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UNIVERSITY HIGH SCHOOL STUDENT HANDBOOK

MISSION

University Schools will help students prepare emotionally and educationally for learning, leading and caring citizenship in their academic, social, and civic communities.

PHILOSOPHY

Within a nurturing pre-kindergarten through 12th grade learner-centered environment, all students have the opportunity to reach their full potential. Students, teachers and parents are part of a community of learners developing knowledge and skills for life-long learning, academic achievement, personal wellness and a sense of responsibility for learning.

The school's small, personal environment and Advisor/Advisee program offer many unique opportunities. In addition to the regular curriculum, students have opportunities to explore the world beyond school, learning about post-high school options, careers, work, and the community.

I. LEARNING ENVIRONMENT

STUDENT RIGHTS AND RESPONSIBILITIES

**Students
have a
right to:**
A rich and
appropriate
education.

Be treated
with
respect
and
dignity.
Students
will not be
treated
differently
because of
their race,
ethnicity,
religion,
age,
appearance

**Students
have a
responsibility to:**
Contribute
to a
positive
learning
environment
for all.

Treat
others
with
dignity
and
respect.
Students
will not
treat
others
differently
because of
their race

e, gender, sexual orientation or where they live.

Learn from their own mistakes.

Be heard. Students' feelings and opinions will be respected by others.

Participate in decisions about their own education.

Expect that they will be in a safe school and that personal and community property will be safe.

ethnicity, religion, age appearance, gender, sexual orientation or where they live.

Help others learn from their mistakes. No one will silently stand by while the rights of others are abused.

Listen to others, respecting expressions, feelings and opinions of others.

Help others to participate in decisions about their own education as all work to become self-directed

learners.

Help to create a safe environment for everyone, including safety for personal and community property.

Because we value human dignity and respect individual judgment, University High School uses dialog and counseling to assist students in solving problems before they become severe. We are part of a caring community dedicated to creating a positive environment for everyone. As a result, all University students are expected to **BARK**:

- B**e Responsible
- A**ct with Kindness
- R**espect Others
- K**eeP Safe

These four expectations are in effect everywhere: in the hallway, at lunch, in instructional settings, during assemblies, athletic competitions, extra-curricular activities etc. Since we are part of a K-12 school, it is especially important for older students to model good behavior.

Bark Cards are part of our Positive Behavior Support (PBS) system. Students may receive *Bark Cards* as recognition of their positive behavior. These incentives are given by any adult at University Schools who observes students *being responsible, acting with kindness, respecting others, and keeping safe*. *Bark cards* can be turned into the office for prize drawings throughout the year.

If a student struggles with adhering to the four expectations, any adult in the building may fill out an *Incident Referral* and turn it in to the principal. The Incident Referral will be kept on file and shared with the student's advisor. Administrative action may result.

II. ATTENDANCE

Regular attendance in school is the responsibility of the parent and the student. Good attendance is considered a necessity to achieve success in school. Poor attendance disrupts both the student's learning and the school environment and will result in consequences. Students who have good attendance generally attain higher grades, acquire a better education and are afforded more learning opportunities.

EXCESSIVE ABSENCES MAY RESULT IN WITHDRAWAL FROM UNIVERSITY SCHOOLS

Reporting Absences

Parents are responsible for reporting all absences resulting from illness, injury or family emergencies. When a student is absent from school, a parent is expected to call the school about the absence. **It is important to remember that parents report absences, but only the school may legally excuse them. In cases of excessive excused absences, it may be necessary for parents to provide documentation, such as a doctor's verification of illness.** Calls should be made to the attendance clerk at 506-7000 by 10:00 a.m. the day of the absence. An answering machine is available after hours. If a parent cannot call, University Schools ask that the parent(s) or guardian send a note with the student on the day of the student's return to school. Absences not cleared through the office with a phone call or note within 48 hours after the absence will be recorded as a truancy and can only be cleared by the principal.

Students who are 18 years old or older may not report their own absences. Students 18 years old or older who are *living independently* must make arrangements with the principal for reporting absences.

Pre-Arranged Absences

When a student anticipates leaving town for a number of days, she/he must follow the pre-arranged absence procedures:

1. Have a note from parent(s) stating the reason for leaving and the dates to be missed.
2. Obtain a pre-arranged absence form from the attendance clerk at least one week prior to the absence.
3. Complete the form with teachers' signatures and assignments.
4. Have an administrator sign the form. **Excused absences must meet the requirements described below.**
5. Return the form to the attendance clerk prior to leaving. The attendance clerk will give a copy to the student so they and their parents are aware of assignments and any teacher concerns.

Excused Absences

In accordance with the Colorado School Attendance Law (CRS 22-33-104), the following conditions excuse a student from compulsory school attendance:

1. Absences approved by the principal or his/her designee. (Field trips and pre-arranged absences fall under this category.)
2. Absences due to temporary illness or injury. (Doctor's appointments fall under this category)
3. Absences for an extended period of time due to physical, mental or emotional disabilities.
4. Absences due to being in the custody of a court or law enforcement authorities.
5. Absences for religious observances.

If an absence does not fall into one of these categories, it will be considered **unexcused**.

Unexcused Absences

Any absence from school or class which does not fall into the categories of excused will be considered unexcused. This is truancy and the student will not be allowed to make up the work for credit.

Consequences for unexcused absences include:

Teacher Initiated:

- a. Conference with parents.
- b. Academic consequences (e.g. loss of points based on participation, daily work, tests).
- c. Before/After school detention or lunch detention.

Administrator Initiated:

- d. Conference with parents.
- e. Before/After school detention or lunch detention.
- f. Suspension from school.
- g. Withdrawal from a class with an "F".
- h. Withdrawal from school.
- i. Referral to Truancy Court
- j. Referral to Social Services

Habitually Truant Defined (Crs 22-33-107)

A student who has attained the age of seven years and is registered as a student in University Schools is habitually truant if he/she has:

- Four unexcused absences from a class or school in any one month.
- Ten absences from class or school during the school year.

Consequences:

- Require a meeting between the student, parent and appropriate school personnel to review and evaluate the reasons for the student being habitually truant. The meeting must be held no later than 10 school days after the student's fourth unexcused absence in a month or 10th unexcused absence in a year.
- Development of a written attendance plan.

Illness at School

If a student becomes ill while in school, she/he must secure permission by the Nurse in the Student Services Office before leaving the building. Parents or an emergency contact will be notified before an ill student is permitted to leave school. (See Student Services on p. 22)

Medical and Dental Appointments

Appointments must be cleared through the attendance clerk. The student will be allowed to leave if an appointment slip or parent's note is presented to the main office on the day of the appointment or if the parent has called the attendance clerk to prearrange the absence prior to the day of the appointment. A parent who comes to pick up a student for an appointment should check in and wait in the front office.

Tardies

University High School students are expected to be in class on time. Teachers will address tardiness and give appropriate classroom consequences. A student who enters class unexcused after the first ten minutes will be considered truant. Teachers can require students to make up time before school, after school, or during the lunch period. Students who continue to be tardy after teacher interventions are considered insubordinate and may be referred to the principal for further intervention and consequences.

III. DISCIPLINE AND CODE OF CONDUCT

The purpose of the following policies is to provide a safe and supportive learning environment for all members of the school community.

Behaviors which interfere with teaching, learning, or personal well-being are not acceptable and will be addressed using appropriate consequences. The goal is for students to develop self-discipline, which results in self-control, good character, and civility.

University Schools will utilize the services of law enforcement personnel, including the District 6 School Resource Officer (SRO), as needed to maintain a safe learning environment.

Infractions with Mandatory Consequences

Alcohol and Drugs

Problems with drugs and alcohol are serious and carry specific interventions mandated by the Colorado State Legislature. Consequences are severe and should be read and considered carefully. Substances, including non-prescription drugs, illegal or controlled substances and alcohol and drug paraphernalia and/or look-alike drugs are not allowed on school property or at school related activities. Students are not allowed to participate in any type of school activity while under the influence of such substances. Where reasonable suspicion exists, a student's car, locker, person, backpack, and the like (while on school property or at a school sponsored activity) are subject to search and seizure by school administrators.

In all substance abuse related incidents, where judged appropriate, law enforcement officials will be involved.

Students are prohibited from selling, representing they are selling, dispensing or representing that they are dispensing, possessing, distributing, soliciting, consuming or otherwise using, abusing

or being under the influence of alcohol or a controlled substance while at school on school property or at a school sponsored or school sanctioned event, (whether or not on school property).

Disciplinary Action

Students are subject to immediate suspension, or expulsion, for consumption, use, possession, distribution, solicitation, giving or receiving of alcohol or illicit drugs, or for the abuse of alcohol or illicit drugs, or other drugs or drug paraphernalia. Possession includes actual physical possession as well as possession where the item may not be in actual physical possession of the student, e.g., located in a textbook, locker, backpack, car, or some other location.

A. Possession, consumption, use, or being under the influence of alcohol, illicit drugs, or other drugs or possession of drug paraphernalia on school property or at school sanctioned activities.

First Offense:

1. The student will be suspended from school for **five (5) days**.
2. A parent conference will be held.
3. The appropriate school official will attempt to develop with the parents and student a procedure that will outline the responsibilities of the parent, student, and school in an effort to keep any further offenses from occurring.
4. The parent and student will be provided information concerning available and appropriate drug or alcohol counseling treatment and rehabilitation programs.
The director or principal may require a student to participate in good faith in a counseling, treatment or rehabilitation program as a condition of re-entry to school.
5. The director or principal may impose an additional suspension and/or expulsion depending upon the severity of the case.

Second Offense:

1. **Expulsion will result** upon the second offense.

B. Selling, purchasing, soliciting, giving and/or receiving, or exchanging of controlled substances, including alcohol, prescription drugs, illicit drugs as defined by law, or other drugs, or other substances represented by the student to be a drug or controlled substance, or drug-containing paraphernalia on school property or at school sanctioned activities

First Offense:

1. The student will be suspended from school for **five (5) days and may, depending on the severity of the case be subject to additional suspension or expulsion**.
2. A parent conference will be held.
3. The appropriate school official will attempt to develop with the parents and student a procedure that will outline the responsibilities of the parent, student, and school in an effort to keep any further offenses from occurring.
4. The parent and student will be provided information concerning available and appropriate drug or alcohol counseling treatment and rehabilitation programs.

The director or principal may require a student to participate in good faith in a counseling, treatment or rehabilitation program as a condition of re-entry to school.

Second Offense:

2. **Expulsion will result** upon the second offense.

- C. Students who engage in illegal activities involving illegal drugs, controlled substances, or alcohol may be subject to suspension or expulsion for behavior off campus which is detrimental to the welfare or safety of the student, or students, or school personnel.

Chemical Substance (the Discharging of)

Bringing or discharging noxious substances such as mace or smoke bombs will be considered behavior which is detrimental to the welfare and safety of other students. Possession or discharge of such substances on school property or at a school activity is grounds for suspension and may result in referral to law enforcement.

Dress Code

Although students often express themselves through dress and personal appearance, student dress has an effect on behavior, work quality and school pride.

Students are not permitted to wear apparel that is disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

The following shall NOT be worn in school buildings, on school grounds or at school sponsored activities:

1. Any clothing, jewelry, accessories or body adornments that are:
Disruptive or potentially disruptive to the educational environment as determined by the administration, including but not limited to items that:
 - Refer to drug, tobacco or alcohol
 - Are obscene, profane, vulgar or defamatory in design or message
 - Advocate drug use, violence, gang affiliation, or disruptive behavior
 - Threaten the safety or welfare of any person, including apparel adorned with spikes or chains
2. Clothing that:
 - Reveals all or part of the stomach, buttocks, or chest
 - Is backless, strapless, or supported with spaghetti straps
 - Reveals underwear, or sagging pants that reveal underwear
 - Is inappropriately sheer, short, tight or low cut
3. Shoes must be worn at all times

Dress code exceptions:

Formal wear may be worn when participating in, or attending, other school sponsored extracurricular activities such as prom or homecoming unless deemed inappropriate by an administrator, sponsor, or coach.

Disciplinary actions for violations will include:

1. Notifying the student of the violation
2. Requiring the student to change clothing before re-entering class
3. At the discretion of the building administrator, a parent conference
4. Possible suspension

Electronic Devices

The staff has the right to confiscate these devices anytime their use is deemed a disruption to the educational process. Confiscated devices may be picked up by the student after school in the office. If a student disrupts any class a second time with an electronic device, the device will only be released to a parent or guardian. A third disruption within the school year will be considered insubordination and **will result in suspension.**

Searches of cell phone messages and content will be based on a reasonable suspicion that the student is committing a criminal act or violating school rules (see page 15, Student Searches).

False Alarms (Fire and Bomb)

False alarms (fire, bomb or other false alarms of any kind) are prohibited. They will result in a **minimum three (3) day suspension and may result in expulsion.** *Students violating this policy will also be reported to law enforcement.*

False Reports Against an Employee

Any student who intentionally makes a false accusation of criminal activity against an employee to law enforcement authorities, school officials or both, will be suspended and may be expelled.

Fighting

Fighting and harassment is not permitted. *Students involved in fighting will be suspended for up to **three (3) days** for the first offense, **five (5) days** for the second offense, and **ten (10) days and possible recommendation for expulsion** for the third offense.*

Fire Extinguishers

Tampering with, removal or misuse of a fire extinguisher will result in suspension.

Gang Related Activity

No student shall display gang symbols/colors in any form. University Schools has a zero tolerance policy for gang related activity.

Habitually Disruptive

A habitually disruptive student is one who has been suspended three times during the course of a school year for causing a material and substantial disruption in the classroom, on school grounds, on school vehicles, or at school activities or events because of behavior which was initiated, willful and overt on the part of the student.

No student shall be declared to be a habitually disruptive student prior to the development of a remedial discipline plan addressing the student's disruptive behavior, educational needs and the goal of keeping him/her in school. A remedial discipline plan shall be developed for a student after the first suspension for a material and substantial disruption. The plan shall be reviewed and modified after the second suspension. The school shall encourage and solicit the full participation of the student's parent, guardian or legal custodian in the development of the remedial discipline plan. The student and his/her parent, guardian or legal custodian shall be notified in writing of each suspension counted toward declaring the student as habitually disruptive. In accordance with state law, expulsion shall be mandatory for habitually disruptive students.

Harassment, Intimidation and Bullying

Harassment is an act of insensitivity. Harassment at school can take many forms. The most common of which are: verbal abuse, racial or gender slurs, threats, or such things as "freshmen initiation." Harassment or hazing in any form will not be tolerated. Any student involved in such a practice will be **suspended** from school.

"Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at school events or activities. Bullying will not be tolerated and can result in **suspension, possible expulsion, and the filing of criminal charges.** Reference: CRS 22-32-109.1(2)(a)(x).

Individuals or groups are in violation of the policy if, on school grounds, at school sanctioned activities, or in vehicles dispatched by the school they:

1. Direct derogatory action or intimidation at other person or persons such as personal insults (whether written or oral) including epithets, slurs, gestures and insults based on a person's race, color, gender, sexual orientation, abilities, religion, ancestry, appearance or national origin. Harassment includes, but is not limited to, making unwelcome, offensive or inappropriate comments, gestures, jokes or remarks.

2. Threaten with physical harm or actually harm a person on the basis of a person's race, color, gender, sexual orientation, abilities, religion, ancestry, appearance, or national origin (whether written or oral).
3. Damage, deface or destroy school or private property of any person on the basis of that person's race, color, gender, sexual orientation, abilities, religion, ancestry, appearance, or national origin.
4. Commit other acts of harassment or intimidation that may be in violation of the ethnic intimidation act and the equal protection clause of the Fourteenth Amendment to the United States Constitution.
5. Coerce sexual behavior and or engage in unwelcomed sexual attention that undermines the safety, security and dignity of any members of the University Schools community.

Incendiary Devices

All incendiary devices are prohibited.

Insubordination

Insubordination is defined as disobeying teachers or school staff members, not following instructions in regard to conduct, or, in any way, by actions or words, showing a defiant attitude. Failure to identify yourself or present an ID card when requested to do so by school personnel will be considered insubordination. Insubordination may result in **suspension**.

Offenses Toward Staff

A teacher or school employee may use such reasonable force as necessary to protect herself/himself from attack or to prevent injury to another person while the teacher is acting within the scope of the teacher's employment.

The following procedures shall be followed (not necessarily in the order indicated below) in instances of assault, disorderly conduct, harassment or other criminal offenses by a student directed toward a teacher or school employee. These same procedures shall be followed in instances of damages by a student to the personal property of a teacher or school employee occurring on school premises.

1. The school teacher or employee shall file a written complaint with the director and the Board of Governors.
2. Students involved in threats, assaults, or other criminal conduct directed toward a teacher or school employee will be suspended and may be expelled.
3. The school administrator shall report the incident to the district attorney or the appropriate local law enforcement agency, who shall, upon receiving such report, investigate the incident to determine the appropriateness of filing criminal charges or initiating delinquency proceedings.

Personal Display of Affection (PDA)

Personal display of affection should be reserved for a more appropriate environment than at school. This is a pre k –12 school environment. Consequently, high school students are expected to be appropriate role models for younger students.

Inappropriate personal displays of affection are subject to disciplinary measures ranging from warnings to suspension, depending on the severity and frequency of the behavior.

Plagiarism and Scholastic Dishonesty

Plagiarism and cheating are serious violations of academic integrity and will result in consequences ranging from failing the assignment to disenrollment from University Schools (for multiple violations).

According to Joseph Gibaldi's MLA Handbook for Writers of Research Papers, a guidebook followed by many teachers who assign research, "To use another person's ideas or expressions in your writing without acknowledging the source is to plagiarize." With the ease of finding research material online, there is a particular temptation for students to copy text from Internet sources and use it without attribution. This "electronic" form of scholastic dishonesty, as much as any other, constitutes plagiarism.

When a teacher suspects that a student has cheated or plagiarized an assignment, the teacher will confront the student with the evidence and inform the parent/guardian and an administrator of any infraction.

If the charge is substantiated, the following consequences will be enforced:

- 1) First offense in a course – the student will receive a failing grade on the assignment. The student will be required to redo the assignment (for no credit). Failure to comply with this consequence will result in a failing grade in the course.
- 2) Second offense in the same, or any other course – the student will receive a failing grade in the course.

Suspension from school and eventual removal from University Schools may result if a student has violations in several courses.

Profanity

Using profanity, vulgar language or obscene gestures will not be tolerated. Actions of this sort may result in **suspension**.

Theft

The theft of any property at school will result in **suspension** with full restitution for any item stolen. A police report may also be filed.

Threats

Threatening another student is prohibited and will result in **suspension** and possible recommendation for expulsion.

Tobacco

State legislation is very specific. Tobacco is prohibited on all school property. This includes areas surrounding the school. Possession or use of tobacco on school property, during scheduled class time or at school sponsored activities will result in a **two-day suspension**.

Vandalism

Vandalism will not be tolerated. Vandalism is the willful defacing or destruction of school property (including books and furniture) or the property of school employees or students.

- 1) First offense, students will be **suspended for three (3) days and make full restitution.**
- 2) Second offense, **suspension will be for five (5) days and the student(s) will make full restitution.**
- 3) Third offense, the student(s) will be **suspended for ten (10) days with a recommendation for expulsion and full restitution.**

Weapons

No student shall carry, conceal, store, or otherwise possess any firearm, knife, explosive weapon or look-alike of any sort in the school building, on school property, or at school-sponsored events. In rare instances where such materials serve some educational purpose, their use and/or possession must be authorized by a principal or his/her designee.

Expulsion is mandatory for any student who carries, brings, uses or possesses any weapon which is defined below as a “dangerous” weapon.

A dangerous weapon means:

1. A firearm, whether loaded or unloaded, or a firearm facsimile that could reasonably be mistaken for an actual firearm.
2. Any pellet or BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
3. A fixed blade knife with a blade that measures longer than three inches in length or a spring loaded knife or a pocket knife with a blade longer than three and one-half (3 ½) inches.
4. Any object, device, instrument, material or substance, whether animated or inanimate, used or intended to be used, to inflict death or serious bodily injury.

Violation of this weapons policy will result in mandatory expulsion.

References: CRS 18-1-901(3)e, CRS 22-33-106(1)d, and CRS 18-12-101,105,105.5 and 108(2)

Consequences for Infractions of School Rules

Consequences may include, but are not limited to:

- Conference with Teacher, Advisor, Counselor
- Apology
- Logical Consequences
- Loss of Credit
- Parent Contact
- School Detention and Work Detail
- Loss of Field Trip
- Restitution
- Change of Clothing
- Loss of Privileges
- Behavior Contract
- Verbal/Written Warning
- Suspension
- Expulsion

Communication of Disciplinary Information

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

Discipline Of Special Education Students

1. Special education students are neither immune from the school's disciplinary process nor entitled to participate in programs when their behavior impairs the education of other students.
2. The student's Individual Education Plan (IEP) shall determine appropriate discipline for special education students. Appropriate special education personnel shall be contacted prior to the use of any disciplinary measure, which is not authorized by the student's IEP.
3. A special education student may be temporarily suspended from school if exclusion is warranted because of the student's disruptive activities and/or actions, which present a physical danger to the student, other students, school personnel or school property.
4. A special education student whose behavior is determined to be a manifestation of his/her handicap may not be expelled, unless required by law, but shall have his/her IEP reviewed by the appropriate IEP staffing team. The staffing team shall review the IEP for appropriateness of services and the need for a more restrictive or alternate placement.

Expulsion

In accordance with state law expulsion is mandatory for the following violations:

1. Commission of any act which, if committed by an adult, would be robbery or first or second degree assault as defined by state law, except for the commission by an elementary school student of an act which would be third degree assault.
2. The sale or distribution of drugs or other controlled substances in a school building or in or on school property.
3. Carrying, bringing, using or possessing any dangerous weapon in any school building, on school grounds, in any school vehicles or any school-sponsored activity without the authorization of the school. However, expulsion may not be required if, when a student discovers that he/she is in possession of a dangerous weapon as defined, he/she notifies a teacher, administrator, or other authorized person and delivers the weapon to such person as soon as possible upon discovering the dangerous weapon.
4. Being a habitually disruptive student (a student having been suspended three (3) times during the course of a school year).

Expulsion Procedures

1. The director of University Schools shall prepare, in not less than five days prior to the date of contemplated expulsion, a written notice of such proposed expulsion. Such delivery may be by United States mail or by a courier service. If mailed, University Schools will use certified mail and return receipt requested and by regular delivery. Delivery shall be deemed to be completed at such time as the notice is deposited in the United States mail addressed to the last known address of the student and the parent(s)/guardian.
2. The notice shall contain the following information:

- A) A statement of the basic reasons alleged for the contemplated denial of admission or expulsion.
 - B) A brief statement of the evidence to be presented against the student.
 - C) A statement that the student has a right to a hearing on the question of expulsion or denial of admission but will receive this hearing only if the student or the parent/guardian notifies the director in writing within five (5) school days after the day of notice that a hearing is available.
 - D) A statement that the student may be present at the hearing and hear all information against her/him; that she/he will have an opportunity to present such information as is relevant. The student may have an attorney present.
 - E) A statement that failure to participate in such hearing constitutes a waiver of further rights in the matter.
3. The hearing will be closed except to those individuals deemed advisable by the hearing officer or the Board of Governors, but including in all events the student, her/his parent/guardian and, if requested, an attorney. In addition, if requested by the student her/his parent/guardian or attorney, other individuals who may have pertinent information may be admitted to a closed hearing.

Appeals

If the student should choose to appeal the decision of the hearing officer, the student shall make such appeal request in writing to the director within five business days of the date the decision is delivered to the student. The Board of Governors shall convene within five business days after the written request is received. The decision of the Board of Governors shall be final.

When the Board of Governors holds the appeal, it shall be conducted by one of the Co-chairpersons of the Board or their designee from the Board of Governors. Testimony and information shall be presented under oath; however, technical rules of evidence shall not be applicable and the Board of Governors may consider and give appropriate weight to such information or evidence it deems appropriate.

The student or her/his representative may question individuals presenting information. A sufficient record of the proceedings shall be kept so as to enable a transcript to be prepared in the event either party so requests. Preparation of the transcript shall be at the expense of the party requesting the same. The Board of Governors may retire to executive session to review and discuss the evidence; however, the final decision shall be made in public session.

Student Searches

A search of a student at school is permitted based upon a “reasonable suspicion” that a student is committing a criminal act or violating school rules. Individualized suspicion is needed to justify a student search. Searches must be reasonably related to the objective of the search and must not go beyond what is warranted by the nature of the suspected violation.

Searches of a student’s person or personal effects are limited to the student’s pockets and objects in the student’s possession, such as a purse, backpack, book bag, or briefcase; and to a “pat down” of the exterior of the student’s clothing done by an adult of the same sex as the student being searched in the presence of an adult witness of the same sex as the student. Searches of student vehicles on the school’s property are permitted based on reasonable suspicion.

Suspension

Procedures

1. When subject to disciplinary measures, students are entitled to reasonable due process, which may vary according to the circumstances.
2. The student shall be given oral or written notice of the charges against the student.
3. The student will be given an explanation of the evidence and will be provided an opportunity to make a statement on his or her behalf. The student may request that his/her advisor be present.
4. If the pupil is suspended, the parent/guardian will immediately be notified of the suspension, the grounds for the suspension, the period of the suspension and the time and place for the parent/guardian to meet with the director or principal to review the suspension.
5. A suspended student shall be required to leave the school grounds immediately after the parent and the administrator have determined the best way to transfer custody of the student to the parent or designated representative. A student may not be on school property or attend school activities during the suspension period.
6. Law enforcement authorities may be involved in removal of the student in accordance with state law when there are reasonable grounds to believe that the student has committed a delinquent act by violation of any statute, county or municipal ordinance, or by lawful order of the juvenile court.
7. The administrator shall determine whether the student is or has been receiving special education services. If the student is receiving special education services, then special education staff must be notified of the name of the student, length of suspension and cumulative days of suspension for the school year.

Re-admittance of Suspended Students

1. No student shall be readmitted until the pupil and the suspending authority have met or until the parties mutually agree to review the suspension in order to assess the need to develop a remedial discipline plan. The parties may complete this process in a phone conference. If the administrator cannot contact the parent of such student or if such parent repeatedly fails to appear for scheduled meetings, the administrator may readmit the student.
2. The student must be provided an opportunity to make up schoolwork missed during the period of suspension, although each teacher will determine whether credit will be awarded for the make-up work.

IV. PROCEDURES

Electronic Devices

All electronic communication devices are to be turned off and stored during class time.

Students are discouraged from bringing electronic entertainment devices to school. Laser pointers are not permitted. The school will not be responsible for the loss or theft of electronic devices.

The staff has the right to confiscate these devices should their use cause a disruption to the educational process (see page 9 for disciplinary consequences).

Guests

Students who wish to bring a guest to school must get approval from the Principal and classroom teachers at least one-week in advance of the visit. Visitors may come with students only if District 6 is in session that day. The guest and host should report to the Main Office upon arrival. The guest will be given a visitor's badge that should be worn throughout the day.

Lockers

High School students must request a locker. A locker fee of five dollars (\$5) will be charged to students who wish to have a locker. If, at any time during the school year, a student needs to change lockers he/she should see the attendance clerk.

Lockers are the property of University Schools. They are made available for student use as a privilege. Students accepting use of the lockers must also accept the related responsibilities. These responsibilities are to keep the locker clean both inside and out, to pay for any damage to the locker, to adhere to recognized standards of decency regarding what is displayed, and to use the locker only during authorized times. No stickers or contact paper is allowed in lockers. University Schools assumes **NO** responsibility for lost or stolen articles kept in student gym or hall lockers. The student brings valuable or sentimental items to the school at his/her risk. University Schools reserves the right to search lockers when necessary to enforce school rules and/or ensure safety of the student body. Students are responsible for all contents of their lockers and should not give the lock combination to others.

Lost And Found

All found articles should be turned in to the Student Services Office. Unclaimed articles will be displayed and then will be given to charities if they remain unclaimed. Students are encouraged to keep track of their possessions and they are discouraged from bringing valuable items to school.

Open Campus

Students in grades 9-12 are allowed to leave campus during lunch. Students who leave campus are expected to act as good citizens. Violations will result in consequences and students may lose open campus privileges. Students attending classes at Aims or UNC must have a schedule that has been approved by the high school counselor.

Parking

The student parking lot is located on the south side of the building and is the only area designated for student vehicles.

Student parking is not permitted in any other area until after 4:30 p.m. **All students who use the parking lot MUST REGISTER THEIR CARS with the main office.**

Driving or parking in student drop-off areas, loading zones, fire lanes or faculty parking areas will result in disciplinary action and possible towing or police involvement.

The parking lots are school property and University Schools reserves the right to take any actions necessary to enforce policy and maintain safety. Violations regarding driving or parking will result in consequences which may include losing driving privileges or having the car towed.

Students may not loiter in the parking lot.

School Closing Announcements/Delayed Start Procedure

Announcements of school closings, delayed opening or early closing due to inclement weather conditions are made on KFKA, TV channels 4, 7, 9, and 13. A message will be placed on the school voice messaging (506-7000) and the school website (universitieschools.com) informing of the closure.

If there is a delayed start to the school day, students will report to the class they would normally be attending at that time. **All grades K-12 will have a common start time.**

One Hour Delay:

All grade levels/classes begin at 8:30

90-Minute Delay:

All grade levels/classes begin at 9:00. (High school students report to advising)

Two Hour Delay:

All grade levels/classes begin at 9:30. (High school students report to advising for 10 minutes)

We will follow the daily schedule with the class that typically meets at the time listed above. For high school students this may mean missing the first block class.

School Day

Kdg:	M	7:55 – 10:25 / 11:30 – 2:00
	T – F	7:55 – 11:00 / 12:15 – 3:20
Grades 1 – 5:	M	7:55 – 2:00
	T – F	7:55 – 3:20
MS:	M	7:45 – 2:35
	T – F	7:45 – 3:10
HS:	M	7:45 – 2:40
	T – F	7:35 – 3:10

Unless students are participating in a school sanctioned activity, they should leave the campus immediately after dismissal.

School Safety Plan

1. In the event that there is a need to evacuate the school site or the fire alarm sounds, the following procedures will be initiated. Students will be escorted by teachers according to the exit routes posted on maps in each classroom. Students should proceed in an orderly manner with their teacher to the designated areas. High school and middle school advisors will be arranged alphabetically around the perimeter of the practice and playing fields. At the fields, students will go to, and remain, with their advisors. From these sites, administrators will provide instructions for orderly evacuation from the school grounds if that becomes necessary.
2. Lockdown: A lockdown occurs when a serious emergency threatens the welfare of students and staff and evacuation is not the safest course.

If the lockdown announcement is made during class, staff will lock their doors, turn out the lights and have everyone move to a place where they are not visible from the hallways. If the lockdown is announced during an “open” time, students in the hallway should move to the closest classroom, locker room, gym or office and remain there until an announcement that the emergency is over.

Student Messages

Students are expected to plan after-school activities, ride arrangements, and items needed for class and athletic events BEFORE leaving for school. In case of emergencies, every effort will be made to deliver messages from parents. The office staff will not deliver balloons and flowers to students. Students will need to pick them up in the office. Parents, please do not call or text message students while they are in class

Withdrawal From School

Students withdrawing from University Schools must complete the following procedures:

1. Secure the withdrawal form from the main office no later than one week prior to the anticipated withdrawal date.
2. The form must be completed, signed by parents, teachers, counselor and appropriate personnel and then returned to the main office no later than one day before withdrawal.

No student may be officially withdrawn until all responsibilities have been met.

V. STUDENT RESOURCES

Cafeteria

The school cafeteria serves lunch from 10:50 a.m. to 1:05p.m. All food and drinks should be consumed in the food court.

Computer Labs

Acceptable use policy

University Schools provides equipment and network facilities for educational purposes to students, staff and faculty. Usage of this equipment and these facilities is a conditional privilege granted to students, staff and faculty. The conditions for use of equipment and facilities are explained below. University Schools reserves the right to deny further usage of University Schools’ equipment and facilities to any individual who violates this policy.

1. **Physical abuse of equipment or facilities will not be tolerated.** Individuals have a responsibility to report observed abuse to the office.
2. **No food or drink** will be allowed in the work area around a computer or peripheral equipment.
3. **Commercial activity is strictly forbidden.** The networks, Internet access and all school facilities are to be used for the sole purpose of education and educational development. Individuals may not use school equipment or facilities for the selling, brokering or ordering of any commercial product or service. Any activity involving the transfer of legal tender or financial assets in any way is prohibited.

4. **Web sites containing nudity, sexual or violent content are not allowed.** Downloading sites containing any form of pornography, violence, bomb design, or “hate-group” content is forbidden. Creation of documents with such content is similarly forbidden.
5. **Sending threatening or harassing e-mail is prohibited.**
6. **Use of Internet chat rooms is prohibited unless it is under the supervision of a teacher.**
7. **Users are prohibited from changing individual computer and/or monitor settings including, but not limited to, backgrounds, views, file access, passwords, file names, etc.**
8. **Network disruption is prohibited.** Users are prohibited from altering network settings on all school equipment. Changing e-mail addresses, client identities, TCP/IP addresses, or otherwise affecting the existing setup of any school equipment is prohibited. Use of school equipment to disrupt or alter non-school equipment is also prohibited.
9. **Users may not download software, graphics, or other material from the Internet without the knowledge and approval of a teacher or supervisor.**
10. **Users may not print directly off the Internet. Internet material must be captured and saved into a file before printing.**
11. **Playing computer games that are not approved as part of the educational curriculum is not allowed.**
12. **Scheduled classes have priority over individual use in computer labs.** Users must obtain permission from the teacher to remain in the lab during a scheduled class.
13. **Right to privacy on the University Schools network does not apply.** All actions and usage are being monitored. All information stored on school equipment becomes the sole property of University Schools.

Library

University Schools Library is open 7:30 a.m. to 3:30 p.m. on Monday and 7:30 a.m. to 4:15 p.m. Tuesday through Friday. We provide customized library instruction and services for individual students, small groups, and classes.

Mission

The mission of the University Schools Library program is to prepare students to become literate, life long learners through effective training in the practice of the gathering and the use of information.

To become effective users of information, students will:

- Be encouraged to enjoy reading and to appreciate literature through group instruction and individual guidance,
- Have free and equal access to materials that meet intellectual, curricular and recreational needs,
- Gain competence in acquiring and using information resources as well as learn how to evaluate information resources,
- Practice skills through lessons that have been developed through collaboration with librarians and teachers.

Library BARK Rules

- Return your books by the due dates
- Return your books in good condition
- Be on task – know your purpose for being in the library (research, homework, checking-out a book, checking grades)
- Be respectful, polite and helpful
- Share computers, chairs and books
- Allow others their personal space
- Respect library rules and librarians
- University Schools Computer Lab Acceptable Use Policy applies on library computers

Collection

University Schools Library houses more than 13,000 volumes of classic and current fiction and nonfiction materials for students in grades K-12. The library carries 20 subscriptions to news, educational and entertainment magazines and daily issues of the *Greeley Tribune*, *Rocky Mountain News* and *Denver Post*.

Technology

University Schools Library offers student access to our online library catalog, to the Internet, EBSCO (an online magazine database accessed via our website), Accelerated Reader tests, word processing, PowerPoint, Publisher and Excel. Computers are available on an individual first-come-first-served basis, unless they have been reserved for a class visit.

Website

Visit our website at <http://bulldogpages.wordpress.com> to find links to homework help, searching tools, class links and to check student grades.

Material Check-Out

University Schools Library materials are loaned to students with the understanding that students are responsible for all materials checked out in their name.

Check out length varies by grade level. Materials may be checked out by students in grades K/1/2 for one week, students in grades 3/4/5 for two weeks and student in middle/high school check-out for three weeks. Materials may be renewed if there are no holds on the materials.

A student loses borrowing privileges when that student has materials that are overdue or when that student owes money for damaged materials. Overdue notices are sent to student advisors every Friday during the school year.

At the end of each trimester, students with overdue library books will be assessed the replacement cost of the overdue item unless the item is returned to the library.

STUDENT RECORDS/YEARBOOKS WILL BE HELD UNTIL LIBRARY BOOKS ARE RETURNED OR FEES ARE PAID.

Lost or Damaged Book Policy

Books that are a part of the University Schools Library collection have been purchased through the University Schools budget or have been received through donation. Books should be treated with care and returned in a timely manner. Compensation is required for books that are damaged beyond reasonable repair and for books that have been lost based on the following criteria:

- A replacement title will be purchased through Mackin Library Media; The cost to the student is the replacement price.
- Books that are out of print and that warrant inclusion in the collection will be replaced through Mackin Library Media by a similar title. For books reordered, a comparable replacement title will be chosen by the librarian. The cost to the student is the replacement price.
- For lost or damaged titles that will not immediately be replaced by the library, students will be charged \$8.00 per lost or damaged title.

Student Services Office

The goal of Student Services is to serve the academic, social/emotional, health, and career needs of our students. The staff provides confidential and supportive services for students and families in a variety of ways including individual and group counseling, classroom activities, management of chronic health conditions, and collaboration with parents and teachers.

Student Services personnel include a high school counselor, a middle school counselor, an elementary counselor, a school nurse, a registrar, and a health clerk. The Student Services office is open from 7:30 a.m. to 4:30 p.m. daily.

If a student becomes ill or is injured at school, she/he should tell the teacher first and then report to Student Services. The Student Services staff will contact parents and excuse the student through the attendance office if the student needs to leave school. If the nurse is not available, the student will receive instructions from the clerk or other personnel in Student Services Offices. **No student who is feeling sick or has received an injury should leave school without reporting to the Student Services Office first.**

A Health Care Action Plan should be on file for any child with an existing medical problem and/or allergy (such as asthma, seizures, allergy to bee stings, etc.). If the school is unable to contact parents in an emergency situation, an ambulance may be called to transport the child to the North Colorado Medical Center's emergency room.

Immunizations

State regulations require that students have required immunizations or signed exemption form on file before beginning school. If there are questions about immunizations, please contact the health department, your doctor or the Student Services Office.

Medications at School

Parents have the primary responsibility for the health of their children. This includes the administration of medicine.

University Schools encourages medicines be taken at home if at all possible. However, if school personnel are asked to take some of the responsibility, the following procedures apply:

1. Prescriptions and/or over-the-counter medications can only be given at school with a doctor's written order and a signed parent permission form. The form is available in the Student Services Office.
2. Medications must be in the original pharmacy labeled container or, if they are over the counter medications, they must be in the original package.
3. Medicine will be made available only as the prescription states.
4. It is the responsibility of the child to come to the office at the appropriate time to request the medicine from the school nurse/health clerk.
5. Students may carry an epi-pen and/or rescue inhaler if the students and parents have met with the school nurse to develop a written plan.
6. Please call the Student Services Office with any questions about medications at school.

Should I Keep My Child Home From School Today?

YES, if she/he has:

- Diarrhea.
- Severe cough.
- Severe cold.
- Undetermined rash.
- Temperature of 100 degrees or higher.
- Sore throat-difficulty swallowing.
- Red, watery, burning, itching eyes.
- Vomiting during past 24 hours.

The above symptoms/condition may mean the start of a communicable disease or nuisance condition that could affect many of the other children in your child's classroom. Also, your child may be too sick to learn in school that day.

VI. STUDENT ACTIVITIES AND ATHLETICS

Because learning at University Schools is designed to help students make meaningful connections with the world, a variety of activities and events are available. Teachers arrange field trips, assemblies and special events throughout the school year. To participate in any out-of-school activity, parent permission slips must be signed and returned to the teacher who is sponsoring the activity before the activity takes place.

This school supports a wide range of activities including athletic, social, cultural and service organizations. Students are encouraged to initiate clubs. Clubs must be sponsored by an adult employee of the school and approved by the principal and director. The sponsor must approve any planned activity and if facilities, funds or other special arrangements are needed, they must be approved through the main office before the event occurs. No school-sponsored event should take place without adult supervision.

High School Activities

Organizations and activities that maybe available for students at University High School:

Chess Club

Diversity Club
 Dojo Comics Club
 Drama Club
 Environmental Action Bridade
 Fellowship of Christian Students
 Future Business Leaders of America (FBLA)
 Family, Career, and Community Leaders of America (FCCLA)
 Gay Straight Alliance (GSA)
 Hiking and Caving Club
 Knowledge Bowl
 Key Club
 League of United Latin American Citizens (LULAC)
 National Honor Society (grades 11-12 only)
 Speech and Forensics
 Student Leadership (formerly called Student Council)
 Swing Club
 Young Democrats Club
 Young Republicans Club

High School Interscholastic Athletics/Activities
 Fall

Boys'
 Tennis
 Cross
 Country
 (boys and
 girls)
 Football
 Spirit –
 Cheerleadi
 ng and
 Poms
 Volleyball

Winter

Boys'
 Basketball
 Forensics
 Girls'
 Basketball
 Wrestling

Spring

Baseball
 Girls'
 Tennis
 Knowledge
 Bowl
 Track

Athletics and Attendance

A student-athlete must have attended his/her classes in order to participate the same day in an athletic event (practice or games). **If a student-athlete misses all or part of a class or all of the school day due to illness or truancy, he/she may not play or practice on the day of the absence.**

SEE THE ATHLETIC/ACTIVITIES HANDBOOK FOR IMPORTANT INFORMATION Policies related to participation in athletic events are detailed in the Bulldog Athletic Handbook and should be read carefully by students participating in athletics. The Colorado High School Activities Association (CHSAA) regulates many activities. CHSAA’s rules and regulations must be followed to allow University High School to participate in competitive events.

VII. ADDITIONAL INFORMATION FOR HIGH SCHOOL STUDENTS

University Schools prides itself on being a K-12 school. However, educational philosophy based on the needs of students at different ages and a few policies and procedures apply specifically to students in each level – elementary, middle, and high school. The following section contains information for students at the 9-12 level.

Organization For Learning

The high school is organized into trimesters and utilizes a rotating block schedule with eight nine-minute periods. Wednesdays and Fridays are designated as “Day 1” and Tuesdays and Thursdays are designated as “Day 2”. Mondays alternate – see the school calendar for the specific Monday designation.

Schedule

High School Schedule			
	Monday		Tuesday-Friday
Block 1/6	7:45 - 9:15	Block 1/6	7:35 – 9:05
Block 2/7	9:20 - 10:50	Advisor	9:10 – 9:40
Lunch	10:50 – 11:35	Block 2/7	9:45 – 11:15
Block 3/8	11:35 – 1:05	Lunch	11:15 – 12:05
Block 4/9	1:10 – 2:40	Block 3/8	12:05 – 1:35
		Block 4/9	1:40 – 3:10

Advisor/Advisee Program

The Advisor/Advisee Program is a key feature of University High School. Each student spends four years with one advisor and advisee group. Advisors serve as student advocates and guide students in selecting courses and completing graduation requirements.

Advising groups meet with faculty advisors on Tuesday through Friday. Advising enables students to develop a sense of community, build lines of communication, obtain academic coaching, and perform community service and develop portfolios. **Attendance is required.**

Community Service

The community service experience enables students to develop skills and personal qualities while exploring career interests and making a positive contribution to the school and/or broader community. **The student must complete at least fifty (50) hours of service.** To foster interdependence and social responsibility, students are encouraged to continue with community service activities after the completion of the minimum fifty hours. The student will receive 0.33 Carnegie Units (CU) of credit for each fifty hours up to 150 hours for maximum credit of 1.0 CU. Community service forms must be completed and are available from advisors or the Student Services Office. **Community service is required for graduation.**

Graduation Credit Requirements

See *University High School Course Description Book* for credit requirements.

Internship

An unpaid internship will provide the student with an opportunity to explore career interests through on-the-job training. **This experience is required for graduation.** Internship forms that must be completed are available from advisors or the Student Services Office. The student will receive 0.33 Carnegie Units (CU) of credit for each fifty hours up to 150 hours for maximum credit of 1.0 CU.

Portfolio

Portfolios document completion of graduation requirements and other student accomplishments. **A portfolio is required for graduation.**

Senior Project

The senior project measures high school performance and learning beyond test scores. In the senior project, University High seniors are afforded a unique and necessary opportunity for self assessment; an opportunity to take a close look at themselves – past, present, and future – and to assess their own skills and potential. **This experience is required for graduation.** The senior project is intended to be the culmination to a quality high school education. The required completed project forms are available from advisors and the Student Services Office.

Shadowing

The purpose of the shadowing experience is to explore careers through observation and self-reflection. Students will select shadowing experiences based on their personal interests and talents, with guidance from the advisor. **Shadowing is required for graduation.** Shadowing forms, which must be completed, are available from advisors or the Student Services Office. A student must complete the equivalent of three one-half (1/2) days of shadowing in three (3) distinctly different settings.

Changing Schedules

Freshman and sophomores must remain in eight classes each trimester. Study hall may count for one of these courses. Juniors making adequate progress toward graduation may reduce their schedule to seven classes in one trimester and seniors may take six. Schedule changes that result in fewer classes must be approved by the counselor and the principal.

Students are advised to make responsible selections of courses based upon input from parents, teachers and counselors prior to registration for the next school year and are expected to remain in those courses. Occasionally there is a valid reason for dropping a course, such as:

1. Student is misplaced, that is, she/he does not have the background necessary for success in the course, or the instructor feels the aptitude is lacking.
2. Student entered late and has been unable to catch up.
3. Student is taking a class at Aims or UNC.
4. Student is over-extended.

Changes to student schedules should be carefully considered and will only be granted on a space available basis. *Classes may only be added or dropped before the third class meeting of each trimester.*

Drop/Add Procedure

1. Consult with the advisor about the value and feasibility of the proposed change.
2. Secure a Drop/Add form from Student Services Office. It is the student's responsibility to obtain the signatures of the dropping teacher, the accepting teacher, and the advisor and then return the form to the Student Services Office for final approval. Classes will only be dropped for reasons stated above.
3. **Once teacher approval is signed, the student will attend the new class. Paperwork must be turned in to the Student Services Office before the schedule change will be finalized and recorded on the student's transcript. Student's wishing to drop a course without adding a new one to their schedule must continue to attend the course until paperwork is submitted and final approval is granted.**

Dropped Class Grading

In the event a student drops or is dropped from a class, the following grading policy will apply:

1. If a student drops a class before the third class meeting of the trimester, there will be no entry reflected on the report card or transcript.
2. If a student receives permission from the principal to drop a class after the third day of class, a "WF" or "WP" will be recorded on the report card and transcript. A failing grade will be recorded as a WF on the transcript and will be counted in the GPA. A passing grade will be recorded as a WP on the transcript and will not be counted in the GPA.
3. If a student is dropped from a class at any time for disciplinary reasons, an "F" will be recorded on the report card and transcript, and the grade will be included in the GPA.
4. Dropping a class may affect athletic/activities eligibility.

College Classes

Juniors and seniors are encouraged to enroll in college classes at Aims or UNC. Parents are responsible for payment of classes taken by students unless the student applies for and is granted tuition assistance through the Post Secondary Options Act as described below.

The Post Secondary Options Enrollment Act

The Post Secondary Options Enrollment Act was created by the Colorado Legislature to allow students to *meet academic needs normally not met through the local high school*. No funding is provided by the act and the local school district is expected to pay the tuition for a student who qualifies to take courses through this Act. The Act allows for high school *juniors and seniors* to attend an institution of higher learning and to receive credit for high school graduation, providing certain provisions are met:

- This is available only to students enrolled in grades 11 or 12.
- A student seeking the option must be deemed by the student, the student's advisor, and the student's parent to be in need of course work at a higher academic level than that available at the student's local high school – or deemed by the high school principal to be in need of a different educational environment.
- The student shall give written notice to the high school principal of the intent to enroll **at least two months prior to enrollment in the class** by turning in a completed application for Post Secondary Option Act tuition assistance (see deadlines in #5 below). This form is available from the Student Services Office.

- Such courses shall count for high school credit when approved by the high school principal.
- The student pays the tuition when he/she enrolls. When the student successfully completes the course, he/she will be reimbursed by the school for the actual tuition cost per credit up to a maximum of two classes per term. Students are responsible for transportation, books and any fees other than tuition charged by the higher education institution.

Procedure For Taking A Class At Aims Or UNC
Under The Post-Secondary Option Enrollment

1. The student will contact the High School Counselor for the Application for Post-Secondary Act Options Tuition Assistance form. Under this Act, the school will reimburse the student for up to two college courses per college term after successful completion of the college course.
2. The High School Counselor will initial appropriate spaces in Section E of form.
3. The student will complete remaining information.
4. The student will sign the form and get signatures from a parent and the advisor.
5. The student will make an appointment to meet with the Principal to discuss the request and receive approval and signature. If approved, the Principal will make a copy of the form complete with all signatures. **This must be completed at least two months prior to enrollment in the college class. (June 15 for Fall Semester class or November 15 for Spring Semester class)**
6. The Principal will give the copy to the Business Manager. The student will take the original to registration for the college class.
7. The student will submit a copy of the college schedule to the Business Manager and the High School Counselor within one week of enrolling in the class. The student may adjust high school schedule to reflect college class as part of full-time enrollment at University High School.
8. The student or parent will pay for tuition and fees at the time of enrollment in the college class. A copy of the paid receipt must be submitted the Business Manager. If the student meets the criteria for free/reduced lunch, then the school will pay the tuition. The student should work with the Business Manager prior to enrolling in the college class to arrange for payment of tuition. Students taking classes at UNC must apply for the College in Colorado Opportunity Fund stipend at:
<http://www.collegeincolorado.org/COF/default.aspx>
9. Within two weeks after the completion of the course, the student will bring a copy of the college transcript to the High School Counselor and another copy to the Business

Manager. This will prompt reimbursement of tuition and the course will be added to the high school transcript.

Credit will transfer as follows: 4-credit college class equals .4 credit; 3-credit college class equals .3 credit; 2-credit college class equals .2 credit; 1-credit college class equals .1 credit. Exception: The Colorado Commission on Higher Education's Higher Education Admission Requirements (HEAR) accept the following four credit courses as equivalent to one year of high school math. University High School students will earn 1.0 credit for each of these courses if taken at AIMS or UNC:

- MAT 090 Introductory Algebra (HEAR comparable to third year of high school math)
- MAT 106 Survey of Algebra (HEAR comparable to fourth year of high school math)
- MAT 120 Mathematics for the Liberal Arts
- MAT 121 College Algebra

Three credit college level math classes at the 100 level or above will be awarded credit proportionally at .75 credits per class.

Credit For Team Sports

Students may earn the following credit through team sports:

1.0 CU: A student may earn a full Carnegie Unit for team sports if he/she participates in and completes twelve (12) sport seasons. Students need to document their participation each year and respective coaches will need to verify participation.

0.66 CU: A student will need to complete eight (8) sport seasons of participation.

0.33 CU: A student will need to complete four (4) sport seasons of participation.

See the high school counselor for more information about recording credit for team sports.

Early Graduation

A student may graduate early provided the following conditions are met:

1. The student has attended UHS at least one full year prior to applying for early graduation.
2. The student has satisfactorily met all graduation requirements.
3. The student requests early graduation in writing to the principal stating the reasons for the request and what the student plans to do after graduating early. Written parent consent must be included in the application. Approval of the request will depend upon the student having a viable alternative and a reasonable post- graduation plan.

The student is encouraged to participate in commencement exercises in the spring of the year he or she graduates.

Grades

Students receive a traditional 4.0 scale of A, B, C, D, or F grade along with a narrative of the student's progress. Advanced Placement courses are weighted on the 5 point scale and honors are weighted on a 4.5 scale. Modified courses are on a 3.5 scale.

Students have the option of receiving grades other than the traditional A, B, C, D, or F-system. These would include a, Satisfactory/Unsatisfactory (S/U), and Credit/No credit (NC). If a student requests grades other than the traditional format, she/he must complete a form and have it signed by the teacher and submitted to the Students Services Office by the fifth class period.

Advanced Placement courses are weighted on the 5 point scale and honors are weighted on a 4.5 scale. Modified courses are on a 3.5 scale.

Students on suspension may make up course work so that the student will continue to benefit from the learning. Not all missed work can be made up, i.e. oral participation grades, pop quizzes, etc. The teacher will decide if the work will be counted for credit.

Incomplete Grades

A student who has not completed grade requirements due to illness or other excused absence will be given a grade of Incomplete. A grade of "I" for the first trimester must be cleared no later than two weeks after the end of the grading period. After the two weeks, the "I" will automatically change to an "F". "I" grades will not be given at the end of the third trimester. Any exceptions to these deadlines must have the approval of the principal. An "I" must be considered as a failing grade for CHSAA eligibility purposes.

Grade Changes

Grade changes should only occur in exceptional cases and need to be approved by the principal.

Independent Study

Independent study will be approved only if the course is not currently being offered or the student is unable to take a course. The course should make educational sense for the student and should enrich his/her educational program. Credit will be granted upon completion of agreed requirements, submission of appropriate documentation of course work and hours, and a final evaluation. The independent study will count toward eligibility for participation in athletic activities. The class will be checked on the weekly eligibility sheet for progress and a passing grade. To enroll in an independent study:

1. Consult with his/her advisor as to the feasibility of the proposal.
2. Secure an Independent Study Enrollment Application for all courses from the Student Services Office.
3. Work with the supervising teacher to prepare a proposal which must include:
 - a written outline with course objectives
 - expectations for the student
 - course requirements and assignments
 - a time-line with meeting dates and times
4. Secure the signature/approval of the principal and return the form to the Student Services Office **BEFORE** the trimester begins.
5. The students should proceed only after final approval has been granted by the Student Services Office.

Note: Student handbooks are under constant review and additions may be made at any time.