

# HIGH SCHOOL STUDENT HANDBOOK



UNIVERSITY SCHOOLS  
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## 2021-2022

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# UNIVERSITY HIGH SCHOOL STUDENT HANDBOOK

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## **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 kindergarten through twelfth 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. ATTENDANCE**

### **EXCESSIVE ABSENCES MAY RESULT IN WITHDRAWAL FROM UNIVERSITY SCHOOLS WITH RECOMMENDATION TO ATTEND A NEIGHBORHOOD SCHOOL**

#### **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 ext. 1 by 9:00 a.m. the day of the absence. 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 or older who are *living independently* must make arrangements with the principal for reporting absences.

#### **Pre-Arranged Absences**

Pre-arranged absences do not excuse a student from completing work assigned or turning in assignments due during the absence. When a student anticipates leaving town for a number of days, s/he must follow the following pre-arranged absence procedures:

1. Obtain a pre-arranged absence form from the attendance clerk.
2. Attach a copy of the student's current grades printed from Infinite Campus.
3. Complete the form with teachers' signatures to indicate the student has obtained assignments that will be missed. Make-up work will be due the first day back to class unless another date is indicated by the teacher on the pre-arranged absence form.

4. Submit the pre-arranged absence form to the main office for administrator's signature prior to the absence.
5. Excused absences must meet the requirements described below.

### **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.

Upon return from excused absences, the student must contact each teacher to get make-up work and establish due dates for the assignments. This contact must take place the day of return to school, not the next time the missed class meets.

If the student has been gone for more than two days and parents would like to request homework, students or parents should e-mail or call the teachers directly. Please keep in mind that teachers will need 24 hours to gather the homework. It will be available for pick up in the main office or sent electronically by the end of the school day following the date the homework is requested.

### **Illness and Communicable Disease**

***Illness policies and practices are subject to change based on new information and updates to existing public health guidance.***

- Please practice daily symptom monitoring. If your student is ill, please keep them home to prevent spread of illness to other students and staff. Transmission of illness is disruptive to others' learning and well-being and can be dangerous for individuals with other health conditions.
- If your student becomes ill at school, you will be contacted to pick your student up and determine criteria for return to school. As schedules and phone numbers may change please keep all emergency contact information current. This ensures that we can reach an adult as needed for illness or injury.

### **Should I keep my child home from school today?**

**Yes, s/he has:**

- New or worsening cough or cold symptoms
- Diarrhea within the last 24 hours
- Undetermined rash
- Fatigue or body aches
- New loss of taste or smell
- Temperature of 100 degrees or higher or chills
- Sore throat, difficulty swallowing
- Red, watery, burning, itching eyes

- Vomiting during the last 24 hours

**Please contact the school to determine the next best steps to return to learning following illness. Remember the best ways to stop the spread of any infection is through good handwashing and staying home when sick!**

If absences are excessive due to illness a doctor's note may be required.

### **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:

- a. Conference with parents
- b. Remedial Attendance Plan
- c. Academic consequences (e.g. loss of points based on participation, daily work, tests)
- d. Before/after school detention or lunch detention
- e. Withdrawal from a class with an "F"
- f. Withdrawal from school
- g. Referral to Truancy Court
- h. Referral to Social Services

### **Habitually Truant Defined**

A student registered as a student in University High School is habitually truant if s/he has:

- Four days unexcused absences from school in any one month.
- Ten days unexcused absences from school during the school year.

Consequences may include:

- Require a meeting with the student, parent and appropriate school personnel to review and evaluate the reasons for the student being habitually truant.
- Development of a written remedial attendance plan.

### **Illness at School**

If a student becomes ill while in school, s/he must secure permission from 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. 19).

### **Medical and Dental Appointments**

Appointments must be communicated to the main office. The student will obtain an early dismissal slip from the main office on the day of the appointment. A note or phone call from the parent is required. Parents who come to pick up students for appointments 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 absent. 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.

## II. 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. These consequences may be applied for behaviors that take place during the school day, at school activities or are directly related to University Schools.

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.

### **Alcohol and Drugs**

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, non-prescription drugs, illegal or controlled substances 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, illicit or illegal drugs, or for the use of alcohol or illegal 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. Students who engage in activities involving illicit or 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, other students or school personnel.

### **Second Offense**

Expulsion may result upon the second offense while enrolled at University Schools.

### **Chemical Substance (the Discharging of)**

Bringing or discharging noxious substances such as mace, pepper spray 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**

This dress code applies equally to male and female students.

**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 drugs, 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, supported with spaghetti straps (straps must be at least 2 inches in width) or has low cut sides under the arms
  - Reveals underwear
  - Is inappropriately sheer, short, tight or low cut

Shoes must be worn at all times and sunglasses may not be worn in the building without administrator approval.

Dress code exceptions:

Formal wear may be worn when participating in, or attending, 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 Cigarettes**

Electronic devices used to inhale vapor (including but not limited to e-cigarettes, hookah pens, vapor pens, etc.) are not allowed at school. Possession or use of electronic vapor devices on school property, during scheduled class time or at school sponsored activities is prohibited. If there is evidence the student is using the device to deliver drugs other than nicotine, the University Schools drug policy will be applied (see the University Schools Student Handbook, page 7). Violations of this policy will result in suspension, and/or diversion programs.

### **Electronic Devices**

The staff has the right to confiscate electronic 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**. Parents should not text or call students during class time.

Searches of electronic messages and content will be based on a reasonable suspicion that the student has committed a criminal act or violated school rules (see page 11, Student Searches). The school is not responsible for the loss or theft of any electronic devices.

### **False Alarms (Fire and Bomb)**

False alarms (fire, bomb or other false alarms of any kind) are prohibited. Infractions 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 physical aggression are not permitted. Students involved in physical aggression, which includes, but is not limited to fighting, hitting, etc., will be suspended for up to **three (3) days** for the first offense, **five (5) days** for the second offense and **ten (10) days with 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.

### **Grounds for Suspension, Expulsion and Denial of Admission**

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 that is detrimental to the welfare or safety of other pupils or of school personnel
4. Being a habitually disruptive student
5. Committing one of the following offenses on school grounds, in a school vehicle or at a school activity or sanctioned event:
  - a. Possession of a dangerous weapon without the authorization of the school or the school district
  - b. The use, possession or sale of a drug or controlled substance
6. Repeated interference with a school's ability to provide educational opportunities to other students
7. 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
8. Making a false accusation of criminal activity against an employee of an educational entity to law enforcement authorities or school officials or personnel.

### **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, in 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 habitually disruptive 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 may be mandatory for habitually disruptive students.

### **Harassment, Intimidation and Bullying**

University Schools prohibits harassment, bullying, hazing or any other victimization of students based on any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability or ancestry.

Bullying means any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate or cause any physical, mental or emotional harm to any student.

Bullying is prohibited against any student for any reason including, but not limited to, any such behavior that is directed toward a student on the basis of his or her academic performance or against whom federal or state laws prohibit discrimination upon any of the bases described in **Colorado Revised Statutes**.

"Electronic" means any communication involving the transmission of information including, but is not limited to, communication via electronic mail, internet-based communications such as social media sites, cell phones, electronic messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances that have the purpose or effect of causing injury, discomfort, fear or suffering to the victim:

- Verbal, nonverbal, physical or written harassment, hazing or other victimization
- Remarks of a demeaning, derogatory or intimidating nature
- Damage or destruction to school property or private property
- Implied or explicit threats that have the purpose or effect of causing injury, discomfort, fear or suffering to the victim
- Demeaning jokes, stories or activities directed at the student
- Coercion of sexual behavior and/or engagement in unwelcomed sexual attention that undermines the safety, security and dignity of any member of the University Schools community and/ or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive or hostile learning environment

Discipline for student bullying and for retaliation against students who report bullying may include suspension, expulsion and/or disciplinary classroom removal. In addition, the administration shall consider other actions that may be appropriate in response to student bullying, including, but not limited to:

- Holding conferences with the parents of students in order to develop cooperative strategies to correct the student's behavior

- Separating students from other students at school or from particular school programs or activities until they can conform to acceptable standards
- Withholding privileges (i.e., field trips, participation in extracurricular activities, etc.) from students who continue to engage in bullying
- Involvement of law enforcement

### **Incendiary Devices**

All incendiary devices are prohibited (i.e. lighters, matches, etc).

### **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 oneself 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**

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 teacher or school employee shall file a written complaint with the director.
2. Students found to have made threats, assaulted or engaged in criminal conduct directed toward a teacher or school employee will be suspended and may be expelled.
3. The director shall report the incident to the appropriate local law enforcement agency.

### **Personal Display of Affection (PDA)**

Because this is a K –12 school environment, 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 scholastic dishonesty are serious violations of academic integrity and will result in consequences ranging from failing the assignment to removal 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 present 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 "0" on the assignment. The student will be allowed to redo the assignment (for a maximum grade of 59%).

2. Second offense in the same, or any other course – the student will receive a failing grade in the course.

Suspension from school and possible 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 detention or **suspension**.

### **Theft**

The theft of any property at school or at any school related activity may 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 may result in expulsion. The University Schools threat assessment protocols will be followed.

### **Tobacco**

Possession or use of tobacco on school property, during scheduled class time or at school sponsored activities is prohibited and will result in suspension. (2 days)

### **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.

### **Weapons**

No student shall carry, conceal, store, or otherwise possess any firearm, knife, explosive weapon, taser, stun-gun or look-alike weapon of any sort in the school building, on school property, or at school-sponsored events. Possession of a weapon will result in suspension or possible expulsion. A student who has brought a firearm to school or possesses a firearm at school, shall be expelled for a period of not less than one year, except that the Director of Schools in coordination with the expulsion hearing officer may modify this requirement for a student on a case-by-case basis if such modification is in writing. In rare instances where such materials serve an educational purpose, their use and/or possession must be authorized by a principal or his/her designee.

### **Staff Reasonable Force**

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.

### **Student Searches**

A search of a student at school is permitted based upon a "reasonable suspicion" that a student is violating school rules or committing a criminal act. 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 cell phone. A pat-down of the exterior of the student's clothing may be done by an adult of the same sex as the

student being searched in the presence of an adult witness. Searches of student vehicles on the school's property are permitted based on reasonable suspicion.

The material on the student's cell phone is subject to review by the school based on reasonable suspicion of a violation of the school's code of conduct or behavior detrimental to the safety and welfare of students or staff.

### **Consequences for Infractions of School Rules**

Consequences may include, but are not limited to:

- Apology
- Change of Clothing
- Conference with Teacher, Advisor, Counselor
- Drug Testing (at parent expense)
- Expulsion
- Loss of Credit
- Loss of Field Trip or Activity
- Loss of Open Campus
- Loss of Privileges
- Parent Contact
- Random Searches
- Remedial Discipline Plan
- Restitution
- School Detention and Work Detail
- Suspension
- Suspension Alternatives
- Verbal/Written Warning

When appropriate, the length or severity of consequences may be reduced if the student chooses to participate in a process designed by administrators and/or counselors to make amends and repair harm caused by the infraction.

### **Communication of Disciplinary Information**

The principal or designee shall communicate discipline information concerning any student enrolled in the school to teachers and counselors who have direct contact with that student.

### **In-School Suspension**

Students may be assigned in-school suspension under the supervision of a designated school official in the school building, but outside the classroom. Class work will be provided during the period of suspension.

### **Suspension**

#### Procedures

1. When subject to disciplinary measures, students are entitled to reasonable due process, which may vary according to the circumstances.
  - a. The student shall be given oral or written notice of the charges against the student.
  - b. 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.
2. 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.
3. 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.
4. 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.

5. 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

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 the student or if the parent repeatedly fails to appear for scheduled meetings, the administrator may readmit the student.

The student must be provided an opportunity to make up schoolwork missed during the period of suspension for full credit.

#### **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 for the recommended 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 but will receive the 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 requested.
  - d. A statement that the student may be present at the hearing and hear all information against her/him; that s/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, but included in all events shall be 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 (5) 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 a chairperson of the Board or a 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 his/her 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.

### **Discipline Of Students With Individual Education Plans (IEP) And 504 Plans**

1. 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) or 504 Plan 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 or 504 Plan.
3. A 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 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 or 504 Plan reviewed by the appropriate IEP or 504 Plan staffing team. The staffing team shall review the IEP or Plan for appropriateness of services and the need for a more restrictive or alternate placement.

## **III. PROCEDURES**

### **Electronic Devices**

**All electronic devices are to be turned off and stored or used appropriately according to teacher directions 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 8 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. 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**

Lockers are not automatically assigned and are subject to availability. 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 s/he should see the attendance clerk or administration.

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, and to use the locker only during authorized times. No stickers, contact paper, or inappropriate pictures are 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 all students. Students are responsible for all locker contents and should not give the lock combination to others.

### **Lost And Found**

All found items should be turned in to the Student Services Office. Items 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. Students should not bring excessive amounts of money to school.

### **Open Campus**

Students in grades 9-12 are allowed to leave campus during lunch and open blocks. 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**

There are two locations where students are permitted to park their registered vehicles at University Schools. Juniors and seniors can park on the south side of the high/elementary parking lot. Sophomores are required to park their vehicles in the middle school parking lot to reduce congestion in the high/elementary parking lot. All students who use the parking lots at University Schools **MUST REGISTER THEIR CARS** with the security team.

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 parking 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 are made on KFKA, TV channels 4, 7, 9, and 13. A message will be placed on the school voice message (506-7000), the school website (universitieschools.com), Facebook (facebook.com/universitybulldogs) and through text messages 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.**

### **School Day**

Grades K – 5:	M	7:50 – 2:00
	T – F	7:50 – 3:00
MS:	M	8:00 – 2:35
	T – F	8:00 – 3:10
	M	8:00 – 2:45
HS:	T – F	8:00 – 3:20

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

### **School Safety Plan**

1. **Evacuation:** 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. 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. If an evacuation occurs when class is not in session (during lunch, passing period, etc.), students should proceed in a safe and orderly manner to the location of their **Advisors** on the football field.

2. **Lockout:** A lockout is called when there is a threat or hazard outside of the school building, whether it's due to violence or criminal activity in the immediate neighborhood, or a dangerous animal near the campus. A lockout uses the security of the physical facility to act as protection. The lockout protocol would require bringing students into the building. If the lockout announcement is made during class, classroom activities would continue uninterrupted with the exception that staff will lock classroom doors. If students are outside when the lockout is announced, classes would return to the building to continue classes. If the lockout is announced during an "open" time, students may be prevented from leaving the building, depending on the condition of the circumstances, until an announcement that the emergency is over.
3. **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.
4. **Tornado:** In case of a tornado warning, teachers and students will go directly to their designated safe area.

### **Sibling Pickup**

If a student is picking up younger siblings in the elementary school, s/he must meet either in the cafeteria or outside. Older students **MAY NOT** be in the elementary hallways waiting for siblings.

### **Student Concerns, Complaints and Grievances**

Students are encouraged to settle their concerns about staff actions or decisions at school in a personal and informal manner. The student may ask his/her advisor to assist with this initial contact if necessary.

- If a student and the advisor are unable to resolve a complaint or concern, the student should submit a written statement describing the decision or action in a clear, specific and detailed manner to the principal.
- The principal will investigate the facts and meet with the student (who may bring a parent, advisor or another staff member). The principal also will meet with the staff person(s) named in the written statement in an effort to facilitate a mutually acceptable resolution.
- If the issue is not resolved to the student's satisfaction, the student may submit a written appeal to the director, whose decision will be final.

Any information received during this process shall be confidential. No information shall be made available to anyone unless that person has a legitimate educational interest.

### **Student Messages**

In case of emergencies, messages from parents will be delivered to students.

### **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 obligations have been met.

## IV. STUDENT RESOURCES

### Cafeteria

The school cafeteria serves lunch to high school students during scheduled lunch hour, Monday through Friday. Students are expected to eat in the cafeteria, patio or outside. Students who eat outside the cafeteria are expected to pick up their trash and avoid blocking halls or doorways.

The Main building serves a “Grab and Go” breakfast, as well as a la carte items from 7:30 a.m. to 8:00 a.m.

### Computer Labs

#### Technology/Internet Acceptable Use Policy

University Schools provides equipment and network facilities for educational purposes to students, staff and faculty. The right to privacy on University School’s network does not apply. All actions and usage are being monitored. All information stored on school equipment becomes the sole property of University Schools. University Schools reserves the right to deny usage of University Schools’ equipment to any individual. Please be aware that technology, and the way we use technology, is constantly evolving. Every unacceptable use of school technology and Internet cannot be specifically described in this policy. Examples of unacceptable uses include, but are not limited to the following:

1. **Physical abuse of equipment or facilities will not be tolerated.** Individuals have a responsibility to report observed abuse to the office.
2. **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.
3. **Websites, apps or extensions containing nudity, sexual or violent content are forbidden.** Visiting websites, apps or extensions containing any form of pornography, graphic violence, bomb design or “hate-group” content is forbidden. Creation of documents with such content is similarly forbidden.
4. **Sending threatening or harassing messages is prohibited.**
5. **Creating, transmitting, or forwarding material or information that is knowingly false or intending to purposely damage another person’s reputation is prohibited.** This includes taking pictures or sharing pictures of classmates without their knowledge or permission.
6. **It is unacceptable to access another individual’s account** or send email from another user’s email account or impersonate another student or adult.
7. **Use of Internet chat rooms is prohibited unless it is under the supervision of a teacher.**
8. **Users are prohibited from changing individual device settings including, but not limited to, backgrounds, views, file access, passwords, file names, etc.**
9. **It is unacceptable to delete the usage history or intentionally try to cover up inappropriate use.**

10. **Network disruption is prohibited.** Users are prohibited from altering network settings on all school equipment. Changing email 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.
11. **Users may not install software, apps, or other material from the Internet without the knowledge and approval of a teacher or supervisor.**
12. **Playing computer games that are not approved as part of the educational curriculum is not allowed during class time.**

## University Schools Library Technology Learning Centers

**University Schools Elementary/High School:** rbudzynski@universitieschools.com

Reserve library books online at <http://libraryuniversitieschools.blogspot.com/> (970) 506-7022

**University Middle School Library:** ahaas@universitieschools.com

Reserve library books online at <http://libraryuniversitieschools.blogspot.com/> (970) 576-3908

**Elementary/High Library hours:** Monday: 7:30-3:00, Tuesday-Friday: 7:30-4:00

**Middle School Library hours:** Monday: 7:45-3:00, Tuesday-Friday: 7:45-4:00

Students and classes receive customized library instruction and services. For homework help, searching tools, class links, and more visit the library website at

<http://libraryuniversitieschools.blogspot.com/>

## Expectations

- Return books by their due dates and in good condition.
- Know library purpose (research, homework, finding books, checking grades).
- Be respectful, polite & helpful.
- Technology/Internet Acceptable Use Policy applies to all devices.

## Online Tools

Access tools and subscriptions at <http://libraryuniversitieschools.blogspot.com/>

The University Schools Library Technology Learning Centers provide student access to the Internet and **Destiny** -- the online library catalog, **Accelerated Reader** quizzes (grades 2-5). Students may use **resources provided by the High Plains Library District (HPLD) with an HPLD library card.** Elementary students access **learning.com, World Book Online and BookFlix.** Elementary, middle and high school students use **Google Apps for Education** for coursework and technology and information literacy lessons. **Ebooks are available via Sora with Google login** on the library web site.

## Borrowing Books

The University Schools Library Technology Learning Centers house over 20,000 items.

Students may borrow up to **four items** at a time. ***Elementary students may check out items for two weeks and middle and high school students may check out items for three weeks.*** Items may be renewed if there are no holds. Students may borrow and return from either library.

Items are loaned with the understanding that he or she is responsible for all items. A student loses borrowing privileges when he or she has books overdue or owes money for damaged materials. **Overdue notices are sent to K-12 advisors and students in grades 2-12 weekly**

**via email during the school year. ALL LIBRARY BOOKS ARE DUE FOR THE END OF THE YEAR MAY 9, 2022.**

### **Activities**

The University Schools Library Technology Learning Centers coordinate an extensive Battle of the Books program for elementary and middle school. Teams form in the fall and battles take place in spring. Lunch Book Clubs (middle and high school), Summer Reading Programs, Accelerated Reader quiz days, Book Fairs, Maker Spaces and other activities and events take place throughout the school year.

Revised 5/2021

### **Student Services**

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

Student Services personnel include high school counselors, elementary counselors, North Range Therapist, school nurse, registrar and health clerks. The Student Services office is open from 7:15 a.m. to 4:00 p.m. daily.

If a student becomes ill or is injured at school, s/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. **No student who is feeling ill or has sustained an injury shall leave school without first reporting to the Student Services office.**

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 emergency facilities.

### **Immunizations**

University Schools encourages every child to be immunized in consultation with their health care provider. Vaccinations prevent many serious diseases and help prevent the transmission of those contagions in our schools, which improves attendance and learning for all students. University Schools reports immunization compliance and exemption rates to the State of Colorado per law.

Per Colorado Law, students may be excluded from school if they do not have an up-to-date vaccine record, certificate of exemption, or in-process plan for your student on file. Records can be faxed, emailed, or submitted in person.

### **Medications at School**

- Parents are encouraged to schedule medications to be given before or after school hours when possible. If your student requires medications during the school day, [written provider orders and parent permission](#) are required to be completed and on-file in the Health Office each school year. Specific requirements for labeling, dosage, etc. may be found on the form.
- Regulations apply to all drugs in the school environment. Due to the danger of allergies, loss or accidental overdose by your child or another, please do not send any medication,

prescription or over the counter to school. Similarly, please do not send cough drops, ointments or other over the counter products to school.

## **University High School Suicide Policy**

### **Suicide or Other Traumatic Loss of Life**

#### **Prevention**

Staff will receive professional development on risk factors, warning signs, protective factors, response procedures, referrals, postvention, and resources regarding youth suicide prevention through evidence-based programs such as QPR (Question, Persuade and Refer) and Youth Mental Health First Aid. In addition, all mental health professionals will complete training in Stanley & Brown safety planning and the Columbia Suicide Severity Rating Scale (CSSRS) within three months of their hiring.

University High School has implemented the Sources of Strength program. Sources of Strength is an upstream suicide prevention and comprehensive wellness program that utilizes peer leaders and adult advisors to change norms around codes of silence and promote help seeking behaviors. Additionally, developmentally-appropriate materials will be provided to all high school freshmen via the Safe Teen Program facilitated by Suicide Education Support Services. The content of these age-appropriate presentations will include: 1) the importance of safe and healthy choices and coping strategies, 2) how to recognize risk factors and warning signs in oneself and others, 3) help-seeking strategies for oneself and others, including how to engage school resources and refer friends for help. Additionally, University Schools promote the use of Safe2Tell, an anonymous reporting system where parents, students, teachers, and school administrators can report concerns and share information. Calls, online reports, and texts are answered at a Colorado State Patrol communication center. When action is needed, information is immediately forwarded to local school officials and law enforcement agencies.

This policy will be distributed annually and included in all student and teacher handbooks and on the school website.

#### **Assessment and Referral**

In the event a staff member becomes concerned that a student may be experiencing suicidal ideation, they can contact Colorado Crisis Services (1-844-493-8255). This resource is available 24 hours a day, 7 days a week, 365 days a year and can be accessed in different languages. In addition, the North Range Behavioral Health crisis center can be consulted at 970-347-2120.

When a student is identified by a staff person as potentially suicidal, the student will be seen by a school employed mental health professional and/or the contracted North Range Behavioral Health therapist within the same school day to assess risk, safety plan and facilitate referral. If there is no mental health professional available, the registered school nurse or an administrator will fill this role until a mental health professional can be brought in.

For youth identified by a staff person as potentially suicidal:

1. School staff will continuously supervise the student to ensure their safety.
2. The principal and school employed mental health professional and/or the contracted North Range Behavioral Health therapist will be made aware of the situation as soon as reasonably possible.

3. The school employed mental health professional and/or the contracted North Range Behavioral Health therapist will utilize the Columbia Suicide Severity Rating Scale (CSSRS) to screen for the presence and level of suicidal ideation.
4. The school employed mental health professional, contracted North Range Behavioral Health therapist or principal will contact the student's parent or guardian and will assist the family with a referral as appropriate. This may include calling Colorado Crisis Services (1-844-493-8255), a community based mental health mobile crisis response team, or law enforcement to transport the student to the Emergency Department. However, in most cases, the response will involve implementing a safety plan and setting up an outpatient mental health or primary care appointment and communicating the reason for referral to the health care provider.
5. For students returning to school after a mental health crisis (e.g., suicide attempt or psychiatric hospitalization), a school employed mental health professional, contracted North Range Behavioral Health therapist and/or administrator will meet with the student's parent or guardian, and if appropriate, the student to discuss re-entry and appropriate next steps to ensure the student's readiness for return to school.

### **Out-of-School Suicide Attempts**

If a staff member becomes aware of a suicide attempt by a student that is in progress in an out-of-school location, the staff member will:

1. Call the police and/or emergency medical services, such as 911.
2. Inform the principal, who will then contact the student's parent or guardian and the school employed mental health professional.

### **Postvention**

Anyone who hears about a suicide or other traumatic loss of life involving a district student or employee should contact the principal immediately.

The principal or designee (Director, Chief Security Officer, school employed mental health professional, contracted North Range Behavioral Health therapist) will attempt to confirm as much factual information as possible before communicating with students and staff. Speculation and rumors can exacerbate the emotional upheaval within the school. The principal or designee will first check with the family, the coroner, and/or the medical examiner's office (or, if necessary, local law enforcement) to ascertain the official cause of death. Official information about the cause of death will not be disclosed until the family has been consulted.

The principal will mobilize the Crisis Response Team and will act as the team coordinator. The team coordinator has overall responsibility throughout the crisis, is the central point of contact, monitors overall postvention activities throughout the school, and handles communication with the different groups of people within the school (e.g., administrators, staff, students, and parents).

The Crisis Response Team will meet as soon as possible to discuss the specifics of the situation. An emergency staff notification system will be used to notify employees of the death if it occurred outside of school hours. If possible, an emergency mandatory meeting

of teachers at the affected building will be called to review the situation and procedures. The principal will share accurate factual information about the death, honoring the family's request for privacy.

The Director will act as spokesperson to answer questions from the press and community. Official information about the cause of death will not be disclosed until the family has been consulted. Staff members should not talk to the media about the tragedy in order to protect the privacy of the victim's family and ensure accuracy of information.

Counselors and other professionals trained in crisis intervention will be available in the drop-in centers throughout the school day. This service will be available for as many days after the tragedy as needed. Any student who would like to talk about their feelings regarding the tragedy is invited to use this service.

Students and staff should discuss with the building principal or school employed mental health professional any students whom they believe are especially vulnerable in the aftermath of the suicide/other tragedy. As much as possible, staff will attempt to identify and offer support to siblings, other relatives, teammates, friends, and the various impacted social and demographic groups. Students who are visibly upset will be referred to the drop-in center immediately.

Additionally, staff will continue to assess for the need for ongoing postvention by being aware of anniversaries and continuing to provide support to those impacted by suicide deaths in subsequent years.

### **Follow-up**

The principal will contact the family either in person or by telephone to express condolences, inquire as to what the school can do to assist, ask them to identify the student's friends who may need assistance, discuss what students should be told, and inquire about funeral arrangements.

University Schools will strive to treat all deaths in the same way. However, because adolescents are especially vulnerable to the risk of suicide contagion, it is important to memorialize a student that died by suicide in a way that does not inadvertently glamorize or romanticize. The focus should be on how the student lived, rather than how they died.

Students who have parental permission will be excused from school to attend any funeral or memorial service. As much as possible, the school policy will be "business as usual." Counseling services will be available to all students, but classroom teachers should continue to use class time for schoolwork.

## **V. STUDENT ACTIVITIES AND ATHLETICS**

This school supports a wide range of activities including athletic, social, cultural and service organizations. 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.

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. All school-sponsored events must be supervised by University staff.

### **High School Activities**

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

- Book Club
- Crafting Club
- Distributed Education Club of America (DECA)
- Dungeons & Dragons Club
- Family, Career, and Community Leaders of America (FCCLA)
- Fellowship of Christian Athletes
- Future Business Leaders of America (FBLA)
- Gay-Straight Alliance
- German Club
- Interact Club
- Key Club
- League of United Latin American Citizens (LULAC)
- Mock Trial
- National Honor Society (grades 11-12 only)
- Newspaper Club
- Pep Band
- Show Choir
- Theatre Company/Thespian Troupe
- Tri-M Music Honor Society
- Ukulele Club
- Z-Club
- Zoo Club

### **High School Interscholastic Athletics/Activities**

#### **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/activities. 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.

Fall	Boys' Tennis Cross Country (boys and girls) Football Softball Spirit – Cheerleading and Poms Volleyball
Winter	Basketball (boys and girls) Wrestling Speech and Debate Spirit – Cheerleading and Poms
Spring	Baseball Girls' Tennis Knowledge Bowl

Track (boys and girls)

### **Athletics and Attendance**

If a student misses part of a class, a full class, or all of the school day due to illness or truancy, s/he may not practice or compete on the day of the absence.

## **VI. ADDITIONAL INFORMATION FOR HIGH SCHOOL STUDENTS**

University Schools prides itself on being a K-12 school. However, 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 ninety-minute periods. Mondays and Wednesdays are designated as “Day 1” and Tuesdays and Thursdays are designated as “Day 2.” Fridays alternate – see the school calendar for the specific Friday designation.

### **Schedule**

<b>High School Schedule</b>			
<b>Monday</b>		<b>Tuesday-Friday</b>	
Block 0	7:10 – 7:55	Block 0	7:10 – 7:55
Block 1	8:00 - 9:25	Block 1/6	8:00 – 9:25
Block 2	9:30 - 10:55	Advisor	9:30 – 10:05
Lunch	11:00 – 11:45	Block 2/7	10:10 – 11:35
Block 3	11:50 – 1:15	Lunch	11:35 – 12:20
Block 4	1:20 – 2:45	Block 3/8	12:25 – 1:50
		Block 4/9	1:55 – 3:20

### **Advisor/Advisee Program**

The Advisor/Advisee Program is a key feature of University High School. Advisors serve as student advocates and guide high school students in selecting courses and completing graduation requirements.

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

Parent/Advisor/Student conferences are required each of the first two trimesters. An additional conference may be scheduled third trimester as needed. The purpose of the conference is to review the student’s learning goals and academic progress. Students direct many aspects of their learning at University Schools. Parents, advisors and other teachers assist students in this process. **Conferences are an important component of the advisor/advisee program and are required.**

Generally, each student spends his/her years with one advisor and advisee group. Occasionally it may be in the student’s best interest to change advisors. Students who wish to change advisors will obtain an “Advising Change Form” from the registrar in student services and complete the required steps.

## **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 credits for each fifty hours up to one hundred fifty (150) hours for maximum credit of 1.0. Community service forms must be completed and are available on the school website or in the Student Services office. **Community service is required for graduation.**

## **Graduation Credit Requirements**

University High School offers a rigorous and comprehensive program. Graduation requirements reflect a commitment to high standards. The number of credits required for graduation varies based on the Career Pathway chosen by the student. The following guidelines are recommended in order to graduate within four years:

- By the end of Freshman year, students should have earned at least 7.5 credits.
- By the end of Sophomore year, students should have earned at least 15 credits.
- By the end of Junior year, students should have earned at least 22.5 credits.

It is also recommended that students work closely with their advisor to complete the experiential graduation requirements which include Community Service, Job Shadow Experiences, Internship, Senior Project, Portfolio and, in some cases, Pathway Exploration.

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

## **Internship**

An 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 on the school website or from the Student Services office. The student will receive 0.33 credits for each fifty hours up to one hundred fifty (150) hours for maximum credit of 1.0.

## **Portfolio/Individual Career and Academic Plan (ICAP)**

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

## **Senior Project**

The University High School Senior Project is designed to foster students' ability to be self-directed and independent learners. The Senior Project will also provide a cumulative evaluation instrument to validate a senior student's ability to research from a variety of media, design and complete a project and teach others about the project in a formal presentation.

The Senior Project handbook and project forms are available on the school website or from the Main office.

## **Job Shadows**

The purpose of the job shadow experience is to explore careers through observation and self-reflection. Students will select shadow experiences based on their personal interests and talents, with guidance from the advisor. **Job shadows are required for graduation.** Job shadow forms, which must be completed, are available on the school website or from 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 or jobs.

### **Changing Schedules**

Freshmen and sophomores are expected to 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 each 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, s/he does not have the background necessary for success in the course, or the instructor feels the aptitude is lacking.
2. Student is taking a class at Aims or UNC.
3. 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 obtained, 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. Students 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" (Withdraw Fail) or "WP" (Withdraw Pass) 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 grade point average (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.

### **Credit for College Classes**

Students are encouraged to enroll in college classes at Aims or UNC. Parents/guardians are responsible for payment of tuition and fees for classes taken by students unless the student applies for, and is granted, assistance through one of the three different options described below: Concurrent Enrollment, Career Academy, Dual Enrollment.

## **Procedures:**

### **Concurrent Enrollment**

The State of Colorado provides several options for high school students to begin college early. Students enrolled in the 9th–12th grades, who demonstrate academic preparedness, are eligible for the concurrent enrollment program. Students may apply to have their tuition paid for under this program. Students enrolled in 12th grade may enroll in remedial courses if approved by the school. If a high school student is retained for instructional purposes in 12th grade, he/she may not enroll in more than 9 college credits during the repeated year. To enroll at an eligible postsecondary institution, a student must have completed the minimum course prerequisites and all required assessments. Tuition for summer courses are not covered under Concurrent Enrollment; however, the student can choose to receive high school credit for summer courses.

### **Process for participating in the Concurrent Enrollment Program**

- Meet with the high school guidance counselors to obtain a *Concurrent Enrollment Packet* and verify that the courses will count toward high school graduation. Turn in the completed forms to the high school counselors by the deadlines (May 15 for Fall Semester classes or November 15 for Spring Semester classes). Students must submit new paperwork for each semester they plan to enroll in concurrent enrollment.
- Student must apply and be accepted into the institution of higher education. Student can apply via online or paper. Also, specific courses, typically Math and English, require the student to meet certain SAT, ACT, or Accuplacer scores to be enrolled. Please see the counselors for more information and placement scores.
- Adding, dropping or changing a course requires approval from the high school principal. All changes must be approved prior to the Add/Drop date at the college or university. This add/drop date is typically in the first 10 days of each semester. Failure to complete the change form by the designated date means tuition payment will be the responsibility of the student/parent/guardian.
- All tuition costs will be paid in advance by the school at the beginning of each semester for ALL students participating in Concurrent Enrollment (excluding student fees, differential costs, books, etc.). If the student does not pass with a “C” or higher or withdraws from the course, the student and parent/guardian are required to reimburse the school for the tuition. Failure to attend class will result in failure of the course and will result in an “F” on the student’s permanent college transcript.
- The maximum allowable tuition payment by University Schools is six (6.0) credit hours each semester for approved coursework. Student/Parent/Guardian will be responsible for additional tuition for credits beyond 6.0 in which the student opts to enroll.
- The school will only pay tuition equal to the tuition rate at Aims Community College. If a student is attending an institution where the tuition rate exceeds that amount, it will be the responsibility of the student/parent/guardian to pay the remaining difference.
- In compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974, the student gives permission to the above noted college to report absences, disciplinary issues, and the release of grades, transcripts, in progress grades and class schedules, as available, to the high school for the courses enrolled under the Concurrent Enrollment Program.
- ALL students must submit transcripts, showing their final grade, to the high school counselor within 4 weeks after the completion of class. Students may obtain these documents from the college/university website by using their login information.

**Questions regarding Aims Community College please call 970-330-8008**

**Questions regarding University of Northern Colorado please call 970-351-2881**

## **Career Academy**

Career Academy is a program in which juniors and seniors can get career training in programs such as automotive service technology, collision repair, graphic design, med prep, audio and radio production, and welding. Students may apply for one of a limited number of Career Academy scholarships which covers all costs, including lab fees and books. This program is very selective and competitive. Students who are selected and want to continue the program for a consecutive year must reapply for the scholarship to receive financial assistance from University Schools.

### **Applicants must meet the following requirements BEFORE applying:**

- Must be classified as a high school junior or senior at the start of the Career Academy class.
- Must have a GPA of 3.0 or higher for the trimester preceding application.
- The student's attendance must be fewer than 5 absent days (excused or unexcused) during preceding trimester.
- Med Prep and Automotive applicants must take the Accuplacer Reading assessment. (Attach test results.)
  - Med Prep students need an Accuplacer Reading score of 62. Med Prep students with ACT Reading score of 17 or SAT Evidence-Based Reading & Writing score of 470 do not need to take the Accuplacer.
  - Automotive students need an Accuplacer Reading score of 60. Automotive students with an ACT Reading score of 17 or SAT Evidence-Based Reading & Writing score of 470 do not need to take the Accuplacer.
- Students will need to verify the ability to transport themselves to the college.
- Students will choose the Career Academy in which they are interested.
- Financial need will be considered if Free and Reduced approval letter is attached.

## **Dual Enrollment**

Dual Enrollment courses are taught on University High School's campus by University High School instructors, but the curriculum belongs to the higher learning institutions (as designated). Students earn high school credit, as well as college credit for the following courses:

- ACC 101 Fundamentals of Accounting (also Accounting Honors)
- BUS 115 Introduction to Business
- CHE 111 College Chemistry I
- CHE 112 College Chemistry II
- ENG 121 English Composition I
- ENG 122 English Composition II
- MAN 216 Principles of Marketing
- MAN 226 Principles of Management
- MAT 121 College Algebra
- MAT 122 Trigonometry
- MAT 201 Calculus I (also AP Calculus)
- SOC 101 Introduction to Sociology I
- SOC 102 Introduction to Sociology II

## **Process for participating in the Dual Enrollment Program**

- Meet with the high school guidance counselors to obtain a *Concurrent Enrollment Packet* and verify that the courses will count toward high school graduation. Turn in the completed forms to the high school counselors by the deadlines (May 15 for Fall Semester classes or October 15 for Spring Semester classes). Students must submit new paperwork for each semester they plan to enroll in dual enrollment.
- Student must apply and be accepted into the institution of higher education. Student can apply online or paper applications found in the counseling office. Also, specific courses, typically Math and English, require the student to meet certain SAT, ACT, or Accuplacer scores to be enrolled. Please see the counselors for more information and placement scores.
- Adding, dropping or changing a course requires approval from the high school principal. All changes must be approved prior to the Add/Drop date at the college or university. This add/drop date is typically in the first 10 days of each semester. Failure to complete the change form by the designated date means tuition payment will be the responsibility of the student/parent/guardian.
- All tuition costs will be paid in advance by the school at the beginning of each semester for ALL students participating in Dual Enrollment (excluding student fees, differential costs, books, etc.). If the student does not pass with a “C” or higher or withdraws from the course, the student and parent/guardian are required to reimburse the school for the tuition. Failure to attend class will result in failure of the course and will result in an “F” on the student’s permanent college transcript.
- ALL students must submit transcripts, showing their final grade, to the high school counselor within 4 weeks after the completion of class. Students may obtain these documents from the college/university website by using their login information.

## **Credit For Team Sports**

Students may earn the following credit through team sports:

1.0 credit: A student may earn a full credit for team sports if s/he 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 credit: A student will need to complete eight (8) sport seasons of participation.

0.33 credit: 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.

## **Credit Recovery**

Students who fail a required course must retake the course through the University Schools Credit Recovery Program. Any credit recovery course work expenses are the responsibility of the student/parent.

## **Traditional Prerequisites and Credit Recovery**

In both Mathematics and English Language Arts content areas, courses required during 9<sup>th</sup> and 10<sup>th</sup> grade provide a foundation for upper level courses taught during 11<sup>th</sup> and 12<sup>th</sup> grade. As a result, enrollment in advanced courses, such as Junior English or Algebra 2, requires that a student successfully complete foundational prerequisite courses.

A student is required to successfully complete the prerequisites for all courses, either in a traditional classroom or through Credit Recovery, before a student is allowed to enroll in an upper level class. A student who does not pass a prerequisite will not be allowed to register for the next level of courses. In most cases, failure to make up a required course may prevent a

student from being able to register for a full schedule of classes (six classes). Students must be full-time students to attend University High School.

All Credit Recovery courses must be completed before the beginning of the second trimester of senior year. If a senior fails a required course during senior year, the student must take the necessary Credit Recovery course at the beginning of the subsequent trimester.

### **Notification**

Two weeks after trimesters one and two, a letter will be mailed to the primary household of each student who failed a required course. This letter will inform the guardian/parent and the student about Credit Recovery options. Parents of students who are in danger of failing a required class third trimester will receive a Credit Recovery letter in May.

If a student needs to recover more than one credit, a conference may occur to plan the student's educational future at University Schools. The conference will also determine if the student has passed enough required courses for a full schedule of classes (six classes) at University High School.

### **Grades and Credit**

When a student successfully completes a course through Credit Recovery, the grade a student earns will be either a pass or fail.

Although credits earned in Credit Recovery courses will appear on a student's transcript, these will not replace the original failing grade earned in a traditional classroom.

### **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, as well as signatures from the advisor and counselor, 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 s/he 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. Included are Satisfactory/Unsatisfactory (S/U) and Credit/No credit (C/NC). If a student requests grades other than the traditional format, s/he must complete a form and have it signed by the teacher and submitted to the Student Services office by the fifth class period.

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.

### **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 or second trimesters 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 for weekly eligibility for progress and a passing grade. To enroll in an independent study a student must:

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 timeline 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.

### **Non Discrimination/Equal Opportunity Policy**

**Note: Student handbooks are under constant review and additions may be made at any time. Highlighted areas may have significant changes due to Covid-19. Please contact the main office for additional information.**