

# Columbine High School



6201 S Pierce St., Littleton, CO 80123  
(303) 982-4400 - Main Office  
(303) 982-4410 – Attendance Line  
[www.chsrebels.net](http://www.chsrebels.net)

School Mascot: Rebels

School Colors: Silver & Blue

## School Administration

Principal  
Scott Christy

Assistant Principals  
Derek Holliday  
Cory Olsen  
Lucas Reeves  
Jayne Vahle

## Dean of Students

Robin Ortiz

## Main Office Staff

Athletic Secretary – Danielle Olsen  
Attendance Secretary – Lesli O’Keefe & Mica Espey  
Attendance & Engagement Specialist – Heather Hall  
Enrollment Secretary/Registrar – Linda Green  
504 Secretary – Susan Holley  
Financial Secretary – Kylie Smith  
Principal Secretary – Tamra Van Norstrand  
Front Desk Receptionist – Rae Manzanares  
Nurse – Jenifer Keydel  
Health Aide – Julie Anderson

## Counselors

Andrew Lentini  
Guy Gordon  
Noel Sudano  
Jackie Testa  
Carly Loonie  
Kelly Kershishnik  
Eydie Pankow  
Lindsay Wonstolen

A – De  
Di – Ho  
Hu – Mi  
Mo – Sc  
Sd – Z  
Social Worker  
School Psychologist  
Social Worker

## The Rebel Way

Columbine High School is an inclusive family of students, teachers, and staff.  
As learners, we stretch for excellence in everything we do.

### We Are...

#### **PROUD to learn**

We will ...

- Seek to understand the purpose of our learning
- Cultivate respect throughout our school
- Celebrate our achievements and growth

#### **INVOLVED in our own success**

We will ...

- Be on time, present, and prepared
- Communicate needs and ask purposeful questions
- Participate in engaging lessons without distraction

#### **CARING through our words and actions**

We will ...

- Welcome diverse perspectives
- Work to create a sense of belonging for all
- Choose kindness in conflict

#### **STRONG even when it's hard**

We will ...

- Show up for tough conversations
- Embrace struggle and the unknown
- Practice self-reflection, resilience, and grit

#### **CREATIVE in the ways we think**

We will ...

- Share our talents and time to serve others
- Approach difficulty with curiosity
- Explore ways to apply and demonstrate learning

**This is the Rebel Way.**



**24-25 Bell Schedule  
Columbine High School**

	<b>Block</b>	<b>Start Time</b>	<b>End Time</b>	<b>Period</b>	<b>Start Time</b>	<b>End Time</b>
<b>BLUE DAY</b>	1	8:05 AM	9:35 AM			
	3	9:45 AM	11:20 AM	1	8:05 AM	8:55 AM
	5	11:30 AM	1:10 PM	3	9:00 AM	9:55 AM
	<u>A Lunch</u>	11:30 AM	12:05 PM	5	10:00 AM	10:50 AM
	5	12:10 PM	1:50 PM	2	10:55 AM	11:45 AM
	<u>B Lunch</u>	1:15 PM	1:50 PM	4	11:50 AM	12:40 PM
	Access	2:00 PM	3:20 PM	<u>A Lunch</u>	11:50 AM	12:35 PM
<b>SILVER DAY</b>	2	8:05 AM	9:35 AM	4	12:40 PM	1:30 PM
	4	9:45 AM	11:20 AM	<u>B Lunch</u>	12:45 PM	1:30 PM
	<u>A Lunch</u>	11:30 AM	12:05 PM	6	1:35 PM	2:25 PM
	6	11:30 AM	1:00 PM	8	2:30 PM	3:20 PM
	<u>B Lunch</u>	1:05 PM	1:40 PM			
	6	12:10 PM	1:40 PM			
	8	1:50 PM	3:20 PM			

**A & B Lunch Rotation**

*Lunches are determined by*

*Students' 5<sup>th</sup> Block on Blue Days, students' 6<sup>th</sup> Block on Silver Days*

*4<sup>th</sup> Block on Rebel Days*

**\*A Lunch: Art, FACS, Language Arts, Music, Senior Seminar, Social Studies, Tutorial, Unified Mentor, Woods**

**\*\*B Lunch: Business, Computer/IT, DDL, ELL, Math, PE, Science, Study Skills, World Language**

## ATTENDANCE

Attendance is the responsibility of the student, the parents, and the school. The importance of regular, daily attendance as a basis for academic achievement cannot be overemphasized. Absences have a negative effect upon instructional continuity, regardless of attempts to make up the work. The district believes duplication of the classroom experience can never be accomplished with after-school assignments. The school cannot teach students who are not present. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose. Secondary students are required to be in attendance 1,056 hours during each school year. All schools will have attendance rules which incorporate the district's attendance requirements as outlined by district policy and regulations (see Jefferson County Code of Conduct for additional information). Consequence(s) will be implemented when students do not attend class or are tardy to class.

### ATTENDANCE RESPONSIBILITIES

#### Student Responsibilities for School Attendance:

1. To attend school for all days of the established school calendar.
2. To appear in class on time, prepared for academic learning.
3. To contact teachers on the day the student returns from any absence to arrange for completion of all makeup work assigned and to establish when this makeup work is to be turned in.
4. To complete work as assigned by the teacher when a pre-authorized absence is requested and approved.
5. To follow the established school procedure when enrolling in or withdrawing from a class.

#### Parent Responsibilities for School Attendance:

1. To maintain communication with their children regarding attendance.
2. To recognize that any absence, regardless of cause, has a possible detrimental influence on student achievement.
3. To contact the school in a timely fashion based on the school reporting procedures regarding absences and in the case of extended home confinement, request makeup assignments.
4. To monitor the makeup work of the student who has missed class.
5. To attend and participate in school attendance conferences when requested.
6. To recognize that student attendance at school is a collaborative effort between the home and school.

#### Teacher Responsibilities for School Attendance:

1. To take attendance daily, in a timely fashion (preferably by the end of the current period or shortly after) and maintain accurate attendance records according to district policy and school regulations.
2. To notify parents in a timely fashion of attendance concerns.
3. To provide makeup work to any student who has excused or unexcused absences provided the student or parent/guardian requests the makeup work within one day of the student's return to that class.

### Administrative Responsibilities for School Attendance:

1. To supervise the school attendance policy and procedures
2. To develop and implement procedures to determine whether or not the student's parents or guardian had knowledge of a student's absence.
3. To provide parents with information about the school's attendance procedures, including extended and/or prearranged absences, as well as information about their child's attendance record when requested.
4. To develop and implement procedures to communicate to appropriate school staff concerning student absences, excused and unexcused.
5. To inform parents and students of school and district attendance regulations.
6. To contact Student Outreach regarding truant students.
7. At a minimum, attendance shall be recorded twice during each scheduled school day.

## ATTENDANCE PROCEDURES

### Excused Absences:

The following shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the school administration on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only, which cannot be taken care of outside of school hours.
2. A student who is absent for an extended period due to physical, mental, or emotional disability.
3. Excused absences include funerals, illness, injury, legal obligations, medical procedures and religious observations, and extenuating circumstances determined by the principal.
4. A student who is attending a school sponsored activity or who is receiving Jeffco educational services shall not be considered absent for attendance reporting purposes.
5. A student who is visiting a parent or guardian, who is an active-duty member of the uniformed services and has been called to duty, is on leave from, or immediately returning from deployment to a combat zone or combat support posting.

Excused Absence Parent Notification and Verification: To excuse an absence, a parent or guardian must notify the attendance office within 24 hours following the absence or the absence will be considered unexcused. The school may require suitable proof or verification regarding the absence, including written statements from medical sources. Schools will then notify the parent or guardian if the absence will be considered unexcused pursuant to district policy. Students who are 18 years of age or older could petition the principal to call themselves in as absent. The student shall meet with the principal and work out an agreement. Call the Attendance Line at 303-982-4410 to report the absence. An answering machine will accept your call 24-hours per day. Daily processing of call-ins will begin at 7:30 a.m. and conclude at 2:45 p.m. to ensure teachers have the information as soon as possible. Parents/guardians should state the following information when reporting an absence:

- Student's name and grade
- Parent/guardian name and phone number
- Date of absence and class periods missed

- Reason for absence (see above)

**Early Dismissal Procedures and Single Block Absences:** Occasionally, some students will encounter the need for early dismissal from school. If early dismissal is required through school-related athletics or activities, the coach/sponsor will communicate this absence with the attendance office and students will be marked excused for school activity. If a school activity requires missing part of a class, the student should still attend class until the pre-determined release time for the activity. When a student needs to be dismissed before the end of the school day for other reasons (e.g. doctor's appointment, etc.), communication with the parent or guardian should take place before the dismissal is approved. Parents must call or sign the student out from the attendance office to excuse the absence. Single period absences are **not allowed** unless they are a result of an unavoidable appointment conflict. Suitable proof of the appointment, in the form of a written statement from the medical source may be required for these absences to be excused.

**Extended/Pre-Arranged Absences:** Students who expect to be gone from school for an extended period of time (3 or more days) must pick up a Pre-Arranged Absence Form in the attendance office. This form includes teacher, parent, and administrator signatures for any absence not specifically covered by another section, such as family vacations, college visits, etc. An administrator may also reserve the right to refuse a pre-arranged absence. This form must be completed and submitted to the attendance office at least three days prior to the scheduled absence. For the absence to be excused, the student must meet one or more of the following conditions.

1. is in good academic standing;
2. has no unexcused absences; or,
3. has four or fewer excused absences in a semester or seven or fewer in a school year.

**Make-up Work for Excused Absences:** Any absence may have an adverse effect upon a student's grade and progress in a class. It is essential that students absent from school make up work missed. It is the responsibility of the student and parent or guardian to initiate requests for and pick up makeup work on the day he or she returns to class from an excused absence. Makeup work should reflect class assignments missed during the absence, and a reasonable amount of time should be allowed for work completion. Time allowed to make up work is twice the number of classes or days missed (two days allowed for make-up work for each day of absence); however, an extension of this time limit may be approved by the school administration. Students who complete makeup work within the required timeline will receive full academic credit earned for the makeup work.

#### Unexcused Absences:

Unexcused absences are defined as absences not covered by the grounds for excused absences, including students leaving class without permission of the teacher or administrator in charge, students missing a class without parental approval, missing class to makeup work for another class, sneak days, ditch days, and prank days, and circumstances determined by the principal. Each unexcused absence shall be entered on the student's record and the parents or guardian of the student receiving an unexcused absence shall be notified orally or in writing by the school of the unexcused absence.

**Parent Notification of Unexcused Absences:** When an absence is recorded as unexcused, parents/guardians are automatically notified by the district's messaging system (SchoolMessenger), provided parent/guardians have registered accurate and up-to-date contact information in Campus Parent Portal. This call/email is simply an attempt to let parents know that their child has one or more unexcused absences that day. These notifications will be made between approximately 5:00 p.m. and 9:00 p.m. nightly on the day that the unexcused absence occurs. Parents should be aware of the possibility that another member of the household may receive the call.

**Penalties for Unexcused Absences:** Unexcused absences and tardies may subject the student to appropriate penalties. These may include school sanctions and/or the imposition of academic sanctions for classes missed. At the senior high school level, persistent unexcused absenteeism may, in the judgment of the teacher and school administration, result in a failing grade. Court action may be initiated by the designated school authorities when deemed necessary in order to enforce school attendance requirements. The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is four days in one month or 10 days in one year. For attendance purposes, any absence from school resulting from suspension will be considered an unexcused absence. Such absences due to suspension, however, shall not be counted in the total of unexcused absences when determining if a student is habitually truant.

**Make-up Work for Unexcused Absences:** Classroom instruction and interaction with teachers are essential to a student's education. Because of the importance of classroom instruction and learning, students with unexcused absences will be expected to complete classroom assignments to demonstrate their learning on content standards and to meet the academic expectations of the teacher. As with excused absences, time allowed to make up work is twice the number of classes or days missed (two days allowed for makeup work for each day of absence); however, an extension of this time limit may be approved by the school administration. Students who complete the required makeup work within the required timelines will receive academic credit earned for the makeup work as described below:

- With the first two unexcused absences from a class, makeup work will be allowed for credit with one grade reduction for all work completed.
- After the first two unexcused absences from a class, makeup work will be allowed for credit with two letter grade reductions for all work completed.
- When an assignment has been given with a specific due date and the student does not turn that assignment in because of an unexcused absence on the due date, the teacher will enforce the original stated expectations regarding grading of the assignment if it is turned in late.
- When a student has missed classroom discussions or classroom work that cannot be duplicated through a simple assignment, the teacher may elect to request that the student create a method for demonstration of the learning, or the teacher may elect to assign specific work to demonstrate the learning. If the student fails to complete the work, no credit will be given.

### Chronic Absenteeism:

Consistent attendance is crucial to students' academic, social, and developmental growth. Research has shown that missing as little as two days per month has a significant impact on a student's academic performance. The school and district hope to support your student and family in improving his or her attendance without court involvement. The following letters/actions may take place if your student continues to be regularly absent.

- Medical Letter: Once a student's attendance has exceeded 30 block absences, their attendance will be reviewed, and a determination will be made as to whether a medical letter will be sent to the parent/Guardian(s). A medical letter will require a written medical excuse from a licensed medical professional, to excuse any future absences, for the remainder of the school year.
- Compulsory Letter: When a student has missed over 10 days of school, a student is considered habitually truant according to Colorado Revised Statute 22-33-108. The student's attendance will be reviewed, and a compulsory letter may be sent to the parent/guardian(s).
- A meeting to create a plan to support your student's will be recommended
- If student's attendance is not improved from the date of the compulsory letter, the school district will consider initiating a truancy petition or other disciplinary action.

If a student is mistakenly marked tardy or absent, notify teacher of mistake so it can be corrected. There are also correction notices at the attendance office that can be signed by the teacher and returned to the attendance secretary.

### Penalties for excessive unexcused absences and/or tardies:

If unexcused tardies or absences continue to increase after a conversation with school staff, detention may result. An off-block or lunch detention is preferred however if not possible, detention will be assigned during class. If the student is late to their assigned detention time or fails to attend, more detention time will result. If student continues to not attend, in school suspension or other disciplinary action may result.

### Tardiness:

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, consequences shall be imposed for excessive tardiness (defined as three or more tardies during a semester class). Parents or guardians shall be notified of all penalties regarding tardiness. A student who arrives after the scheduled time that a class begins but meets the State Board of Education requirements of the attendance period, shall be considered present for that entire period. The student may still be marked tardy (unexcused tardy or excused tardy as applicable). A student who arrives after the scheduled time the class has begun but does not meet the State Board of Education requirements of the attendance period shall be considered absent for that entire period. Students who arrive late to school due to a late bus will not be penalized.

### Field Trips:

If a field trip requires missing part of a class, the student should still attend the other portion of the class. Sponsors will provide the Attendance Office with a list of students who attended the field trip. Sponsors will ask students to contact each of their teachers prior to the field trip.



If a student is failing a class, the classroom teacher is encouraged to speak to the sponsor expressing concerns about the student missing class due to the field trip.

## CODE OF CONDUCT

(as taken from the Jeffco Public Schools **Student Family Handbook**)

Viewable at [www.jeffcopublicschools.org](http://www.jeffcopublicschools.org) / About / Student Family Handbook

### **Mission, Vision & Values**

**MISSION** Our mission is to provide a world-class education that prepares all Jeffco students for bright and successful futures as local and global citizens.

**VISION** Our vision is for Jeffco Public Schools to be a thriving district where all students achieve their biggest dreams.

**VALUES** **Focus on Students:** In Jeffco, we make decisions and measure outcomes based on how well we serve our students. We exist to help students succeed and act with intensity to give our students the education they need and deserve, today.

**Excellence:** In Jeffco, we aspire to be a world-class school district which requires us to inspire one another to make an impact, focus on solutions, maximize our partnerships, and hold ourselves accountable for successful outcomes for all students.

**Equity:** In Jeffco, not all students, staff, and families are starting from the same place nor do they need the same things to reach their fullest potential. We view individual differences as assets to be leveraged as we help all students thrive.

**Integrity:** In Jeffco, acting with integrity creates honesty, trust, responsibility, and a spirit of transparency. It is a constant commitment to do the right thing for our students, staff, families, and community.

**Belonging:** In Jeffco, we cultivate environments where all students, staff, families, and members of our community are safe, accepted, respected, included, encouraged by others, and feel that their voices and perspectives are valued.

The four priority areas are:

- Our Learners: Our Future
- Our People: Our Strength
- Our Operations: Our Foundation
- Our Communities: Our Legacy

### **Student Rights and Responsibilities**

*The following expectations have been derived from the contents outlined in the Student & Family Handbook, as well as Jeffco Public Schools Board of Education Policies, found at <https://www.jeffcopublicschools.org/about/board-of-education/board-policies>*

While on school grounds, in school facilities, in district approved vehicles, or at school sponsored events, the responsibilities of students shall be as follows:

1. To help maintain an overall atmosphere conducive to learning, and to respect the principle that no student shall engage in any activity which disrupts or threatens to disrupt the school operation and/or interfere with the public or private rights of others.
2. To refrain from any conduct, which discriminates against other students on the basis of race, color, religion, national origin, ancestry, sex, sexual orientation, age or disability. Sexual orientation is a person's orientation toward heterosexuality, homosexuality, bisexuality, or transgender status or perception of the individual's sexual orientation.
3. To attend classes, be on time, and attempt to complete a course of study as prescribed by the Board of Education.
4. To respect the property of the school by caring for it and protecting it from theft, and to refrain from theft of any property of the school, staff and other students.
5. To return all district property to the school or reimburse the school at replacement value of each item, prior to transfer or withdrawal from the district, level change within the district, or graduation.
6. To promote the physical safety and personal security of all others, exercising in this pursuit, a high degree of self-discipline, and to not engage in assaultive behavior, including fighting with students, staff, or other persons.
7. To refrain from all conduct which presents a threat to the safety and welfare of other students or school personnel.
8. To personally refrain from, and discourage others from, bringing, carrying, possessing, or using any kind of weapon.
9. To refrain from using, possessing, buying, selling, giving, purchasing, exchanging or being under the influence of alcohol and illegal drugs; to refrain from selling or exchanging drugs and substances which the student represents as drugs; and to refrain from possessing drug paraphernalia.
10. To practice and encourage honesty in academic work and in all other transactions.
11. To respect the staff by obeying all reasonable requests with equanimity and avoiding the use of profanity or obscene gestures.
12. To be familiar with school rules and Board policies regarding expectations for all students.

### **Grounds for Suspension/Expulsion**

*As taken from District Policies and Exhibits/Regulations – [Jeffco Public School / Section J: Students / Grounds for Suspension/Expulsion / Code JKDA/JKEA](#)*

In accordance with Colorado Revised Statutes sections 22-12-105(3), 22-33-106(1) and 22-33-106.1, the following conduct may be grounds for suspension or expulsion from a public school.

Students in Preschool through Second Grade

For students in preschool through second grade, only the following misconduct may be grounds for suspension or expulsion from public school:

1. Possession of a dangerous weapon on school grounds, in a school vehicle, or at a school activity or sanctioned event without the authorization of the school or the school district.
2. Use, possession or sale of a drug or controlled substance, as defined in section 18-18-102(5), C.R.S., on school grounds, in a school vehicle, or at a school activity or sanctioned event.
3. Conduct that endangers the health or safety of others on school grounds, in a school vehicle, or at a school activity or sanctioned event.

Pursuant to federal law, expulsion for firearm possession is mandatory, but the length of expulsion may be modified in writing by the superintendent. The length of suspension or expulsion for any of the other listed offenses is discretionary and should be determined in accordance with the specific requirements set forth for preschool through second grade students in District Policy JKD/JKE.

### **Students in Third Grade and Higher Grade Levels**

For students in third grade and above, the following misconduct may be grounds for suspension or expulsion from public school:

1. Continued willful disobedience or open and persistent defiance of proper authority.
2. Willful destruction or defacing of school property.
3. Behavior on or off school property which is detrimental to the welfare, health, or safety of other pupils or of school personnel, including behavior which creates a threat of physical harm to the child or other children.
4. Declaration as a habitually disruptive student (see District Regulation JK-R).
5. Use, possession or sale of a drug or controlled substance as defined in section 18-18-102(5), C.R.S.
6. Commission of an act that, if committed by an adult, would be robbery pursuant to part 3 of article 4 of title 18, C.R.S., or assault pursuant to part 2 of article 3 of title 18, C.R.S., other than the commission of an act that would be third degree assault under section 18-3-204, C.R.S., if committed by an adult.
7. Possession of a dangerous weapon without the authorization of the school or the school district.

For purposes of this paragraph, "dangerous weapon" means:

- a. A firearm.

- b. Any pellet gun, BB gun, or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
  - c. A fixed blade knife with a blade that exceeds three inches in length or a spring-loaded knife or a pocket knife with a blade exceeding three and one-half inches in length.
  - d. Any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury.
8. Repeated interference with a school's ability to provide educational opportunities to other students.
  9. Carrying, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm in a school building or in or on school property without the authorization of the school or school district.
  10. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.

As noted above, expulsion is mandatory and shall be for no less than one year for any student who possesses a firearm at school. The superintendent may modify the length of expulsion for firearm possession on a case-by-case basis so long as the modification is in writing. The length of suspension or expulsion for any of the other listed offenses is discretionary and should be determined in accordance with District Policy JKD/JKE.

#### Legal

20 U.S.C. 7151(b)(1) (Gun-Free Schools Act)  
 C.R.S. 12-22-303(7) (definition of controlled substance)  
 C.R.S. 18-3-201 (criminal offense definitions)  
 C.R.S. 18-4-201 (offense definitions cont.)  
 C.R.S. 22-12-105(3) (false accusations of criminal activity)  
 C.R.S. 22-32-109.1 (safe schools/conduct and discipline code)  
 C.R.S. 22-33-106(1) (grounds for suspension, expulsion, and denial of admission)  
 C.R.S. 22-33-106.1 (suspension/expulsion preschool through second grade)

#### Cross References

[\*\*JK - Student Discipline, and subcodes\*\*](#)

#### **Other Disciplinary Interventions**

In lieu of an out-of-school suspension or expulsion, and in accordance with applicable law, the school principal or designee may consider the use of available interventions to address a student's misconduct. The use of such interventions will vary,

depending upon the facts and circumstances of each individual case. Such interventions shall be at the principal's or designee's discretion and may include but are not limited to: detention, in-school suspension, implementation of a remedial discipline plan, participation in restorative practices or positive behavioral intervention support (PBIS) programs, referral to the juvenile assessment center for counseling or other services, or other approaches that address the student's misconduct and minimize exposure to the criminal and juvenile justice systems.

As another intervention and alternative to suspension, the principal or designee may permit the student to remain in school with the consent of the student's teachers if the parent/guardian attends class with the student for a period of time specified by the principal or designee. If the parent/guardian does not agree or fails to attend class with the student, the student shall be suspended in accordance with the accompanying regulations. This alternative to suspension shall not be used if expulsion proceedings have been or are about to be initiated or if the principal or designee determines that the student's presence in school, even if accompanied by a parent/guardian, would be disruptive to the operations of the school or be detrimental to the learning environment.

Nothing in this policy shall limit the Board's and its designees' authority to suspend and/or expel a student as deemed appropriate by the Board and its designees. The decision to suspend and/or expel a student instead of providing an alternative to suspension or expulsion, or the failure of an intervention to remediate the student's behavior, shall not be grounds to prevent the Board and its designees from proceeding with appropriate disciplinary measures, including but not limited to suspension and/or expulsion.

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

*District Policies and Exhibits/Regulations – Jeffco Public School / Section J: Students / Student Interviews, Interrogations, Searches and Arrests / Code JIH-R*

## **INTERVIEWS AND INTERROGATIONS**

### **Definitions**

1. Interview: The questioning of a student who may be a witness or victim of an incident or the questioning of a student suspected of violating Board and/or district policy, a school rule, or a criminal law.
2. Reasonable Grounds to Suspect: More than a generalized suspicion or a mere hunch, but not requiring certainty (considerably less than proof of wrongdoing by a preponderance of the evidence), that a violation has occurred. For example, it may be based upon, among other things, direct observations or the reported observations or experiences of others. It involves a common sense and reasonable person's conclusion about human behavior based upon all the circumstances presented.
3. Reasonable Grounds for a Search: More than a generalized suspicion or a mere hunch, but not requiring certainty, that a search will uncover evidence that the student violated Board and/or district policy, school rules, or state or federal law.

It involves a commonsense inference from specific facts that reasonably warrants intrusion.

### **Interviews by School Administrators**

The school principal or designee may question a potential student victim or witness to an alleged violation of Board and/or district policies or school rules or a student who may have relevant information without prior consent of the parent, guardian, or legal custodian. Circumstances may arise where it would be advisable to have another adult present during questioning of students.

The school principal or designee may question a student suspected of violating Board and/or district policies or school rules without the prior consent of the student's parent, guardian, or legal custodian. However, the school administrator must have reasonable grounds to suspect that the student committed such a violation.

The nature and extent of the questioning must be reasonably related to the objectives of the questioning.

### **Interviews and Interrogations by Law Enforcement Officials**

When a suspected violation of criminal law has occurred on school grounds, at a school sponsored activity, or involving school operations, law enforcement shall be promptly notified. Law enforcement officers may also independently determine that a criminal investigation involving school-related conduct is necessary.

Upon request by a law enforcement officer to question a student victim, witness, or suspect, school officials shall try to notify the student's parent, guardian, or legal custodian. When a law enforcement officer is investigating reported child abuse involving a student and the suspected perpetrator is a member of the student's family, school officials will not contact the student's family.

It is the responsibility of the law enforcement officer interviewing student witnesses or interrogating student suspects to assure compliance with all applicable procedural safeguards. District personnel are not responsible for a police officer's compliance with the law. If a parent or student refuses to consent to police questioning, it is the law enforcement officer's responsibility to respond appropriately to such refusal.

## **SEARCHES BY SCHOOL ADMINISTRATORS**

### **Locker, Desk, and Storage Area Searches**

All lockers and other storage areas provided for student use on school premises remain the property of the district and are provided for the use of the students. All such lockers and other storage areas, as well as their contents are subject to inspection at any time, without notice and without cause, at the discretion of school administrators. No student will lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal or designee of the school where the locker is located. Unapproved locks will be removed and destroyed. Students are responsible for the security of their lockers and storage areas, as well as for any loss or damage relating to the contents of

such lockers and storage areas.

### **Searches of a Student's Person or Personal Effects**

The principal or designee may search the person of a student or a student's personal effects on school property or at school sponsored activities or events when reasonable grounds for the search exist. Such searches may be conducted without the prior consent of the student's parent, legal guardian, or legal custodian. However, within a reasonable time following the search, school officials will notify the student's parents that a personal search was conducted.

### **Searches of a student's person or personal effects are limited to:**

1. The student's pockets;
2. Any object in the student's possession such as a purse, backpack, book bag, briefcase, or electronic device; and
3. A "pat down" of the exterior of the student's clothing.

The extent of the search of a student's person or personal effects, as well as the means used to conduct the search, must be reasonably related to the objectives of the search and the nature of the suspected violation. Additionally, school officials conducting the search should be respectful of privacy considering the age and sex of the student.

Searches of a student's person will be conducted in a private room by a person of the same sex as the student being searched and witnessed by one other adult of the same sex as the student being searched. Searches of a student's person that MAY require removal of clothing other than a coat or jacket will be referred to law enforcement. School personnel will not participate in such searches.

### **Motor Vehicle Searches**

The principal or designee may search a motor vehicle and its contents on school premises when reasonable grounds for the search exist. The extent of the search and means used to conduct the search must be reasonably related to the objectives of the search. When a student has given written permission to search a vehicle in exchange for the privilege of parking on school property, reasonable grounds for the search is not required,

### **Evidence Seized in a Search**

Any item found in the course of a search conducted in accordance with district policy JIH and this regulation and determined to be evidence of a violation of Board and/or district policies, school rules, or federal, state or local laws, shall be immediately seized and tagged for identification. Such evidence will be kept in a secure place by the principal or designee. If such evidence is determined to be evidence of a violation of federal, state or local laws, the principal or designee shall promptly contact a law enforcement officer to pick up the evidence.

Otherwise, the evidence shall be maintained by the principal or designee until it is no longer needed as evidence in a school disciplinary hearing, at which time it will be returned to the parent, guardian or legal custodian of the student from whom it was seized.

### **Searches and Arrests by Law Enforcement Officers**

It is expected searches by law enforcement officers will be conducted in accordance with the requirements of applicable law. When law enforcement officers conduct a search on school grounds, no school employee will assist or otherwise participate in the search.

Whenever a law enforcement officer intends to take a student into custody, the officer should notify the principal or designee so that the student may be summoned to the principal's office and arrested in a manner that is as inconspicuous as possible and minimizes disruption of school operations and the educational process. When an emergency arises and the student is taken into custody or arrested on school premises without prior notification to the principal or designee, the law enforcement officer should notify school authorities of the situation as soon as possible. When a student is removed from school by law enforcement officers for any reason, school officials will make every reasonable effort to notify the student's parent, guardian, or legal custodian. The school official will document such effort in writing.

School officials will release students to law enforcement officers if the student has been placed under arrest or if the student's parent, guardian, or legal custodian and the student agree to such release. If a school official has reason to believe that a student was removed from the school by a law enforcement officer without making a valid arrest or without the consent of the student and the parent, guardian, or legal custodian, the school official will attempt to immediately contact the area administrator or legal counsel. Additionally, school officials will notify the appropriate area administrator of the removal of any student from school by a law enforcement officer under any circumstance.

Law enforcement officers conducting student searches or arrests are responsible for compliance with all procedural safeguards prescribed by law.

*CROSS REFERENCE: District Policies and Exhibits/Regulations – Jeffco Public School / Section J: Students / Student Interviews, Interrogations, Searches and Arrests / Code JIH-R*

### **STUDENT SAFETY**

The safety of students shall be emphasized by the district through general supervision of students in school buildings, on school grounds, on school buses, and through special attention to the following:

1. Investigation and monitoring of students exhibiting violent or aggressive behavior or warning signs of future violent or aggressive behavior.
  - a. In support of maintaining school safety, staff will investigate reports of student behavior on or off school grounds that could pose a threat to the safety or welfare of other students or staff. Reports of sexual harassment will be investigated in accordance with District Policy AC and Regulation



AC-R-2

- b. Threatening or potentially dangerous behavior may include verbal, written, or non-verbal communications or gestures. Threats may be direct, indirect, conditional, or veiled. Threats may be communicated in person, electronically, through a third party or by other intentional or unintentional means.
  - c. In assessing the potential level of dangerousness of a student's behavior, school staff may conduct a threat assessment following a District protocol. Parents or guardians may be invited to assist school staff in completing the assessment. However, parent refusal to assist staff in completing the assessment will not prevent staff from completing those parts of the assessment about which staff is knowledgeable. The district may also make a determination of dangerousness based on information received from law enforcement agencies, court personnel, mental health professionals, Human Services or other community and agency partners.
  - d. Parents or guardians will be notified when a threat assessment is being conducted or as soon as possible after such assessment has been conducted regarding their student. Records of student threat assessments shall be provided to parents upon request.
  - e. Students who engage in behavior detrimental to the welfare or safety of others, including behavior which creates a threat of physical harm to others, may be excluded from school only in accordance with the District's Discipline Code, including the provisions related to removal of students with disabilities (see District Policy JK-2).
  - f. Students who engage in behavior detrimental to the welfare or safety of others, exhibit violent or aggressive behavior, or exhibit warning signs of future violent or aggressive behavior, may be required to participate in the development of a safety plan and comply with such plan.
2. Observing safe practices, particularly in those areas of instruction or extracurricular activities which offer special hazards.
  3. Establishing and enforcing rules and regulations designed to protect the safety of students while in or on school property.
  4. Providing first aid care for students in case of accident or sudden illness.
  5. Providing safe vehicles for transporting eligible students to and from school or to and from school-sponsored events.

If the district acquires an automated external defibrillator ("AED"), the district shall meet state requirements for training, maintenance, inspection, notification, and physician involvement.

#### Legal

- C.R.S. 13-21-108.1 (3) (requirements for persons rendering emergency assistance through the use of automated external defibrillators)
- C.R.S. 22-3-101 through 22-3-104 (eye protective devices)
- C.R.S. 22-32-124 (2) & (3) (building inspections)
- C.R.S. 24-10-106.5 (duty of care)
- C.R.S. 25-53-102 (requirements concerning automated external defibrillators in schools)

#### Cross References

- [AC - Nondiscrimination/Equal Opportunity](#)
- [AC-R-2 - Title IX Sexual Harassment Grievance Process](#)
- [JK - Student Discipline](#)
- [JK-2 - Discipline of Students with Disabilities](#)
- [JKDA/JKEA - Grounds for Suspension/Expulsion](#)

### **Computer Network and Internet Use Policy**

The use of the computer network and internet is a privilege, not a right. Students are expected to abide by acceptable network etiquette. Violations may result in loss of computer privileges, suspension, or expulsion. The following computer etiquette is expected at CHS:

- Use computer resources strictly for academic/educational purposes, not games.
- No installation of software without authorization.
- All individual users are limited to the privileges specifically assigned to them. Accessing and/or authenticating the school network using another user's ID and Password is unacceptable. Tampering or use of another user's data is forbidden.
- Respect all copyright laws. Copying unauthorized software and printed material is illegal.
- Remember, when using school technology your actions may reflect on yourself, your family, your school, and your community. Be a good digital citizen.
- Current Student ID must be presented upon request.
- Absolutely no food or drink in computer areas.

#### **1:1 Device information**

All students should have a district/school Chromebook and a charger. These devices and accessories must be used in accordance with the school's Acceptable Use of Internet Policy, District Policy JS, and any applicable laws. Each device will be inventoried with a label and tagged for tracking purposes. Each family will be responsible for reading and signing a Mobile Device Checkout Agreement

#### **Student Responsibilities**

- Students are always responsible for their device, whether at home or school.
- Students are responsible for bringing their device to school every day.

- Students should not loan their device or any associated component to another student for any reason.
- Students are responsible for charging and maintaining the battery in their device daily.
- Students are responsible for reviewing and abiding by individual school and District policies.
- The student or student's family will be responsible for the repair/replacement cost if:
  - The damage is due to negligence or deliberate action.
  - The device is lost or stolen due to negligence or deliberate action.

### **Cheating and Plagiarism**

“A major responsibility of all Jefferson County students is to practice and encourage honesty in academic work and in all other transactions. According to District Policy, knowingly copying or using the academic work of another and presenting it as his/hers without proper attribution are grounds for suspension.”

Students should be aware that teachers utilize specialized software that checks for plagiarism, including plagiarism through Artificial Intelligence/ChatGPT

Disciplinary recommendations are as follows:

1. A student copies another student's work: Take the student's work to teacher who assigned work or place work in the teacher's box with a note of explanation.
2. First offense: Parent notification by teacher, zero on assignment, and referral/email written for documentation purposes and submitted to the designated Administrator.
3. Second offense: Parent notification by teacher, zero on assignment, refer student directly to designated Administrator for consequences and/or suspension.
4. Third offense: Parent notification by teacher, zero on assignment, refer student directly to designated Administrator.

\*The student who supplies the work should receive the same consequence as the student who submits it.

## GENERAL STUDENT INFORMATION

### **Activities, Athletics, Clubs, and Student Organizations**

Columbine High School offers a wide variety of student activities, clubs and organizations. If a current organization does not exist, students may seek out an adult sponsor and apply to become a club/organization. The Jefferson County School District R-1 does not discriminate on the basis of disability, race, color, religion, sex, national origin or age in its programs and activities. Our school is committed to ensuring that all eligible students, including those with disabilities, have an equal right to participate in non-academic and extracurricular programs and activities.

**Columbine High School Alma Mater by Frank Ticheli**

Mountains rising to the sun,  
Tow'ring o'er the plains.  
Heads held high we stand as one,  
And proudly we proclaim:  
We are Columbine!  
We are Columbine!  
Let the world be told,  
Blue and silver we uphold  
Forever...

**Columbine High School Fight Song**

Fight on for CHS,  
We will win o'er all the rest.  
The blue and silver fight,  
For we will win this game tonight.  
Hey go, hey fight, hey let's win this game tonight!  
Tonight our spirits soar,  
As Rebels, raise the score. Forever we will see,  
Another Rebel victory,  
Hey go, hey fight, hey let's win the game tonight!

**Athletics**

The district is committed to ensuring that all eligible students, including those with disabilities, have an equal opportunity to participate in non-academic and extracurricular programs and activities. If your student requires an accommodation to participate in the program(s) described above, please contact our Athletics Director, Derek 'Doc' Holliday, 303-982-4376

Participating in athletics is a privilege at Columbine. Athletes assume certain responsibilities when they try out for a team because as student-athletes they represent not only themselves but also their entire school community. Athletes must complete the following prior to reporting to practice:

1. Physical examination
2. Participation contract
3. Parent permission form and insurance waiver
4. Participation fee of \$185.00.
5. Refund policy - A full refund will be made to an athlete who is cut or quits before being involved in the sport through fifteen calendar days.
6. All forms are available online: <https://columbinehs.schoolteams.com>. Coaches allow athletes to practice only after receiving notification from the office that all forms and fees have been completed.

### **Participation Contract**

All athletes and their parents must sign the participation rule contract, which is enforced throughout the students four-year high school career. Inappropriate behavior such as the use or possession of tobacco, drugs, or alcohol, regardless of quantity, is prohibited. The contract is designed to define guidelines of proper behavior for athletes and to teach the value of commitment. Athletes learn that by following the contract they must resist peer pressure to achieve the goal of athletic participation. Penalties for violation range from a 1-2 game suspension to a calendar year athletic suspension. The participation contract is a long-term commitment from the date of signing until graduation. This contract is enforced through the summer and other breaks as well as during the season. If you plan to participate in athletics in college at the NCAA Division I and II level, the NCAA Initial Eligibility Clearinghouse must certify you. Please see your counselor for information regarding the clearinghouse.

### **Academic Eligibility**

The Colorado High School Activities Association establishes eligibility rules. To be able to participate in interscholastic activities, a student must be carrying a minimum of five courses worth .50 credit each or 2.50 total Carnegie units, (Student Assistant classes and Independent Studies programs may only offer .25 credit) and not be failing more than one (1) class. In addition, athletes are ineligible if they fail more than .50 credit during the previous semester of attendance or carry less than 2.50 units. Eligibility information regarding grades is collected from teachers on a weekly basis. Columbine coaches are also interested in student citizenship and conduct within the school. For this reason, teachers are asked to rate this facet of student behavior weekly. A student is ineligible if a failing grade is received from two different teachers in a given week. The student is ineligible from Monday through Saturday.

### **Sportsmanship**

Columbine High School and the members of the Jefferson County League are committed to principles of good sportsmanship. We believe that all student-athletes, coaches, and spectators should strive to represent the very best spirit and tradition of interscholastic athletics. Cheering for our athletic teams and not against our competitors or officials is the standard we hope every Rebel athlete and fan can aspire. We request your cooperation by supporting the participants and officials in a positive manner.

**\*BE LOUD, BE PROUD, BE POSITIVE\***

**Varsity/Sub-Varsity Sports** All Students in grades 9-12 may participate in the athletic program. The following sports and their applicable season are:

- **Fall Sports:** Boys Golf, Boys Soccer, Boys Tennis, Cross County (Co-ed), Football, Girls Flag Football, Gymnastics, Softball, Girls Volleyball
- **Winter:** Boys Basketball, Girls Basketball, Girls Swimming & Diving, Girls Wrestling, Boys Wrestling, Hockey (available at other schools)
- **Spring:** Baseball, Boys Lacrosse, Boys Swimming & Diving, Girls Golf, Girls Lacrosse, Girls Soccer, Girls Tennis, Track & Field (Co-ed)
- **Year-round:** Cheerleading, POMS

## **Campus Parent Portal**

Columbine High School utilizes Campus Portal to further promote educational excellence and to enhance communication with students and parents. The Portal allows students to view their school records anywhere, any time. Every student and parent is expected to act in a responsible, ethical, and legal manner when accessing the Jefferson County School District Parent Portal. The Portal is available to every student and parent, or legal guardian enrolled in the Jefferson County School District. The following guidelines are in place to ensure the safety and privacy of each student:

1. Students and Parents are not to share their passwords with anyone, including their children.
2. Students and Parents are not to attempt to harm or destroy data of their own children, of another user, school or district network, or the internet.
3. Students and Parents are not to use the Portal for any illegal activity, including violation of privacy laws. Anyone found to be violating laws may be subject to Civil and/or Criminal Prosecution.
4. Students and Parents are not to access data, or any account owned by another parent.
5. Students and Parents who identify a security problem with the Parent Portal must notify their school immediately, without demonstrating the problem to anyone else.
6. Students and Parents who are deemed as a security risk to the Parent Portal or any other Jefferson County School District computers or networks, will be denied access to the Parent Portal.
7. Portal account permissions are issued for the duration of a school year.

To access the Campus Portal, click on the Infinite Campus icon on the CHS homepage: <http://columbinerebels.net>. Questions or concerns regarding Campus Portal, please contact CHS technology services at [chsrebel@jeffco.k12.co.us](mailto:chsrebel@jeffco.k12.co.us), your students Counselor or Administrator.

## **Columbine High School Library**

Students are encouraged to study, do research, and read quietly. As per school policy, no food or drink will be allowed.

Please remember to bring your ID. Student ID's will be required to check out materials, and for independent computer use.

### **Library Hours**

Monday - Thursday 7:00 am - 3:30 pm

Friday: 7:00 am - 3:15 pm

## **Counseling Department**

The Counseling Department at Columbine High School will educate and help students develop life skills by:

- providing a comprehensive and systematic counseling and guidance program that supports all students in their academic, personal/social, and career development, and
- preparing all students to become resourceful and productive citizens who have the knowledge, understanding, and skills for both high school success and access to a variety of post-secondary options.

Columbine High School follows the ASCA National Model, a framework for school counseling programs to implement evidence-based and research-driven school counseling. This approach requires that school counselors be able to use data in program planning, evaluation, and accountability efforts. Each counselor manages specific programs. In addition, all counselors are responsible for the following areas:

- Child abuse and neglect reporting
- ICAP compliance
- Comprehensive guidance curriculum and delivery
- Individual student planning
- Personal/social counseling
- Registration/academic advising
- College counseling and support
- Student scheduling
- Intervention services

### **Graduation Requirements**

As a student at Columbine High School, you should constantly be aware of the course requirements established by the Jefferson County Board of Education. With these in mind, you can determine what courses must be taken as you progress toward graduation. Classes of 2017 and beyond must complete the following course requirements in grades 9-12:

### **Jefferson County Graduation Requirements**

\*Students must have completed all 23 credits in order to participate in graduation ceremonies.

Language Arts	4.0 units/credits
Social Studies	3.5 units/credits
Mathematics	3.0 units/credits
Science	3.0 units/credits
Physical Education	0.5 units/credits
Fine Arts/CTE	0.5 units/credits
Elective Courses	8.5 units/credits
TOTAL	23.0 units/credits*

Students must demonstrate Career and college readiness in English and Math through one or more of the approved options in the menu below.

Measure	English	Math
Accuplacer assessment	62	61
American College Testing (ACT)	18	19
ACT WorkKeys	Bronze or higher	Bronze or higher
Advanced Placement (AP)	2	2
Armed Services Vocational Aptitude Battery (ASVAB)	31	31
International Baccalaureate (IB)	4	4
Scholastic Aptitude Test (SAT)	470	500
Concurrent enrollment	Passing Grade	Passing Grade
Industry certificate	Individualized	Individualized
District capstone	Individualized	Individualized
Collaboratively-developed, standards-based performance assessment	Statewide scoring rubric	Statewide scoring rubric

\*The menu is subject to change and revision from the state. When changes are made, the district will update its policy to ensure adherence to the state's guidelines.

A student who has an Individual Education Plan (IEP) may be granted a diploma based on completion of the goals listed in the IEP and on the basis of modified content standards and modified course requirements.

### **Senior Attendance Requirements to Receive a Columbine High School Diploma**

Jefferson County School Board Policy states: **The diploma will be issued from the school in which students are enrolled during their last full semester prior to meeting graduation requirements.** In order to receive a diploma from Columbine High School, students must be in attendance during the entire 2nd semester of their senior year. Any variation from this policy must receive prior approval from the principal. Please see district policy IKF-R for further details.

### **Colorado Higher Education Admission Requirements (HEAR)**

In 2003, the Colorado Commission on Higher Education adopted the Higher Education Admission Requirements which are entry requirements for students planning to attend any of Colorado's public four-year colleges or universities. Private colleges and universities set their own admission standards, so students should contact those institutions directly for information regarding their enrollment policies. Additionally, public two-year colleges have open enrollment policies, meaning that students applying to these schools do not need to meet the following admissions requirements.

Students planning to attend a four-year college or university in Colorado will need to complete the following classes in order to fulfill the Higher Education Admission



Requirements. In addition to the Higher Education Admission Requirements, students must also meet the Admission Eligibility Index. Meeting the Higher Education Admissions Requirements does not guarantee admission to a four-year public institution. Colleges and universities may have additional requirements.

Academic Content Area*	Years / Semesters
English**	4 years / 8 semesters
Mathematics (Must include Algebra I, Geometry, Algebra II or equivalents)***	4 years / 8 semesters
Natural/Physical Sciences (two units must be lab-based)****	3 years / 6 semesters
Social Sciences (at least one unit of U.S. or world history)	3 years/ 6 semesters
World/Foreign Language*****	1 year / 2 semesters
Academic Electives*****	2 years / 4 semesters

\* CCHE, CDE, and School Districts are developing standards for alternative demonstration of proficiency to be accepted in lieu of course completion.

\*\* Two units of ESL English may count for HEAR requirements when combined with two units of successfully completed college preparatory English.

\*\*\* College-preparatory ESL mathematics/science courses that include content and academic rigor/level comparable to other acceptable courses may satisfy HEAR requirements.

\*\*\*\* \*Many colleges already require 2-3 years of the same World Language. 1.0 unit is the minimum requirement set by CCHE. Check individual schools for specific requirements. American Sign Language (ASL) courses can count toward the Word/Foreign Language requirement.

\*\*\*\*\* Acceptable Academic Electives include additional courses in English, mathematics, natural/physical sciences and social sciences, foreign languages, art, music, journalism, drama, computer science, honors, Advanced Placement, International Baccalaureate courses, and appropriate CTE courses.

The Colorado Commission on Higher Education does not review individual high school courses to determine whether or not they meet Colorado’s Higher Education Admissions Requirements. Because local school districts in Colorado oversee their high school curricula and colleges and universities establish their own entrance requirements, it is their discretion to determine what coursework meets the Higher Education Admission Requirements. For more details of the requirements to enter a 4-year college in Colorado, please visit the website for the Colorado Department of Higher Education at <http://higher.ed.colorado.gov/>.

### **Student Transcript Guidelines**

CHS student transcripts are updated at the completion of each semester. Transcripts are available for viewing on the Parent Portal on Infinite Campus. Students and parents can print out copies of their student’s unofficial transcript. Students should review their

unofficial transcript each semester and use it to assist them in the selection of classes for the following year. If you do not have access to Parent Portal, contact your counselor to receive an unofficial transcript. Post-secondary institutions or scholarship granting organizations often request official transcripts. There is a \$3.00 fee for each official transcript requested for a student. Please talk to your child's counselor if you have any questions regarding transcripts.

### **Grade Change Policy**

The Columbine High School policy for challenging grades MUST be completed within the semester following the grade discrepancy. The process for challenging a grade is as follows:

1. Contact the classroom teacher. If he/she sees reason to change the grade, he/she will contact the registrar for grade change paperwork.
2. If necessary, follow-up with the counselor and/or administrator.

### **Schedule Change Policy**

Several variables are involved in the creation of our master schedule, and in order to preserve the integrity of our master schedule, schedule changes based on student convenience are not warranted. For example, students are unable to make schedule change requests such as:

- changing to a specific teacher class
- requesting a specific off hour
- requesting a specific lunch time
- matching schedules to a sibling's
- changing electives
- accommodating classes to fit transportation
- requesting classes/off hours to accommodate any outside activities such as sports and work

Students with necessary changes (student is in the wrong class, incorrect level of a class, fewer than seven classes and study hall for 9<sup>th</sup> & 10<sup>th</sup> graders, fewer than six classes for 11<sup>th</sup> and 12<sup>th</sup> graders) will need to notify their counselor ASAP. Students who would like to add additional classes to their schedule will need to see their counselor on the second day of the semester. A class will be added only if it fits into the student's existing schedule and if space is available in the class.

### **Course Drops**

A class officially dropped during the first 10 days of a semester will be reported as „WITHDRAW„ on a student's transcript. Thereafter, a student will be given a failing grade when dropping a class. Failure to attend a class is not an official drop and will result in failing grade. Students cannot drop below full-time status:

- 7 classes for 9<sup>th</sup> and 10<sup>th</sup> graders (including study hall)
- 6 classes for 11<sup>th</sup> and 12<sup>th</sup> graders without administrative approval
- 5 classes for 12<sup>th</sup> graders during 2nd semester

### **Withdrawal from School**

Students withdrawing from Columbine must contact their counselor. Written or verbal permission from a parent or legal guardian stating the reason for withdrawal and the name

of the school and address they will be attending, or other option, is necessary. All financial obligations must be cleared before records will be sent to another school. Students under 17 years old legally cannot be withdrawn from school until Columbine High School has received verification of enrollment at another educational facility.

## **Study Hall**

Purpose: The purpose of study hall is to assist 9th and 10th grade students in a successful transition to Columbine High School. This time is designated for students to develop study habits and academic skills through homework completion and study requirements.

### **Student Expectations/Classroom Norms:**

- Students are responsible for bringing appropriate reading materials, schoolwork, and chrome book/charger.
- The first 15 minutes of the block will be devoted to silent reading.
- Students will be expected to complete a grade/assignment/Goal sheet each week.
- Students will work quietly for the study hall period.
- Students will engage themselves in a productive, academic manner.

Students may pre-arrange with a teacher to meet. That teacher must send a pass, email, or note to the study hall teacher.

Students may go to the library work to print, check out books, or meet with a peer tutor. The student must have a signed pass by the study hall teacher, check in with the Librarian upon arrival, and have the pass signed by the Librarian when returning to class noting the time that the student was in the library.

Study Hall is intended for students to work independently, not in groups.

Presentations such as health and safety, Digital Citizenship, and counseling topics will be a part of study hall. Participation in these activities is part of the daily grade. Acceptable options for students who have completed their work: Read silently, review notes from a specific class, practice math problems, work on SAT prep packet, view an approved educational video in the study hall Google Classroom, or other teacher-approved activity. The conduct code expectations will be enforced the same as in all classes at Columbine High School.

### **Unacceptable behaviors/use of study hall include, but are not limited to:**

- Playing games, cards, or other gaming devices
- Consuming food and drinks (other than water)
- Watching movies.
- Using a cell phone (As in all classes, cell phones are not allowed to be seen or heard, unless authorized by the teacher.)
- Sleeping
- Socializing or leaving study hall

### **Grading:**

1. Students will earn .25 elective credits upon successful completion of the course.
2. **Students must be in compliance with the Student Expectations/Classroom Norms and must earn an 80% grade in order to receive a “P” pass for the class, otherwise they will receive an “F” failing grade. The only classes that students do not have to make up are for school-sponsored activities.**
3. 3 points will be earned per day for being on time, attending, appropriate behavior, and productivity/use of time. Being absent from study hall results in zero points for that

day. (The only exception to this is a school-sponsored activity). **Students will be allowed to make up missed classes. Arrange a 90-minute block before or after school, or during an off block to work/study with a counselor, administrator, a teacher (including another study hall). Students are responsible for arranging this and providing documentation.**

4. Points will be taken away for being disruptive, off task, disrespect, defiance, non-participation, not maximizing the time and for being tardy.

### **Access Block**

Access will occur on Blue Days during block 7, 2:00pm to 3:20pm. Access Block is for students to get additional assistance on course content and/or assignments from their teacher(s) or to make up an assignment, lab or project due to absence. Students that have a D or F in a class as of the week's eligibility report will be assigned to mandatory Access in the failing class.

### **Cell Phone Usage**

Cell phones have proven to be a major distraction and interfere with student learning in the classroom. At Columbine HS, cell phones are allowed at school; however, they are not allowed to be used in the classroom without the permission of the teacher. It is a school-wide expectation that students place their phone into an assigned slot in pocket chart when they enter each classroom. Teachers will take attendance by reviewing the occupied slots of the pocket chart. If a phone is missing from an assigned slot, the student assigned to empty slot will be marked absent. If a student does not have a cell phone or doesn't bring it to school, the student needs to notify the teacher.

Student's will be in possession of their cell phone any time they are not in class (ie during passing periods, off blocks, lunches), at which time they can communicate with parents or guardians. Parents or Guardians that need to get a message of urgency to their student during class time can call the main office for the message to be relayed to the student.

### **Dress Code**

Clothing attire (dress) as well as conduct, which is appropriate to the educational process, will be expected and enforced. Our dress code is committed to providing a safe and orderly learning environment.

- Clothing may not disrupt the learning environment. A student's dress and general appearance should not be so extreme that it draws undue attention to the student, nor should dress and appearance detract or interfere with the teaching and learning in the classroom.
- No clothing will be allowed that defames, degrades or is offensive to a gender, race, color, religious creed, sexual orientation, national origin, ancestry, age, a physical or mental impairment or culture.
- Clothing must not display any suggestive or objectionable material or advocate for unhealthy behavior, dangerous practice, or create a safety problem (includes no covering of the face by masks or hoods, as well as no graphics/ text containing sexual connotations, alcohol, drugs, profanity, gang affiliations, or violence).
- Appropriate, safe footwear must be worn at all times.

- Hats may be worn in the building, but CHS staff discretion may require the removal of hats at any time.

### **Food and Drink Policy**

All food and drink, apart from water, is to be consumed in the cafeteria. Students are not allowed to bring food or drinks into classrooms, the library, or the study cubbies. If students have food or drink on them in these areas, they will be asked to take those items to the cafeteria or dispose of them. Students are permitted to bring water bottles with them into classrooms.

### **Food Services**

Here at Columbine High School, we are focused on providing all students with a variety of healthy meal choices. We serve breakfast and lunch every day! In November of 2022, legislations passed the Healthy School Meals for All, every student can eat at no cost regardless of income eligibility. In Colorado, all students may eat breakfast at no cost, where schools have a breakfast program.

It is still essential that families complete a meal benefits application if they believe they may qualify for other district benefits. More information is available at <https://www.jeffcopublicschools.org/services/food-nutrition-services/meal-prices>. Come visit the cafeteria for great prices, a wide variety, and healthy options!

### **Financial Office Information**

The Financial office collects all fees and fines from students. Per school board policy, schools may impose voluntary fees for consumables and supplemental materials (for items that will be retained by the student.) School may deny student participation if they refuse to pay. Fees should be paid promptly. The Financial Office also works with clubs holding fundraising events. Club sponsors should check with the Financial Office to learn the proper procedures for collecting and receipting the money, including proper documentation for reimbursements. Check with the financial office before placing orders or hiring vendors to ensure compliance with district policies.

### **Lockers**

Lockers are issued by the Campus Supervisors and are assigned to students by student request. Due to the decreased use of thick textbooks and increased use of digital learning, lockers are not needed as has been the tradition. Students will keep the assigned locker for the duration of their time at Columbine HS (through 12<sup>th</sup> grade). Athletic lockers will be issued by a PE instructor at the beginning of the athletic season. A locker becomes the student's responsibility but does not become the student's personal property, and therefore may be searched. It is recommended that valuable items not be left in lockers. Students are permitted to occupy only the locker that has been assigned to them. Sharing of lockers is not allowed.

### **School Health Room**

The health room is adjacent to the Financial Office and will provide the following services:

- First aid and emergency care for ill or injured students.
  - A health aide trained in first aid and CPR will provide this service on-site.
  - The health aide will consult with a district RN when necessary.
  - Vision and hearing screenings when indicated or requested.
  - Coordination with the area nurse to manage and follow-up for students who have identified health needs.
  - Monitoring and reporting of contagious diseases.
  - Maintaining health records and state immunization forms.
  - The health room does not stock Tylenol or other medications.
  - A student may check out an elevator card from Juli Anderson, School Nurses Aid.
- A student may need to have a medical statement from a physician to obtain a card.

## **Student Identification**

All students will receive an ID card at the beginning of the school year. The picture taken during registration will appear on the card. Since it is necessary to present the ID any time a student enters the building or attends a school functions, students are required to carry their ID card at all times and will show the ID upon request of CHS staff. There is no charge for the first ID card. If a card is lost, a replacement can be obtained for \$5.00.

## **Student Parking Guidelines**

Student parking on campus is a privilege. All students are expected to abide by all the guidelines stated. There will be no assigned parking spaces, open parking only. Parking applications and other information is available at the following link:

<https://sites.google.com/a/jeffcoschools.us/chs-campus-supervisors/parking-information>.

No students are permitted to park in the staff or visitor parking lot in front of the school between the hours of 7:15 a.m. and 3:00 p.m. Any motorized vehicle parked on school property must have a Columbine High School parking permit visible. Improperly parked vehicles without proper identification or unregistered vehicles are subject to fines and/or towing.

1. All students who drive to school, regardless of where they park, on or off campus, must register their vehicle with the Campus Supervisors.
2. Any students caught giving or selling their permit to another student will result in both parties losing their parking privileges on campus.
3. There will be no parking in the designated loading and unloading zones/fire lanes in either the faculty or student lots.
4. Violators of these policies will be subject to one or all of the following consequences:
  - Parking fines
  - Towing of vehicle
  - Booting of vehicle
  - Suspension of parking privileges at CHS and/or suspension from school

### **Parking Violation Fines**

All fines are \$30.00. Students have 10 school days to dispute or contest any tickets with a Campus Supervisor.

It is the student's responsibility to communicate with parents regarding fines. Jefferson County Schools and Columbine High School assume no responsibility for any damage to vehicles parked on school property or to the loss of any articles contained therein.  
Clement Park

### **Visitor Guidelines and Deliveries**

ALL visitors must check in at the main office and present identification (state ID or driver's license) and pass a background check before you will be able to obtain a visitor's pass. ALL visitors must wear this visitor pass at ALL times while in our school building.

**NO VISITING STUDENTS ARE ALLOWED TO ATTEND CLASSES WITH CHS STUDENTS, NOR ARE THEY ALLOWED ON CAMPUS TO VISIT WITH CHS STUDENTS OR TEACHERS DURING SCHOOL HOURS UNLESS AUTHORIZED.**

Deliveries of flowers, balloons, and/or gifts to students will not be accepted through the main and/or attendance offices. This creates an unnecessary disruption to the school day. Additionally, food delivery services, such as Grub Hub and Uber Eats, are not permitted on school property. Thank you in advance for your cooperation.