalia. Examples of these mechanisms include, but are not limited to the following: mods, vape pens, e-cigarettes, etc.

Students' Right To Expression ([District Policy 5650](#), [5670](#), [6260](#))

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

Bullying Prevention/Intervention ([District Policy 5110](#))

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

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

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

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

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

Harassment: Hazing, Bullying, Or Sexual Harassment

The staff and community of Mountain Range High School expects all students to conduct themselves in a positive 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. Bullying, as defined by state law is any written or verbal expression, or physical act or gesture, or a pattern thereof that is intended to cause distress upon one or more students. Incidents of harassment/bullying (physical, sexual, verbal, or written) or hazing will not be tolerated. A student who feels he/she is the recipient of such behaviors needs to report it immediately to his/her teacher, dean, counselor, or administrator. Any staff member who is approached by a student about harassment/hazing/bullying shall ensure the student receives the assistance necessary, which may include addressing the situation immediately, parent contact, and/or referral to the dean/administrator. Incidents of this type must be documented in writing. If a student witnesses bullying, intimidation, harassment, or hazing of another student, they should report it immediately

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

Sexual Harassment ([District Policy 5110 - 2.2.1](#))

Sexual harassment, the unwelcome sexual advances, requests for sexual favor or other verbal or physical conduct of a sexual nature may constitute sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment. Any person, who engages in sexual harassment, while a member of the school community, shall be in violation of District's Policy.

STUDENTS WHO BELIEVE THEY ARE THE OBJECT OF SOME FORM OF HARASSMENT, INTIMIDATION, AND/OR ABUSE SHOULD MAKE A REPORT IN A TIMELY MANNER TO THE STUDENT RELATIONS OFFICE.

MRHS ID Procedures

Each student's ID is the key to the school and will act as a building access card. Similar to a house key, students will be able to enter the school building through designated exterior doors at pre-established times by scanning their school-issued student ID on the card reader. Students will receive their student ID during school picture days and will use them to access the building starting early in the school year.

Promoting a safe and secure learning environment is further strengthened and reinforced through a partnership with students, staff and families. Now that their student ID is their "school key" please help us in reinforcing the importance of having their student ID on them at all times when on school property (around their neck, or in their bag or wallet). As their "school key", they will now need it to get into the building and must be able to present it if asked by staff at any time. **Due to the new safety implications of student IDs, it is imperative that if they lose their student ID they need to report it to the office immediately.** This way the card can be deactivated and they can be issued a new student ID. A free student ID will be issued to students upon enrollment. If students lose their student ID, they will be allowed two free replacement cards. The replacement fee after 2 lost cards will be \$5.00.

In addition to being the "school key", the Mountain Range High School student ID is a valuable tool permitting access to many opportunities including:

- School bus transportation (for those qualified);
- Free/reduced lunch privileges. Qualifying students will use their identification to access this benefit;
- Student lunch account. Parents may deposit funds in a student's lunch account via the district website. Access to these funds will be only with the student identification;
- Admission to athletics and activities (such as dances)
- Library book/material checkout

If students choose to wear their ID on a lanyard, Mountain Range High School is approved to allow students to wear ID's on their own lanyard. They are not required to wear a school-issued lanyard. Personal lanyards must still follow the Mountain Range/Adams 12 Five Star Schools' dress code policy. Lanyards which contain profanity, sexually suggestive language, or promote drugs, alcohol, tobacco, weapons, etc. are prohibited. A break-away lanyard is highly recommended.

Student Use Of Cell Phone And Other Personal Electronic Devices ([District Policy 5030](#))

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

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

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

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

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

- **1st Offense** - The device should be confiscated and the parent should be notified. The device may be released to the student after the student reviews and signs the policy.
- **2nd Offense** - The device should be confiscated and the parent should be notified. The device may be released only to the parent after the parent reviews and signs the policy during school hours.
- **3rd Or More Offenses** - Such offenses are considered disruptive behavior and could result in a minimum of one day of suspension to be served in or out of school at the discretion of administration.
- Subsequent violations may result in increasing suspensions of up to three (3) days.

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

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

Plagiarism/Cheating ([District Policy 5000 - 3.3.3](#))

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). Cheating is supplying, receiving or using devices. (Examples: looking at or using someone else's work, using crib notes/stolen notes, or using disallowed equipment, etc.). If unclear, always ask the teacher or check the [MRHS English Language Arts Academic Honesty Policy & Contract](#). Consequences for plagiarism and cheating will be as outlined in the discipline matrix.

Search And Seizure ([District Policy 5130](#))

District Policy 5130 authorizes district officials to conduct a search when on school grounds, in a vehicle owned, leased or otherwise used by the district or school, or at a school activity, when there is a reasonable suspicion that the search will result in the discovery of "contraband," which includes all substances or materials prohibited by district/school policy or state law including, but not limited to,

drugs, drug paraphernalia, alcoholic beverages, guns, knives, weapons, incendiary devices, and dangerous items.

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

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

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

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

Student Weapons In School (District Policy 5100)

Consistent with the district's obligation to provide a safe and secure environment, District Policy 5100, carrying, bringing, using or possessing a dangerous weapon on District property, when being transported in vehicles dispatched by the District or one of its schools, during a school-sponsored or District-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any District curricular or non-curricular event without the authorization of the school or the school District is prohibited.

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

- A firearm, whether loaded or unloaded; (See Exhibit A)
- Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air;
- A fixed blade knife with a blade that measures longer than three inches in length or a spring loaded knife or a pocket knife with a blade longer than three and one-half inches;
- Any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury including, but not limited to slingshot, bludgeon, brass knuckles or artificial knuckles of any kind.

Knives and Sharpened Instruments. Carrying, bringing, using or possessing of any knife, regardless of the length of the blade, other instruments with sharpened blades or edges that might easily be used as a weapon, or any other substance or object, regardless of intended purpose, used in a manner that may render them dangerous to the user or others, on District property, when being transported in vehicles dispatched by the District or one of its schools, during a school-sponsored or District-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any District curricular or non-curricular event without the authorization of the school or the school District is prohibited.

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

perform their job. Any other request for an exception from this restriction should be communicated in writing to the District.

The principal shall initiate expulsion proceedings for students who carry, bring, use or possess a dangerous weapon in violation of this policy. Unless expulsion is otherwise required by federal law, a student may, but need not be expelled if as soon as possible upon discovering that he or she is in possession of the dangerous weapon, the student notifies and delivers the weapon to school officials.

Pursuant to federal law, expulsion of not less than one (1) year is mandatory for any student who brings a firearm to school. Exceptions may be made on a case-by-case basis as determined by the District. Such exceptions shall be in writing.

Firearm Facsimile. Carrying, using, actively displaying or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm on District property, when being transported in vehicles dispatched by the District or one of its schools, during a school-sponsored or District-sponsored activity or event, and off school property when such conduct has a reasonable connection to school or any District curricular or non-curricular event without the authorization of the school or the school District is prohibited. Students who violate this policy provision may be subject to disciplinary action including but not limited to suspension and/or expulsion.



Adams 12 Five Star Schools

STUDENT HANDBOOK

Current versions of all policies referenced are available in their entirety at www.adams12.org

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

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

Readers should be aware that:

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

LEGAL NOTIFICATIONS

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

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

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

Homeless Students Notification (District Policy 5270)

Specific rights and protections are ensured to parents, children and youth experiencing homelessness as defined under the McKinney-Vento Homeless Assistance Act (Title IX Part A of ESSA). For more information about services for homeless students refer to District Policy 5270 or contact the Student and Family Outreach Program at 720 972-6015.

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

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

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

paraprofessionals, transportation personnel, health and law enforcement unit personnel and before-and-after-school program personnel); a member of the school board; a person, agency or company with whom the District has contracted, or otherwise arranged to perform a specific task or service; or, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another “school official” in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

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

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

FERPA Notice for Directory Information (District Policy 5300)

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

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

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

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

- Student’s name
- Student’s Grade
- Photograph

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

Student Sex Offenders (District Policy 5900)

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

- http://dcj.state.co.us/odvsom/Sex_Offender/SO_Pdfs/schoolresourceguideregistration.pdf
- http://www.cde.state.co.us/cdeprevention/download/pdf/School_Sex_Offender_Guide.pdf

District Policy 5900 provides more information about this topic. For additional information parents may also contact the District's Manager of Security Services at 720-972-4256 or Intervention Services at 720-972-4146.

Notification of Rights under the Protection of Pupil Rights Amendment (PPRA) (District Policy 6510)

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

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

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

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

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

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

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

Asbestos Hazard Emergency Response Act (AHERA) Annual Legal Notification

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