

Castle View High School/

2011-2012

Student Handbook



5254 North Meadows Drive
Castle Rock, Colorado 80109
303-387-9000

www.castleviewhs.com

Principal's Welcome!

Hello and Welcome!

As the principal of this outstanding school, it is an honor to provide this prelude to our student handbook. It is great that you are taking the time to become familiar with the all the important information regarding Castle View High School. Creating an environment that will help make Castle View High School the best school in the state is the essential reason for having a handbook. By reading the information contained in the student handbook, you will be empowered to make a positive contribution to your school.

Castle View is a comprehensive high school that is organized and structured in a non-traditional way. At the foundation are learning academies. These academies help create several smaller learning environments where students can concentrate on focused instructional pathways. The academies are briefly described on the initial page of our handbook and more detailed information about our school can be found on our web page (castleviewhs.com). Our hope is that students can individualize their educational experiences based on their personal interests and their plans for the future.

The information in the student handbook is provided to help you get to know and understand the multiple aspects that make CVHS a great school. You can look through the table of contents to get a better idea of what is in the document. If you can't find an answer to your questions in the handbook, please feel free to give me a call or send me an e-mail. I can be reached at 303-387-9005 or james.calhoun@dcsdk12.org.

Thanks for taking the time to familiarize yourself with the contents of the handbook. Armed with this information, you can make the most of your high school experience.

Jim Calhoun
Principal
CVHS

Table of Contents

Castle View High School Information	4
Administration and Support Staff	5
Phone Numbers, Hours of Operation, Directions	6
Important Dates	7
Schedules	8-11
Bell, Adjusted Bell, Terms/Semester, Finals, Parent/Teacher Conferences	
Academic Information	12-16
Student Support Center Services	17-19
Post Grad Center	20-21
Attendance	22-24
Athletics and Activities	25-27
Advisement	27
Open/Closed Campus	28-29
General Information	29
Vehicle Registration, Operation and Parking	30-31
Health Services	31
Safety and Security	32-33
Emergency Situations	33-34
Student Conduct	35-39
Student Dress	
Library/Media Center and Technology Use	
Student Possession and Use of Portable Electronic Devices	
Commons Behavior	
Hallway/Classroom Behavior	
Dance/Social Function Behavior	
Student Discipline	39-40

**Castle View High School
Home of the Sabercats**

School Colors: Red, Black and Gold

School Fight Song

We're best in the land, and as a Pride we will stand.
When it comes to do or die, we'll raise our colors high.
Hold your heads up high with pride that never lacks. We are Sabercats!
We represent the gold, red, black; we'll always stand back to back!
C – V – H – S, Go Sabercats go!
We're the best in the land, and as a Pride we will stand.
When it comes to do or die, we'll raise our colors high.

Our Mission: To prepare every Castle View High School student for the 21st Century by helping them acquire the knowledge and skills to be responsible citizens prepared to contribute to society.

Our Vision: To transform high school learning through meaningful relationships, relevant learning and a rigorous academic environment. Every Castle View student will graduate with the skills and knowledge to succeed in the 21st Century.

Castle View High School, established in 2006 is a comprehensive high school providing students a choice among academies, each offering unique educational pathways. An academy allows students to work and study with peers who share similar interests. Teachers tailor instruction to students' specific interests and spend multiple years with those same students creating a smaller school-within-a-school community.

Biotechnology and Health Sciences (BHS) students explore the expanding world of biotechnology, bioengineering and wide ranging opportunities in health and medical sciences. Students develop the skills in problem solving, critical thinking, communicating and team work.

E-media and Business (EMB) students focus on technologically driven worldwide web and marketing fields. Students learn skills to critically analyze business opportunities utilize technological solutions and create businesses that provide the goods and services for our ever changing world. **(Junior and seniors only, academy will be absorbed by other academies at the end of the 2012-2013 school year)**

Leadership, Global Studies and Communication (LGC) students prepare to enter the global community with skills to understand the world around them. Students communicate effectively and take informed action in local, national and global issues. Leadership skills and philosophies applicable to all areas are woven throughout the curricula.

Science, Technology, Engineering and Math (STEM) (Previously MSE) students apply math and science to solve problems and create innovative systems in various industries. A strong base in all disciplines is provided with unique opportunities to apply problem solving and logical thinking skills through hands-on activities in science, math, technology and engineering.

Visual and Performing Arts (VPA) students receive instruction in core subject areas emphasizing visual, auditory and kinesthetic learning styles along with focused study in an art, music and theatre. Students develop the foundation necessary to continue their education in the arts. Students create quality productions and products, utilize elements of technology to communicate ideas and develop collaboration and team work skills.

Administration and Support Staff

James Calhoun – Principal – 303-387-9005
Kevin Gardner – Assistant Principal – 303-387-9015
Derek Cordes – Assistant Principal/Athletic and Activities Director – 303-387-9016

Ryan Hollingshead – Dean – 303-387-9017
Cheryl Myhra – Dean – 303-387-9018

Debbie Gentry – Principal's Secretary – 303-387-9004
Mabel Reineke – AP/Dean Secretary – 303-387-9008
Deborah Shepherd – Athletic/Secretary – 303-387-9013
Lisa Sisk – Bookkeeper – 303-387-9007

Teresa Potenzo – Attendance – 303-387-9010
Cherylyn Holdefer – Volunteer Coordinator/Attendance – 303-387-9038
Stacy Hancock – Receptionist/Health Assistant – 303-387-9011

Lydia Hoague – Counselor – 303-387-9024
Nick Jasurda – Counselor-303-387-9021
Aaron Kellar – Counselor – 303-387-9022
Sherrie Langston – Counselor – 303-387-9023
Laura Anderson – Post Grad Secretary – 303-387-9012
Sabrina Gentry – Counseling Secretary – 303-387-9029
Ginger Haynes – Registrar – 303-387-9033

Jennifer DiNapoli – Psychologist – 303-387-9020
Karen Goodridge – Social Worker – 303-387- 9031
Stacy Barlow – District Nurse – 303-387-9040
Don Hedges, School Resource Officer – 303-387-9032

Email addresses are first name.last name @dcsdk12.org

Important Phone Numbers

Main Number	303-387-9000
24-hour Attendance Number	303-387-9002
CVHS Fax Number	303-387-9001
Counseling Office	303-387-9029
Douglas County School District Main Number	303-387-0100
District Security	303-387-9991
CVHS Security	303-387-9116
Text-A-Tip	text 274-637
Douglas County Website – www.dcsdk12.org	

Hours of Operation

School Hours	6:30 a.m. – 4:00 p.m.
Main Office	6:30 a.m. – 4:00 p.m.
Counseling	7:00 a.m. – 3:30 p.m.
Media Center	7:00 a.m. – 4:00 p.m. Monday-Thursday 7:00 a.m. – 3:00 p.m. Friday
Bookkeeper	7:00 a.m. – 3:30 p.m.
Athletics	7:30 a.m. – 4:00 p.m.
Security	7:00 a.m. – 4:30 p.m.
Health Room	7:00 a.m. – 3:30 p.m.
Cafeteria	7:00 a.m. – 1:30 p.m.

Teacher Contact Time

Teachers are available during various periods of the day for parent and student contact. Teachers report at 7:30 a.m. and are available until 3:00 p.m. unless specific arrangements are made. The main office cannot provide home telephone numbers for teachers to students or parents. Parents are encouraged to utilize the parent portal to review student progress and attendance records as well as the e-mail link to communicate with teachers directly regarding student issues and questions related to classes. Teachers may be reached by email using firstname.lastname@dcsdk12.org. Teachers do not have individual phones available, making e-mail a more reliable method of communication. If you do not have access to e-mail, call the main number, 303-387-9000 and ask that a message be sent to the teacher. Dates for quarterly Parent/Teacher conferences are found on page 9 of the handbook. Castle View High School encourages communication between home and school. Building a strong parent, student, teacher relationship is essential to supporting student achievement.

General Directions to Castle View HS

Take I-25 south to exit 184, go west on Meadows Parkway, go right on Meadows Blvd., go right on N. Meadows Drive (right after Castle Rock Middle School).

CASTLE VIEW HIGH SCHOOL

2011-2012 Important Dates

August

8/5/11 ID/School Pictures – 8-3
8/6/11 Castle Rock Parade – 10-12
8/8/11 1st Day of School 9th grade/New Students Only
8/8/11 ID/School Pictures – 9-3
8/9/11 1st Day of School ALL STUDENTS
8/12/11 Welcome Back Dance – 8-11 p.m.
8/12/11 End of Schedule Changes
8/15/11 Fall Athletics Begin
8/17/11 Late school pictures – 9-3
8/18/11 Back to School Night – 6:00-8:30 p.m.

September

9/5/11 NO SCHOOL – LABOR DAY
9/9/11 1st Term Mid-Grades Due
9/15/11 Parent/Teacher Conferences – 4-8:00 p.m.
9/8,9/9,9/10 Theatre Production The Curious Savage 7:00 p.m.
9/16,9/17/11 Theatre Production The Curious Savage 7:00 p.m.
9/17/11 Homecoming Chili – Booster Club
9/19-9/22/11 Homecoming/Showdown Week
9/23/11 Homecoming Dance
9/23/11 Staff Development (No Students)
9/29/11 Choir Concert – 7:00 p.m.

October

10/3/11 Senior Panoramic Picture – 8:45-9:30 a.m.
10/4/11 Band Concert – 7:00 p.m.
10/5/11 Orchestra Concert – 7:00 p.m.
10/5-10/6/11 1st Term Finals (half days)
10/7/11 1st Term ends – grades due (No school for students)
10/10/11 2nd Term begins – Advisement 1st
10/12/11 PLAN/PSAT Testing
Early Graduation Deadline
10/17-10/21 FALL BREAK
10/26/11 PLAN Make-up

November

11/3/11 Choir Feeder Concert - 7:00 p.m.
11/4/11 Staff Development (NO STUDENTS)
11/8/11 Band Feeder Concert - 3:00 p.m.
11/10/11 Winter Athletics Begin
11/21/11 2nd Quarter Mid-grades due
11/23-11/25 THANKSGIVING BREAK (No School)

December

12/1/11 One Acts – 5-9:00 p.m.
12/2, 12/3/11 Thespian Showcase - 7:00 p.m.

12/6/11 Choir Concert – 7:00 p.m.
12/7/11 Orchestra Concert – 7:00 p.m.
12/8/11 Band Concert – 7:00 p.m.
12/14-12/15/11 2nd Term Finals (half days)
12/16/11 2nd Term Grades Due – No School for students
12/19-1/2/12 WINTER BREAK

January 2012

1/3/12 3rd Term Begins – Advisement 1st
1/5/12 8th Grade Parent Night
1/9/12 Band/Orchestra Concert – 7:00 pm.

February

2/3/12 3rd Term Mid-grades Due
2/9/12 Parent/Teacher Conferences 4-8:00 p.m.
2/20/12 NO SCHOOL – HOLIDAY
2/23, 2/24, 2/25 CVHS Musical – 7:00 p.m.

March

3/2/12 Teacher work day (NO STUDENTS)
3/2, 3/3/12 CVHS Musical – 7:00 p.m.
3/5/12 Staff Development (NO STUDENTS)
3/8-3/9/12 3rd Term Finals (half days)
3rd Term Grades Due – No School for Students
3/10/12 Ensemble Concert – 1-4:00 p.m.
3/12/12 4th Term begins
3/13/12 Choir Concert – 7:00 p.m.
3/14/12 Orchestra Concert – 7:00 p.m.
3/15-3/19/12 CSAP
3/26-3/30/12 SPRING BREAK

April

4/6/12 Tri-M Talent Show – 7:00 p.m.
4/13/12 Band Gala – 6:00 p.m.
4/19/12 4th Term Mid-terms grades due
4/20/12 NO SCHOOL
4/24/12 ACT Testing

May

5/2, 5/3/12 VPA Revue – 7:00 p.m.
5/7-5/18/12 AP Testing
5/8/12 Undergrad Awards – 7:00 p.m.
5/10-5/11/12 Senior Finals
5/11/12 Seniors Last Day
5/15/12 Senior Awards – 7:00 p.m.
5/21/12 Graduation – Time TBD
5/21/12 NO SCHOOL FOR UNDERGRADS
5/22-5/23/12 4th Term Finals (half days)
5/23/12 LAST DAY OF SCHOOL
5/24/12 TEACHER CHECKOUT – FINAL GRADES DUE

Bell Schedule

2011-2012

Period 0	6:45 – 7:35
Period 1	7:40 – 9:05
Advisement	9:10 – 9:40
Period 2	9:45 – 11:10

(2A M, W – 2B T, R)

A/B classes both meet on Friday

Period 2A	9:45 – 10:25
Period 2B	10:30 – 11:10
Period 3	11:15 – 1:25
Period 4	1:30 – 2:55
Period 5	3:05 – 4:30

FIRST LUNCH	11:10 – 12:00
SECOND LUNCH	12:40 – 1:30

ADJUSTED BELL SCHEDULES

<u>Delayed Start</u>		<u>Short Assembly</u>		<u>Long Assembly</u>	
Period 0	7:50 - 8:35	Period 0	6:45 – 7:35	Period 0	6:45 – 7:35
Advisement	8:40 - 9:10	Period 1	7:40 – 8:55	Period 1	7:40 – 8:50
Period 1	9:15 - 10:25	Advisement	9:00 – 9:30	Advisement	8:55 – 9:25
Period 2	10:30 - 11:40	Period 2	9:35 – 10:50	Period 2	9:30 – 10:40
Period 3	11:45 - 1:40	Period 3	10:55 – 12:55	Period 3	10:45 – 12:40
Period 4	1:45 - 2:55	Period 4	1:00 – 2:15	Period 4	12:45 – 1:55
Period 5	3:05 - 4:30	Assembly	2:20 – 2:55	Assembly	2:00 – 2:55
		Period 5	3:05 – 4:30	Period 5	3:05 – 4:30
1st Lunch	11:40 - 12:30	1st Lunch	10:50 – 11:40	1st Lunch	10:40 – 11:30
2nd Lunch	12:55 - 1:45	2nd Lunch	12:10 – 1:00	2nd Lunch	11:55 – 12:45
Friday 2A	10:30 - 11:03	Friday 2A	9:35 – 10:10	Friday 2A	9:30 – 10:03
Friday 2B	11:07 - 11:40	Friday 2B	10:15 – 10:50	Friday 2B	10:07 – 10:40
<u>Advisement First</u>		<u>Extended Advisement</u>		<u>Delayed Start</u>	<u>Assembly</u>
Period 0	6:45 - 7:35	Period 0	6:45 - 7:35	Period 0	7:50 – 8:35
Advisement	7:40 - 8:10	Period 1	7:40 - 9:00	Period 1	8:40 – 9:40
Period 1	8:15 - 9:40	Advisement	9:05 - 10:05	Advisement	9:45 – 10:15
Period 2	9:45 - 11:10	Period 2	10:10 - 11:30	Period 2	10:20 – 11:20
Period 3	11:15 - 1:25	Period 3	11:35 - 1:35	Period 3	11:25 – 1:10
Period 4	1:30 - 2:55	Period 4	1:40 - 2:55	Period 4	1:15 – 2:15
Period 5	3:05 - 4:30	Period 5	3:05 - 4:30	Assembly	2:20 – 2:55
1st Lunch	11:10 – 12:00	1st Lunch	11:30 - 12:20	Period 5	3:05 – 4:30
2nd Lunch	12:40 – 1:30	2nd Lunch	12:50 - 1:40	1st Lunch	11:20 – 12:10
				2nd Lunch	12:25 – 1:15
Friday 2A	9:45 - 10:25	2A	10:10 - 10:48	Friday 2A	10:20 – 10:48
Friday 2B	10:30 - 11:10	2B	10:52 - 11:30	Friday 2B	10:52 – 11:20

2011-2012 Term and Semester Dates

August 8	Beginning of 1 st Term/1 st Semester
September 9	Mid Term Grades Due
October 6	End of 1 st Term
October 10	Beginning 2 nd Term
November 21	Mid Term Grades Due
December 15	End of 2 nd Term/1 st Semester
January 3	Beginning of 3 rd Term/2 nd Semester
February 3	Mid Term Grades Due
March 9	End of 3 rd Term
March 12	Beginning of 4 th Term
April 19	Mid Term Grades Due

Mid term grades are posted at 4 week intervals. Mid term and final grades can be accessed through IC student/parent portal. One credit courses will accrue credit at the end of the semester and .5 credits will accrue credit at the end of the term.

2011-2012 Parent/Teacher Conferences

Thursday, September 15 – 4:00-8:00

Thursday, February 9 – 4:00-8:00

2011-2012 CVHS FINALS SCHEDULE

Term 1 Finals

Oct.4 (Tues.) 2B Final

Oct. 5 (Wed.)

Period 1 Review/Final	7:40 - 9:20
Break	9:20 - 9:40
Period 2 (A) Review/Final	9:40 - 11:20
Students Dismissed	11:20

Oct. 6 (Thurs.)

Period 3 Review/Final	7:40 - 9:20
Break	9:20 - 9:40
Period 4 Review/Final	9:40 - 11:20
Students Dismissed	11:20

Term 2 Finals

Dec. 13 (Tues.) 2B Final

Dec. 14 (Wed.)

Period 2(A) Review/Final	7:40 - 9:20
Break	9:20 - 9:40
Period 3 Review/Final	9:40 - 11:20
Students Dismissed	11:20

Dec. 15 (Thurs.)

Period 4 Review/Final	7:40 - 9:20
Break	9:20 - 9:40
Period 1 Review/Final	9:40 - 11:20
Students Dismissed	11:20

Term 3 Finals

Mar. 7 (Wed.) 2A Final

Mar. 8 (Thurs.)

Period 3 Review/Final	7:40 - 9:20
Break	9:20 - 9:40
Period 4 Review/Final	9:40 - 11:20
Students Dismissed	11:20

Mar. 9 (Fri.)

Period 1 Review/Final	7:40 - 9:20
Break	9:20 - 9:40
Period 2(B) Review	9:40 - 11:20
Students Dismissed	11:20

Term 4 Finals

May 17 (Thurs.) 2B Final

May 22 (Tues.)

Period 4 Review/Final	7:40 - 9:20
Break	9:20 - 9:40
Period 1 Review/Final	9:40 - 11:20
Students Dismissed	11:20

May 23 (Wed.)

Period 2(A) Review/Final	7:40 - 9:20
Break	9:20 - 9:40
Period 3 Review/Final	9:40 - 11:20
Students Dismissed	11:20

Final Exam Days

Finals will be given in the morning. Buses will run at the end of finals at 11:20 and again at the regular 2:55 time. Lunch will not be provided on final exam days. Students who do not take the 11:20 bus and remain on campus will be expected to be in the commons unless under the direct supervision of a staff member.

NO EARLY FINAL EXAMS WILL BE GIVEN

It is the CVHS policy that students may not take final term or semester exams before the scheduled date. Those students who miss a final exam due to excused absences should make prior arrangements with teachers for a make up time after they return to school. Those students who miss a final exam will receive a final grade based on the work completed, not an "incomplete" on the report card. This final grade reflects a zero for the final exam. Teachers submit a grade change to the counseling office after the final exam has been graded. Student have 10 school days from the time grades are posted to complete the final exam.

ACADEMIC INFORMATION

Castle View High School supports the Douglas County School District's End Statements that students must acquire the knowledge and abilities to be responsible citizens who contribute to our society:

Students are able to think critically, creatively, and reflectively
Students embrace universal ethical principals
Students demonstrate the self motivation and resourcefulness to continue their learning
Students apply what they have learned. They go beyond merely knowing to using their knowledge and skills productively
Students lead with integrity to influence the future
Students take ownership and accept responsibility for their wellbeing. Students have the knowledge, skills and ability to make educated choices concerning their social, emotional and physical health
Students demonstrate the essential skills of reading, writing, listening, speaking and numeracy
Students have an understanding of a core body of knowledge
Students are exposed to the fine arts
Students explore areas beyond the liberal arts foundation that may expand future opportunities

Academic Course Requirements

During the 2011-2012 school year all 9th and 10th grade students will take 8 credits. This will ensure students will be on track to graduate in four years and provide flexibility during the junior and senior year to take advantage of enrichment and/or career opportunities. Any additional credits must be approved by the principal or designee. One exception is a 9th or 10th grader who is in Marching Band during period 5. These students will take 8.5 credits. This overload does not require approval. Freshmen and sophomores are normally not eligible for administrative options.

11th and 12th grade students who want to take more than 8 credits must have principal approval. Students who are on tract for graduation may have one administrative option during term 1. There is no application process or grade point requirement for administrative option. Eligibility for additional administrative options during terms 2-4 depends on graduation status, attendance and behavior and requires counselor approval. Students on attendance contracts may be denied administrative options. As scheduling decisions are made, it is important to remember a rigorous academic schedule during the junior and senior year is one of the top criteria for acceptance into most colleges and universities. Students must be full time students (3 courses per term) to be eligible to participate in athletics and activities.

Academic Dishonesty/Plagiarism

Students, staff, and parents at Castle View High School are committed to academic integrity. Students attending CVHS are expected to be responsible for their academic work in all instances. Students will maintain academic integrity by exercising self-discipline, determining the right thing to do, doing it, and working cooperatively with others and independently when appropriate. Academic dishonesty is not tolerated. Academic dishonesty includes plagiarism, cheating on tests, copying papers, sharing work, forging signatures of teachers and/or parents, calling in posing as a parent to excuse an absence, lying to a school staff member. Academic dishonesty also includes providing your work for use by another student.

Plagiarism involves the use of another's ideas, words, or creative products without proper attribution (citing the source). Attribution includes, but is not limited to, using quotation marks around direct quotes taken from a source. Proper attribution also includes citing the source(s) in parenthetical citation and/or a bibliography. At Castle View High School plagiarism is not tolerated. Castle View High School teachers have access to on-line tools to detect plagiarism and complete comprehensive on-line searches to determine if student writing has been plagiarized from the internet.

Any student who violates academic integrity and/or commits an act of plagiarism will receive no credit for the assignment, test or project and will receive a discipline referral. A second incident academic dishonesty and/or plagiarism will be referred for disciplinary action, loss of academic credit and possible out of school suspension for up to 3 days. If the student is a member of National Honor Society, he/she may be dismissed from the Society.

Graduation Requirements

Passed 26.5 credits in grades 9-12 including:

Language Arts	4.0 credits	Fine Arts	1.0 credits
Social Studies	3.0 credits	Physical Education	1.0 credits
Mathematics	3.0 credits	Practical Arts	1.0 credits
Science	3.0 credits	Elective Credits	10.5 credits

Students who enter as a freshmen or sophomore are required to meet all CVHS graduation requirements. Students who enter at the beginning of their junior year must complete 16 core credits and 9.5 elective credits for a total of 25.5 credits to graduate. Students who enter second semester of their junior year must complete 16 core credits and 9 elective credits for a total of 25 credits. Students who enter at the beginning of their senior year must complete 16 core credits and 8.5 elective credits for a total of 24.5 credits. Students must be enrolled for a minimum of 2 terms (quarters) in order to graduate from CVHS. Deviating from graduation requirements can be appealed by completing a waiver of credit form available from a counselor.

In order to participate in the graduation ceremony, Castle View High School students must fulfill the following requirements:

- Successfully complete and document all of the “academic requirements,” specific to year of graduation, including on-line, correspondence and other out-of-school course work no later than **forty-eight hours** prior to graduation exercise.
- Be a full time student (as defined by CVHS academic policy).
- Wear, without alteration, the designated cap and gown and have the appearance and dress that conforms to standards established by the Board of Education and/or building principal.
- Demonstrate behavior (throughout their instructional careers) deemed by the building principal, to be compatible with the District’s Behavioral Expectations and, as described in IKF-R;
- Cooperate fully with the school’s staff during all school sponsored activities, including graduation exercises.
- Return all school/District property and clear all outstanding debts owed the school and/or the District.
- Complete and document 20 hours of acceptable community service.
- Complete the District Senior Exit Survey, Graduation Survey and 12th grade Education and Career Planning Survey.
- Refrain from behavior that in any way causes damage or disruption to the learning environment.
- Be in attendance at Castle View High School for two terms (quarters)

Community Service

In addition to the academic requirements for graduation, the Douglas County School District also requires 20 hours of community service to be completed and documented prior to graduation. Documentation forms are available in the counseling office. The form provides guidelines for acceptable and non-acceptable activities. Community service hours must be received no later than 48 hours prior to graduation to ensure participation in the graduation ceremony

Graduation Participation

Senior foreign exchange students who begin and end the year at Castle View High School and are in good academic standing may participate in the graduation ceremony and will receive a certificate of attendance. In order to graduate from Castle View High School a student must complete 2 terms (quarters) of enrollment prior to graduation. Seniors enrolling only during Term 4 will receive their diploma from their previous high school

Early Graduation

Castle View High School staff and administration encourage students to remain for their full four years to take advantage of the many course offerings and activities available that can enrich a student’s high school education beyond the basic requirements for graduation. However, those students who select the early graduation option follow the procedures listed below.

- Discuss early graduation with your parents.
- Schedule an appointment with your counselor and determine if you can complete the credits required for graduation.
- Submit the Early Graduation Request form explaining the plan for completing graduation requirements as well as an indication of plans following early graduation. Parents must sign indicating their approval of the student’s request.
- **The Early Graduation Request form must be submitted before the end of the first week of term 2.**
- Early graduation will not be approved without a personal conference with the principal or his designee.

Academic Honors Designation

The graduation honor categories are selected at the end of the 4th term of the senior year. There is no designated Valedictorian or Salutatorian.

- Students will be evaluated for honor designation by cumulative weighted grade-point average.
- There will be three honor designations:

4.0 and above	Highest academic honors
3.75 - 3.99	Academic honors
3.50 - 3.74	Honors

Students are not ranked within these designations nor is there any limit on the number of designated students within each honor designation. Additional ceremonial honors and recognition will be determined by the leadership team. Any change in present practice shall be initiated with the freshman class.

Academic Lettering

Academic letters awarded in May at the undergraduate and senior awards nights are given to those students with a weighted GPA of 3.75 and be enrolled in 6.0 credits per year. Freshmen students at Castle View High School must meet the GPA requirement for 3 consecutive terms prior to the awards being conferred. Sophomore, junior and seniors must meet the GPA requirement for 4 consecutive terms prior to the awards being conferred.

Honor Roll

Scholarship is recognized and encouraged through an academic honor roll. The honor roll is separated into the grade point average (GPA) categories of 4.0 or higher (Principal's Honor Roll), 3.75 – 3.99 (High Honor Roll) and 3.5 to 3.74 (Honor Roll). Honor roll is posted at the end of each term.

National Honor Society

Sophomores and juniors who have a weighted cumulative grade point average of 3.5 on a 4.0 scale meet the scholarship requirement for membership. These students are then eligible for consideration on the basis of service, leadership, character and citizenship. Students will be required to perform community service hours as established by this chapter in excess of the 20 hours required for graduation.

Instructional Support Services

Castle View High School has a comprehensive Instructional Support Service program. Instructional Support Services teachers meet state certification standards and are highly qualified. Programs for students with handicapping conditions extend to students from grades nine through twelve. Castle View High School has adopted a philosophy of full inclusion and will do so where the program creates the least restrictive educational environment for a particular student.

Grading Policies

Grades A, B, C, and D are passing and generate credit. Some content area classes may require higher than a grade of D to move to the next level. "A" indicates exceptionally fine work; "B" represents better than average work; "C" depicts average work; "D" denotes poor work. and "F" indicates failure. The official grading system of the Douglas County School District is A=4.0, B=3.0, C=2.0, D=1.0, F=0.0.

All courses, with the exception of Advanced Placement courses, are calculated on the official 4.0 grade system. Only Advanced Placement courses are given weighted grade value for "A", "B", and "C" grades. The official weighted grade system is A=5.0, B=4.0 and C=3.0. "D" and "F" grades in an AP course are NOT weighted. Other designations that may appear on the transcript

- S/U (satisfactory or unsatisfactory) – is reflected on the transcript, but not calculated into cumulative GPA
- W/F (withdrawn-failing) – is reflected on transcript and is calculated in cumulative GPA
- WM (withdrawal medical) reflected on the transcript, but is not calculated into cumulative GPA
- F (failing) – is reflected on transcript and is calculated in cumulative GPA

Students who transfer to CVHS from a high school that has a weighted grade system for honors course work will have their grades re-figured to the official 4.0 grading system.

Cumulative Grade Point Average

The cumulative grade point average is based on academic performance in grades 9-12, and calculated at the end of each term. It is designated on the transcript, along with the student's class rank.

Weighted grades for Advanced Placement course work are also calculated into the cumulative grade point average and class rank. Students who complete only one semester of an AP course will have the AP designation on their transcript and the grade will receive weighted grade credit. Students who complete one full credit of an AP course and elect not to take the AP examination will have the AP designation on their transcript and will receive weighted credit.

Although there are no specific honors classes receiving weighted grades, honors options may be selected and are identified on the transcript.

Recording Grades/Earning Credit

A student may earn up to 4 credits towards a Douglas County School District high school diploma prior to the start of the 9th grade school year. Please refer to the CVHS Course Selection Guide "Middle School Students Earning High School Credit" for more information.

Grade Replacement

When a student retakes a course the student may select one of the following options:

Option A: A record of both classes, along with grade received for both classes, will remain on the student's transcript. The first class will show "course repeated". No credit will be awarded, nor will the grade for the first class be factored into the GPA. The second class will bear credit and be factored into a student's GPA.

Option B: Record of both classes will remain on the student's transcript. Credit will be awarded for both classes, one will be an elective credit, and both grades will be calculated into the GPA

Transfer Credit

Transcripts of transferring students will be evaluated by the registrar. Students who transfer from a foreign school will receive P/F grades, but retain credits. Students who enter as a freshmen or sophomore are required to meet all CVHS graduation requirements. Students who enter at the beginning of their junior year must complete 16 core credits and 9.5 elective credits for a total of 25.5 credits to graduate. Students who enter second semester of their junior year must complete 16 core credits and 9 elective credits for a total of 25 credits. Students who enter at the beginning of their senior year must complete 16 core credits and 8.5 elective credits for a total of 24.5 credits. Students must be enrolled for a minimum of 2 terms (quarters) in order to graduate from CVHS. Deviating from the requirements can be appealed by completing a waiver of credit form available from a counselor.

Transfer of Progress Grades

Students who transfer will bring transfer grades with them. These grades will be applied to corresponding courses and will be calculated into the final grade for the course. Currently enrolled students who transfer from one teacher to another will bring the progress grade to the new teacher and it will be calculated into the final grade.

Outside Credits

Classes taken outside the normal Douglas County School District programs require documentation on an official transcript from an accredited school. **A maximum of 6 credits may be earned in outside credits.** Prior to enrolling in outside courses, please consult with a counselor.

Make Up Work

Immediately upon returning to school, the student should ask teachers for assignments missed and arrange to complete the work promptly. Responsibility for completing makeup work rests entirely with the student. A student missing work due to an excused absence is given one class day to make up work for each excused day of absence, plus one day. Work handed in late by students in regular attendance will be given credit at the teacher's discretion. Teachers may request late work be completed though no credit is given. Individual teachers establish penalties for unexcused absences and communicate such penalties to students and parents and the beginning of the class.

No Early Final Exams

It is the CVHS policy that students may not take final term or semester exams before the scheduled date. Those students who miss a final exam due to excused absences should make prior arrangements with teachers for a make up time after they return to school. Those students who miss a final exam will receive a final grade based on the work completed, not an "incomplete" on the report card. This final grade reflects a zero for the final exam. Teachers submit a grade change to the counseling office after the final exam has been graded. Student have 10 school days from the time grades are posted to complete the final exam.

Collecting Homework for Absent Students

Parents and/or students may contact individual teachers by email to request homework assignments. Counselors are notified for extended periods of illness (in excess 5 days) to act as liaison between the teachers and parents

Assignments Due During Field Trips

Assignments due on the day of a field trip must be turned in to the teacher **on the day of the** field trip. (The student is not ill and had prior notification of class absence, so there would be no reason the student should not turn the work in on time.) A teacher may penalize a student, per class policy, if the work is not turned in on the due date. It is the student's responsibility to inform the teacher **prior to the field trip**. Arrangements for make-up work will be made between the teacher and student.

Academic Sanctions

Students attending Castle View High School are expected to make a good faith effort to succeed in their classes. If a student is unsuccessful, the student's counselor/administrator may meet with the student to determine steps to help the student improve. In instances, where a student is making little or no effort to progress toward graduation, the student may be placed on a performance contract.

When the principal considers a student's absences so excessive as to prevent that student from meeting course requirements, credit for the course may be denied. If students stand to lose course credit because of absence, reasonable effort shall be made to notify the parents, guardian, or legal custodian so that remedial action may be taken.

1. A student who has 5 or more unexcused absences or 12 total excused and/or unexcused absences from a class during a term may be administratively dropped with no credit in the course unless in the judgment of the principal or principal's designee, the student can meet the course requirements satisfactorily in other ways. Loss of credit will result in a WF (withdraw failing) grade on the transcript and be calculated as a zero into GPA and be included in athletic/activity eligibility.

Withdrawal Procedures

A student withdrawing from Castle View High School for any reason must follow the following procedures:

- The parent completes the official withdrawal form available in the counseling office. The form requires a reason for withdrawal and a transfer destination.
- The student obtains and completes a check out form and returns it to the registrar, including return of all books, payment of fines, return of the CVHS student ID, return the CVHS parking tag and collection of funds from lunch account
- **Records will be held until the process is complete.**

Infinite Campus - Parent/Student Portal

To provide communication between students, teachers and parents, the Douglas County School District utilizes the Student Information System known as Infinite Campus to allow parents and students on-line access to teachers' web based grade books, attendance information, unofficial transcripts, immunization records, class schedules and access to teacher email. CVHS expects all parents and students to utilize this valuable tool. It is expected that teachers update their grades once a week.

Report Cards – Progress Grades

Report cards and progress grades are not mailed. Parents and students may view and print unofficial transcripts and progress reports using parent/student portal. All D and F grades have a teacher comment posted. Teachers will make contact with parents when the student is in danger of losing credit in a class due to a failing grade. Those families who do not have internet access may utilize computers in CVHS media center. Throughout the year, parents are encouraged to contact teachers by email using the parent portal to inquire about their student's academic progress.

Parent/Teacher Conferences

Conferences are held twice during the year, once during each semester on September 15 and February 9. Teachers are available to meet and discuss student progress between 4:00-8:00. Teachers are located in the main gym and commons area. No appointment is needed for a conference. Conferences are on a first come first serve basis. Students are welcomed and encouraged to attend. Schedules can be printed from Infinite Campus. The schedules will not be available at the school. Parents are encouraged to monitor student progress on parent portal and maintain contact with teachers on a regular basis when there are questions and concerns.

STUDENT SUPPORT CENTER SERVICES

Student Support Center Assignments

Lydia Hoague/Counselor	E-Media Business Academy and Leadership, Global Studies and Communication Academy
Nick Jasurda/Counselor	Math Science and Engineering Academy
Aaron Kellar /Lead Counselor	Visual and Performing Arts Academy
Sherri Langston/Counselor	Biotechnology and Health Studies Academy

Nurse: Stacy Barlow – the school nurse is available to counsel students and/or parents with regard to health related issues and concerns and help counselors and administrators evaluate problems and seek solutions.

Social Worker: Karen Goodridge – the social worker is available to work with students facing difficult situations and help counselors and administrators evaluate problems and seek solutions.

School Psychologist: Jennifer DiNapoli – the school psychologist is available to work with students and parents facing difficult situations and help counselors and administrators evaluate problems and seek solutions.

School Resource Officer: Don Hedges – the SRO provides police presence on campus and is available to provide law enforcement support, counsel students and parents with legal issues and concerns and assist counselors and administrators evaluate problems and seek solutions.

Registrar – Ginger Haynes – the registrar registers and withdraws students and maintains students' cumulative records.

Post Graduate Secretary – Laura Anderson – the post grad secretary serves as a resource to assist students and parents with the college and scholarship application process.

Counseling Secretary – Sabrina Gentry – the counseling secretary assists counselors and the registrar with the daily operation of the Student Support Center. She also assists students to access Student Support Center resources and facilitates completion of community service.

All members of the Student Support Center have direct contact with and are able to refer students and/or parents to school and community resources.

Guidance And Counseling

Support services are available for all students. These services meet the educational, vocational and personal needs of each student. This includes assistance with educational planning, occupational and college information, organizational study problems, home, school, social/emotional concerns, ideas for community service or any questions the student would like to discuss with the counselor.

The school recognizes that each student is unique and that his/her learning is affected, not only by economic, cultural and social forces, but also by emotions and feelings. Castle View High School maintains a counseling office staffed with full-time licensed counselors. A psychologist and a social worker are also available to assess students and recommend appropriate counseling and/or instructional approaches.

Course Description Guide

The course description guide is available on CVHS website at www.castleviewhs.com. This guide contains descriptions of all course offerings, requirements and prerequisites. All course offerings are listed in good faith, subject to modifications or deletions contingent upon student enrollment and teacher availability.

Expanded School Day

To meet individual needs and provide more flexible scheduling opportunities for students, the length of the CVHS school day has been expanded to include a "0" period and a "5" period. Zero period meets from 6:45-7:35 and fifth period meets from 3:05-4:30. The number and specific classes offered during these times depends on student interest, enrollment numbers and teacher availability. Therefore not all classes in all content areas are available. Students who select the "0" or "5" period class are responsible for their own transportation.

Advanced Placement Classes (AP Program)

Castle View High School offers a wide variety of advanced placement classes. Students taking AP classes are expected to take the AP exam. The score received on the exam may qualify the student for college credit. There is a fee for the exam and the classes require the purchase of a textbook and/or materials.

Schedule Corrections

Due to class sizes, Castle View is implementing a new schedule change process for the 2011-2012 year. Students are able to make schedule changes for the year from August 3rd through August 12th. Counselors will not be available to change schedules after that point, unless students complete the Drop/Add Class Form available online at castleviewhs.com.

Schedule changes will take place

August 3 – seniors A-L

August 4 – seniors M-Z

August 5 – juniors

August 8 – freshmen and sophomores with empties in their schedules

Students making a change should arrive with their printed schedule to expedite the process. A schedule can be printed from IC. A schedule correction will be granted if

the student did not pass the course prerequisite

the student is physically unable (by doctor's note) to participate in the class

the student is placed in the wrong level of the course

the student has an empty block in their schedule

Please remember that Castle View does not honor schedule change requests based on teacher preference.

Students in Advanced Placement classes follow the policies described above. However, a student may not drop an AP course after the 2nd term of the class begins. Students who wish to drop an AP class must complete and add/drop form and may do so only after a meeting with the counselor and an administrator

Appointments with a counselor may be scheduled during Academic Advisement, before or after school, lunch or administrative option. **Appointments will not be scheduled for a student who comes during class time without a specific pass to the counseling office from the classroom teacher.**

The Drop/Add Dates For First Semester Of The 2011-2012 School Year Are As Follows:

- **August 12, October 14, January 6 and March 16:** A student may drop a class (es) without grade penalty during the beginning week of the class(es) pending approval of a counselor. Another class must replace the dropped class. If the student is placed in another class the student is responsible for making up all assigned work in the new class.

Any class(es) dropped after the above dates will result in an F on the transcript. The cumulative GPA and class rank will be affected by this F grade. The student is not eligible to enroll in another class.

Students enrolled in a semester (year long class) remain in the class for the entire enrollment period.

Testing Programs at Castle View High School

- **PSAT October 12** (practice test for SAT) - This test has a fee and is recommended for juniors and sophomores. Students register through the CVHS counseling office.
- **PLAN October 12** (practice test for the ACT) – This test is free and required for all sophomores. Sophomores taking PSAT will take PLAN on a make up day.
- **ASVAB** (Armed Forces Vocational Aptitude Battery) – This test is available by appointment with the local recruiting offices in Castle Rock
- **CSAP March 14-16 and March 19** (Colorado Student Assessment Profile) - This test is free and required of all 9th and 10th grade students.
- **AP Exams May 7-18**
- **State ACT April 24** – This test is free and is required of all juniors. The score received may be used for college entrance requirements.

Alternative Schools

The Douglas County School District maintains the following alternative options:

Daniel C. Oakes
961 S. Plum Creek Blvd
Castle Rock 80104
303-387-0650

Eagle Academy Alternative Night High School
9375 Cresthill Lane
Highlands, Ranch, CO 80130
303-3872700

Rocky Mountain School of Expeditionary Learning (RMSEL) K-12
1700 South Holly Street
Denver, CO 80222
303-759-2076

Douglas County Student Support Center
11722 Dransfeldt Road
Parker, CO 80134
303-387-0700

eDCSD: Colorado Cyber School
Castle Rock Middle School Room B210
2575 Meadows Blvd
Castle Rock, CO 80109
303-387-9465
<http://edcsd.org/>

Area Vocational Schools

Douglas County School District offers a variety of career and technical programs to juniors and seniors (unless otherwise noted) who are on track for graduation at TECH CENTERS across the county. Depending on the program selected, several different forms of credit are available. For more information contact your counselor or access the Douglas County School District website at www.dcsdk12.org and select the Parent Student Central. You will find the complete Career and Tech Education Course Book and Application under the Services heading.

In addition to courses offered through Douglas County School District students may also have access to out of district options. Contact your counselor for more information regarding: ACTS: Arapahoe/Douglas Career and Technical School – www.actsinfo.org .

Homebound Instruction

Homebound services can be initiated by either the parent/guardian or school personnel. A homebound application form, available through the nurse, must be completed by the parent and physician and returned to the school nurse. The application is forwarded to Instructional Support Services who give final approval and notifies the school.

Student Records

Student education records usually contain personal data, immunizations academic work completed, attendance data, test scores and other pertinent personal data. School records shall be made available to parents and eligible students upon request to the Registrar and in accordance with District Policy JRA-R/JRC-R. For a copy of the Student Records Policy or to discuss your rights to access your records, see an administrator.

Post Graduate Center

The Post Grad Center is a part of the student support center and serves as a resource center designed to help students and parents with the college and scholarship application process. A full time post graduate secretary in collaboration with the counselors is available to help students utilize resources and formulate post secondary plans. The post graduate secretary is available to assist students in utilizing the capabilities of Naviance (www.castleviewhs.com/naviance) and College in Colorado www.collegeincolorado.org websites to investigate colleges and careers and complete college and scholarship applications.

Materials available in the Post Graduate Center include:

- College materials: application, reference books, college maps
- Career information: military, vocational training programs
- Financial aid and scholarship information: FAFSA and College in Colorado
- Testing materials: ACT, SAT, Test Preparation Information
- Athletic Information: NCAA Clearinghouse
- Computer with internet access and printer

Naviance

Naviance is a web-based college and career research program available to all CVHS students and their parents. It is designed to simplify searches and provide concise information. Naviance is used extensively in the college and scholarship application process. Naviance can be accessed at www.castleviewhs.com/naviance. Students log in with their email account and student id number and parents use email and personal password. If a parent does not have an account and would like one, call the Post Grad Center at 303-387-9012 or send an email to laura.l.anderson@dcsdk12.org to request one.

College Planning Schedule for 2011-2012

ACT Test Date

- September 10, 2011
- October 22, 2011
- December 10, 2011
- February 11, 2012
- April 14, 2012
- June 9, 2012

Registration Deadline

August 12, 2011
September 16, 2011
November 4, 2011
January 13, 2012
March 9, 2012
May 4, 2012

(Late Fee Required)

August 13 – 26, 2011
September 17 – 30, 2011
November 5 – 18, 2011
January 14 – 20, 2012
March 10 – 23, 2012
May 5 – 18, 2012

SAT Exam Date*

- October 1, 2011
- November 5, 2011
- December 3, 2011
- January 28, 2012
- March 10, 2012
- May 5, 2012
- June 2, 2012

Registration Deadline

September 9, 2011
October 7, 2011
November 8, 2011
December 30, 2011
February 10, 2012
April 6, 2012
May 8, 2012

Late Registration Period (late fee applies)

September 21, 2011
October 21, 2011
November 20, 2011
January 13, 2012
February 24, 2012
April 20, 2012
May 22, 2012

***SAT Subject Tests** are administered on all of the above test dates except March 10, 2012.

College Fairs 2011 -2012

Colleges That Change Lives www.ctlc.org/events/dever10

Location: Colorado Convention Center, Room 201, 700 14th Street, Denver, CO 80202

Date: Thursday, August 4, 2011

Time: 7:00 p.m – 9:00 p.m.

Pre-registration not required

Eight of the Best www.8ofthebestcolleges.org

Not offered in 2011-2012

In-State College Fair

Location: Chaparral High School

Date: TBA

Time: TBA

Denver Spring College Fair

Location: TBD

Date: TBD

Time: TBD

NSS College Fair <http://www.nationalscholarshipsservice.com/>

Location: Colorado Convention Center, 700 14th Street, Denver, CO 80202

Date: Wednesday, September 7, 2011

Time: 8:30 a.m. – 1:00 p.m.

College Fairs of Greater Denver – Out of State College Nights www.collegefairsdenver.org

Location: John F. Kennedy High School, 2855 S. Lamar Street, Denver, CO 80227

Date: Thursday, October 13, 2011

Time: 6:30 – 8:30 p.m.

And

Location: Monarch High School, 329 Campus Drive, Louisville, CO 80027

Date: Wednesday, October 12, 2011

Time: 6:30 – 8:30 p.m.

College Fairs of Greater Denver - www.collegefairsdenver.org

Location: Douglas County High School, 2842 Front Street, Castle Rock, CO 80104

Date: Saturday, October 15, 2011

Time: 10:00 a.m. – 2:00 p.m.

Transcripts

Current Castle View High School students make transcript requests through their Naviance Family Connection account. It is required by law the FERPA form be completed to release and send transcripts. The cost of each transcript is \$1.00 payable to the Post Grad Center secretary.

Former CVHS students make transcript requests online using the District website, www.dcsdk12.org. Go to Student Records and use the online request form or print and fax your request.

ATTENDANCE

Refer to District Code of Conduct Policy: JH

Attendance Expectations

It is most important to a student's education to be in regular and punctual class attendance. Frequent absences from the regular classroom disrupt the student's educational process and his/her acquisition and demonstration of learning outcomes. The value of regular classroom interaction and instruction cannot be replaced by extra schoolwork, after school instruction or by make-up assignments. Educational research shows a direct correlation between regular attendance and success in school. The necessity for consistent attendance is even more important due to the pace in which material is covered daily in a 4x4 block schedule. Colorado Compulsory Attendance law requires regular attendance for every child between the ages of six and 17 years of age and parents, guardians and legal custodians of students of this age are obligated by state law to ensure the child's attendance. A student is considered "habitually truant" under state law if the student has the equivalent of 4 or more days of unexcused absences in one month or the equivalent of 10 or more days of unexcused absences in a school year. Absences due to suspension or expulsion are not considered for purposes of determining habitual truancy. Parents are notified via automated phone messenger following each unexcused absence and parents are encouraged to monitor attendance through Parent Portal on a weekly basis. The District office generates weekly reports to schools indicating when contact should be made with parents/students and the level of contact to be made to support attendance laws.

Excused Absences

Excused absences are those resulting from: temporary or extended illness, injury, or physical, mental, or emotional disability, family emergencies, absences excused by the principal through prior requests of parents or guardians; absences pursuant to school release permits under District policy JGD; absences which occur when a student is in custody of a court or law enforcement authority; absences due to suspension or expulsion and any other absence approved by the principal including field trips and extracurricular early release. If a student is in out-of-home placement as defined by C.R.S. 22-32-138(1)(e), absences due to court appearance and participation in court-ordered activities shall be excused. Absences that do not meet these criteria will be considered unexcused. The school may require medical verification if there is a pattern of excessive excused absences. Parents may not excuse students from class because they are not prepared or because they need to do work for another class. Students who are excused must leave school grounds. To be considered excused the school must concur with the parent that the reason for the absence and/or tardy is valid. Only parents and legal guardians may call to excuse a student.

Students with excused absences are responsible for contacting their teachers immediately upon return to school to collect work missed during their absence. Students are strongly encouraged to use teacher websites and email to obtain assignments while absent.

Students with excused absences have one day for every day absent plus one day to complete make up work for full credit. The deadline may be extended by mutual agreement between the student and teacher. Long term assignments with specific due date given prior to the absence are not affected by excused absences unless arrangements have been made in advance with the teacher.

Extended Absences

Absences of 3 or more days for any reason other than emergency or medical reason require completion of pre-arranged absence form. The form must be signed by all the student's teachers and an administrator before the absence commences. Teachers may require all work missed due to pre-arranged absence be completed and turned in before the student leaves with the exception of finals which are not given early. Extended absences due to trips or family vacations are discouraged. Such absences are by choice of the parents; consequently, the teachers cannot be expected to provide tutoring or help with make-up work or provide special equipment/supplies in excess of what would be provided for students absent for other excused absences.

Unexcused Absences

Unexcused absences are those with or without knowledge and approval of the parent but for reasons are not acceptable to the principal.

- Absences from a single period or multiple periods without parent notification by note or phone
- Reporting the absence did not occur within 48 hours
- The parent or school did not grant permission for the absence

Students with unexcused absences are responsible for work missed and are expected to complete the work for their own benefit. Individual teachers establish penalties for unexcused absences and communicate such penalties to students and parents and the beginning of the class.

Absence Notification

Parents are required to notify the attendance office on or before the day of an absence.

- Call CVHS attendance line at 303-387-9002 within 48 hours of the absence. Absences not excused within 48 hours will be recorded as unexcused and disciplinary consequence may be assigned.
- Any tardy or absence prior to second period requires a doctor's note to be excused
- Absences will not be excused for students who leave campus during unscheduled time and do not return, unless pre-approval has been obtained through the office or unless the student produces a doctor/dentist note.

Partial Day Absence

A detailed parent/guardian note is delivered to the attendance office or a phone call is made at least 2 hours prior to the desired time of dismissal. The information should include

- First and last name of parent/guardian
- Name of student
- Reason for partial day absence
- Time of requested dismissal, as well as estimated time of return
- Signature

The student may pick up the pass during passing period or during unscheduled class time. **Students leaving school for a partial day absence must follow check out and check in procedures. Failure to do so will result in the absence being recorded as unexcused.**

Check In Procedures/Late Arrivals

Students with excused absences check in at the attendance office, even if arrival is during passing period. To receive an excused tardy or absence for late arrival prior to second period, the student must provide a doctor or appointment notice/note at the time of check in. The parent/guardian may call ahead to the attendance office (303-387-9010) to explain the late arrival; however common problems such as car trouble, running late, oversleeping or forgetting materials are unacceptable reasons for late arrival to school and will not be excused.

Check Out Procedures

Any time a student must leave school during his/her regularly scheduled classes, the parent must call the attendance line or provide a note in advance so the student can obtain an early release pass. It is the student's responsibility to pick up the pass from the attendance office, and check out at the attendance window before leaving school. **Students who fail to follow check out procedures will be recorded as unexcused. Students who leave during authorized unscheduled time (lunch for 10, 11, 12 graders or administrative option) are exempt from check out procedures.**

Please note:

Students who are ill must report to the health room. Parents will be called and the student must follow check out procedures before leaving the building. Failure to do so will result in an unexcused absence being recorded.

Academic Sanctions

When the principal considers a student's absences so excessive as to prevent that student from meeting course requirements, credit for the course may be denied. If students stand to lose course credit because of absence, reasonable effort shall be made to notify the parents, guardian, or legal custodian so that remedial action may be taken.

A student who has 5 or more unexcused absences or 12 total excused and/or unexcused absences from a class during a term may be administratively dropped with no credit in the course unless in the judgment of the principal or principal's designee, the student can meet the course requirements satisfactorily in other ways. Loss of credit will result in a WF (withdraw failing) grade on the transcript and be calculated as a zero into GPA and be included in athletic/activity eligibility.

Suspension

Suspensions are considered excused absences for the purpose of making up missed work. Students are allowed to make up work missed as a result of suspension for credit following the policy of one day of make up time for each day absent + one day. Failure to complete make-up work by the deadline may result in a grade of 0 for the work. Absences

due to suspension are not calculated into a student's total absences from a class. Suspended students should email teachers and/or visit the teachers' websites to secure assignments.

Expulsion

Unless otherwise permitted by the building principal, make-up work is not provided during a student's expulsion. Rather the district offers alternative education services to the expelled student. The district determines the amount of credit the expelled student will receive for the work completed during any alternative education program.

Class Tardy Policy

Tardiness is failure to appear on time and is considered a form of absence. Classroom instruction is bell to bell. When students arrive late to class, they miss introductory comments and instruction necessary for the smooth operation of class and delivery of instruction as well as disrupt the learning environment for others. Students are to report directly to class if tardy unless they are more than 10 minutes late at which time they must sign in at the attendance window.

Each teacher keeps track of tardies and takes appropriate action for students with excessive tardies.

- 1st tardy – conference with student
- 2nd tardy – conference with student and notify parent
- 3rd and subsequent tardies - teacher assigned after-school detention and notify parent

On-going tardiness may result in assignment to Saturday School

Failure to attend teacher assigned after school detention will result in a referral to an administrator

Tardies in excess of ½ of a class period will be treated as an unexcused absence

Ditch Day

"Ditch Days" are not sponsored or condoned by Castle View High School and all students absent during a ditch day will be considered unexcused unless a doctor's note is provided to excuse the absence. Students participating in these activities will be subject to disciplinary action in accordance with standard attendance policies. No credit will be given for assignments due or completed in class for students recorded as unexcused.

Absence and After School Activities

Students who are not present in school a minimum of one half day (2 scheduled academic periods) unless excused by a doctor will not be permitted to participate in after school activities and/or athletics – rehearsals, contests, performances, athletic practices or games for that day or that weekend if the absence occurs on Friday.

Attendance Contract

Students with unique attendance related problems may be placed on a personalized attendance contracts to meet their individual needs. In these instances, those students will be held accountable to their contracts rather than the general school attendance rules. Violation of the contract could ultimately result to loss of the ability to participate in athletics, activities, open campus, administrative option and parking, loss of credit and possibly be withdrawn from Castle View High School for lack of attendance. Students on an attendance contract are expected to maintain a full schedule with no administrative option. Students on attendance contracts and SARB (Student Attendance and Review Board) agreements who are participants in athletics/activities provide their coach or sponsor with a weekly attendance printout. Violations may result in loss of participation the following week.

<p style="text-align: center;">Athletics and Activities Refer to District Code of Conduct Policy: JJI</p>

For the past four years, Castle View High School has recorded the highest percentage of participation by students in extracurricular activities of any Douglas County high school. CV students are encouraged to be involved in one or more of the many athletic teams, clubs and/or activities available. Student participation not only develops a connection to school, but also encourages leadership skills and fosters friendships. Students who are involved in their school demonstrate better attendance and higher achievement.

Forming A New Club

Students or staff interested in starting a new club at CVHS must obtain a Club Application form from the Activities Secretary. When the form is completed it is submitted to the Activities Director for approval. Each year existing clubs must renew by submitting the required documentation to the activities secretary. The Club and Activities Handbook available on the District website provides additional information

Athletic and Activity Information Source

CVHS athletic program information including individual sports, coaches, schedules and directions to participating school locations are available at www.sabercatsports.org. Specific club/activity opportunities and sponsor contact information is available on the Castle View website.

Douglas County School District Athletic/Activity Requirements

Participation in extra-curricular activities is encouraged as a part of Castle View High School's total educational program. In order to enjoy the privilege of extra-curricular involvement in athletics and/or activities, students must meet the eligibility requirements established by the Colorado High School Activities Association (CHSAA) and standards of personal behavior, attendance and academic performance. This includes all athletics, band, choir, orchestra, speech, DECA, theatre productions, FBLA, spirit-leaders, and any other organization that represents or competes at the high school level or any activity that is scored, ranked, or rated. It is the responsibility of each coach or sponsor to submit a list of participants to the athletic/activities director prior to student involvement. Students who have not attended at least 1/2 of the school day (unless they have a doctor's excuse) will not be allowed to participate in any after-school activities on that day or the weekend if the absence occurred on Friday. This includes practices, work sessions, rehearsals, performances and contests. Students who participate in evening performances are expected to attend school the following day. Academic eligibility is determined weekly. Students on attendance contracts and SARB (Student Attendance Review Board) agreements submit a weekly attendance record to the coach or sponsor and violations may result in loss of participation the following week.

Athletic Participation Requirements

No athlete will be permitted to practice or compete on any team (athletic, spirit or sport club) at Castle View High School until he/she has completed and submitted the following items to the athletic office:

- Emergency Information Card
- Interscholastic Participant Form
- Athletic/Activity Medical Information
- Transportation Consent and Release
- Training Rules and Expectations
- Sporting Behavior
- \$150 Participation Fee

Forms are available in the CVHS main office throughout the summer or on the district website under Parent/Student Central – Services – Athletics and Activities

General Information –

Physicals are current for 365 days or one year from the date of the physical

- Athletic fees will be refunded anytime a coach determines the athlete lacks the athletic ability to make the team and will be refunded on a prorated basis if the student moves from the school's attendance area or from the district; the fee **will not** be refunded if a student quits a sport or is dropped from the team for disciplinary and academic reasons.
- Athletes will ride the bus, when provided, both to and from all athletic events unless arrangements are made with the coach 24 hours in advance. In case of emergency or extreme situations, a student may leave with his or her own parent only if that parent speaks directly to the coach at the time the player leaves.
- Athletes may not join another sport in the same season in which he/she is removed from participation for disciplinary reasons.
- Athletes may not join another sport in the same season if he/she quits a sport, unless permission is granted by the Athletic Director and both coaches involved.
- Athletes are required in attendance at school the day of a game or practice for a minimum half the student's scheduled class periods unless a doctor's note is provided.
- Athletes are to inform the coach prior to leaving school on the day of practice.
- Athletes must arrive at practice on time and remain until it is over, unless excused by the coach in the case of a special circumstance.
- Athletes may be denied participation in a sport for the rest of the season if he/she violates Sections 1 (a,b,c,) of the District Interscholastic Athletic Regulations.
- Athletes will be denied participation in a sport for the rest of the season for intentional equipment or facility abuse and will be responsible to pay for damages before being allowed to participate in any further athletic program at CVHS.

- Athletes are responsible for securing all items in a locked locker in the designated locker room.
- The above code is a minimum Code of Conduct. Any sponsor or coach may use a more strict set of rules.

Training Rules And Expectations

Castle View High School believes that participation in activities and athletics is a privilege. In accordance with district policies, each student will be required to sign and turn in a district training rules and expectations form before they will be allowed to participate in any activities or events. All participants should understand the following:

- It is a privilege and honor to wear my school colors.
- I am a leader in and out of uniform.
- My actions are a reflection of myself, my family, my school, and community.
- I'm accountable for my performance in the classroom and my conduct in the community.

Scope Of Rules

From the day a student first participates in a DCSD high-school activity until that student graduates from high school, these rules remain in effect, throughout the school year, including weekends, vacations, and holidays, and whether or not the conduct occurs when the student is on DCSD property or when the student is participating in an activity.

The consequences outlined here are in addition to, not instead of, those the student may receive under the DCSD's Code of Conduct, the Colorado High School Activities Association By-laws, coaches' team rules, or other sources. They represent minimum sanctions; the principal or designee may increase or modify these consequences in particular cases or in general as he or she deems appropriate.

Although some prohibited behaviors listed below refer to DCSD's Code of Conduct, because these training rules are in effect at times and in places when the Code of Conduct may not be, and because students who participate in activities are held to higher behavioral expectations than other students, the principal or designee may determine that a student's conduct constitutes grounds for imposing an activity penalty under these rules even when that conduct does not result in suspension or expulsion under the Code of Conduct.

Prohibited Behaviors

- Violating DCSD's policies regarding drugs & alcohol (JICH) and tobacco use (JICG)
- Violating DCSD's weapons policy (JICI)
- Violating DCSD's gang-related behaviors and dress policy (JICF)
- Violating any criminal law
- Continued willful disobedience or open and persistent defiance of proper authority
- Willful destruction or defacing of school property
- Behavior detrimental to student's, other students', or school personnel's welfare, health, or safety
- Any other conduct that would constitute grounds for suspension under DCSD policy JKD/JKE.

Consequences

The following minimum consequences will result whenever the principal or designee concludes that a student has engaged in any of the prohibited behaviors listed above.

- 1st offense: For activities with 11 or fewer regular-season contests, the student will be suspended for the next contest; for those with more than 11 regular-season contests, the student will be suspended for the next 2 contests. These suspensions will be imposed whether or not the next contest or contests are regular-season contests or are special events, tournaments, or qualifiers.
- 2nd offense: The student will be suspended from all activities throughout DCSD for 1 full year from the date of the infraction.
- If, however, a student initiates contact with school authorities to voluntarily report his or her involvement in conduct prohibited by these rules, then the student will be eligible for the following lesser 2nd offense penalty: The student will be suspended from the remainder of the season of the activity he or she was participating in at the time of the conduct and, upon proof that the student has successfully completed an intervention class chosen in conjunction with the school athletic director, the student will only be suspended from the 1st 50% of the regularly scheduled contests of the next activity that the student participates in for an entire season.
- 3rd offense: The student will be suspended from all activities throughout DCSD for 1 full year from the date of the infraction, except that if a 2nd offense suspension is still in effect, then the date of the 3rd offense suspension will not begin on the date of the infraction but rather will begin on the day after the 2nd offense suspension ends.

Nothing in these rules prohibits the principal, designee, or individual coaches from establishing and enforcing additional rules applicable to activities, such as lesser or different penalties for failing to exercise good sportsmanship at practices or competitions or for failing to demonstrate good citizenship at school or school-sponsored events.

Colorado High School Activities Association (CHSAA) GUIDELINES

A student may participate in athletics only if she/he has fulfilled the eligibility requirements as determined by the CHSAA & CVHS, listed below:

1. RESIDENCY:

- Students who live in the CVHS attendance area and start the school year at CVHS are eligible to participate provided they meet other eligibility requirements.
- All freshmen begin the school year as eligible athletes.
- Open enrolled students who participated in athletics at their previous school may be ineligible for varsity competition. See Athletic Director for clarification of your eligibility status.
- Meet all eligibility rules of the Colorado High School Activities Association (CHSAA) and of Douglas County School District.

2. ACADEMICS:

- Students who are enrolled in 3 classes each term are registered for the equivalent of 1.5 Carnegie units of credit.
- During the period of participation, the student must be enrolled in courses, which offer, in aggregate, a minimum of 1.5 Carnegie units of credit per term and must pass a minimum of the equivalent of 1.5 Carnegie units of credit. An Incomplete grade is not considered to be a passing grade.
- During the period of participation, the student must be enrolled in courses which offer, in aggregate, a minimum of 2.5 Carnegie units of credit per semester and must pass a minimum of the equivalent of 2.5 Carnegie units of credit.
- Eligibility: Will be checked each week. A report from the Athletic Office will be given to the coach each Thursday. If an athlete has more than one F, that athlete may not compete from Monday through Saturday, the following week.

3. OTHER:

- Age Limit: A student is ineligible to compete in athletics upon reaching age 19 except if his/her 19th birthday occurs on or after August 1.
- Outside Competition: A student who is a member of a school athletic team may compete for a non-school team in the same sport with permission from the athletic director or principal

ADVISEMENT

Advisement is an integral part of Castle View High School's educational program and supports the 3 Rs – relationships, rigor and relevance. Students are assigned to advisement teachers based on their academy membership. During Pride Advisement on Monday and Friday, students remain with their advisement teacher to develop an on-going relationship with an adult who will act as a mentor and advocate for the student during their enrollment at CVHS and a small group of students who share similar interests. Because of the importance of developing relationships to school success, attendance at Pride Advisement is required and monitored for all students including those with first period administrative option with the exception of senior interns who have first and second period release. At graduation, students are seated by advisement class and their names are called by their advisement teacher. Pride Advisement is an opportunity to provide information to students, allow for quiet study and participate in CVHS activities without interrupting instructional time. Pride Advisement is a no-travel time for all students. No passes will be given or honored for students to travel to any location in the building.

Academic Advisement is scheduled for Tuesday, Wednesday and Thursday. This time allows students to travel to teachers for additional academic support, visit with college representatives, attend club meetings, participate in counseling group, remain in the advisement room for quiet study and/or socialize in the commons. All freshmen and sophomores must check in with their Pride Advisement teacher before they can travel. Juniors and seniors who are failing one or more classes must check in with the advisement teacher. Student travel may be directed to a specific location by the advisement teacher based on academic and attendance status or the student may be restricted to the advisement room and not allowed to travel if they have D/F grades. Follow up on academic progress is monitored by the advisement teacher. All students are expected to attend and participate in one of the options provided during Academic Advisement.

Advisement, both Pride and Academic is considered classroom time, therefore cell phones may not be used except in the commons and activities which distract from a productive educational setting are not permitted. Students may not be in the main or pod hallways unless they are en route to a specific destination. Halls should be clear within the first 10 minutes of

advisement. Students in the halls after 10 minutes will be directed back to their advisement classroom. Students must select a destination and remain there for the entire advisement period. Food and drink is confined to the commons area during Academic Advisement. Advisement carries a non-credit U/S grade that will be reflected on the transcript but not calculated in the cumulative GPA. We believe attendance and productive use of advisement is crucial to academic success. For that reason, attendance at Pride and Academic Advisement is not an option.

OPEN/CLOSED CAMPUS

Castle View High School Open Campus Option

Castle View High School will function as an open campus for 10, 11 and 12 grade students. Open Campus Option is a privilege extended to students by the school that allows students to make choices about their unstructured time. Advisement, both Pride and Academic are not unstructured time and Open Campus Option does not apply to this time. The student is responsible for ensuring that school attendance and academic performance do not suffer as a result of these choices. Classes will be scheduled from 6:45 a.m. through 4:30 p.m. Students who have open campus option may arrive and depart the campus during unscheduled time without checking out or checking in. Lunch on campus is optional for these students. However, with additional freedom goes additional responsibility. Students are required to follow standard attendance expectations for punctual and regular attendance to their scheduled classes. **Failure to follow attendance guidelines will result in disciplinary consequences and possible academic sanctions.**

Students may leave only during their free or unscheduled time. **This does not include advisement.** Students who do not have open campus option may not leave campus during the school day. Those who do leave without permission face disciplinary consequences. Students who aid students, who are not eligible for Open Campus Option to leave campus, may face disciplinary consequences including the loss of parking privileges.

Castle View High School is not responsible for a student's action during the time the student is off campus. Nor is the school liable in the event the student should be involved in any type of accident going to or from an off-campus destination. Parents and students accept responsible for student passengers a son/daughter permits to ride in a vehicle owned by the parent.

Acceptable Locations for students with open campus option who do not choose to leave campus during unscheduled class are:

- Commons/Patio
- Library

If open campus option students are not in one of the above locations during unscheduled class time, they are expected to leave campus.

Off Limits Locations for students with open campus option who choose not to leave the building:

- Bathrooms except those below the main stairway on the lower level
- Main hallways and pod hallways except with a pass from a staff member or during passing periods
- Parking lots/cars except when leaving or arriving to campus
- Athletic Fields
- Auditorium
- Gym
- Teacher Offices
- Locker Rooms
- Empty Classrooms
- Early Childhood Playground

Procedures for leaving campus for those with open campus option

Tenth, eleventh and twelfth grade students who have open campus option may leave during unscheduled class time and/or lunch. Exiting by car down the bus lane is prohibited. Open campus option students who leave campus during unscheduled class time and/or lunch must return and be in their assigned classroom by the time the tardy bell rings. Absences will not be excused for students who leave campus during unstructured time and do not return, unless pre-approval has been obtained through the office or unless the student produces a doctor/dentist note. Re-entry to school is restricted to the front doors and the side doors leading to the commons area next to room 7100. Students who return from open campus option before students are released from the commons at the end of lunch should remain in the commons area and not enter main hallways and/or pod areas.

Closed Campus Option for Ninth Graders

Ninth grade students will follow a closed campus model. They are required to be on campus from arrival to departure time. They may not leave for lunch. Failure to follow attendance procedures will result in disciplinary consequence and possible academic sanctions. Students are not allowed in the parking lots, athletic fields or open spaces adjacent to Castle View High School property. Acceptable locations for freshmen are the building and the patio adjacent to the commons. Due to the number of exits from the building, CVHS staff is not able to guarantee students remain on campus.

Open Campus Student Focus Group

A student focus group originating from CVHS Student Government members will convene on an on-going basis to discuss and make suggestions to administration on the implementation of the Open Campus Policy. The students in the focus group will act as community liaisons in order to facilitate a "good neighbor" climate with the surrounding community.

GENERAL INFORMATION

Use of Posters as Means of Communication

- All posters and signs must be approved by the Activities Director or designee
- Only posters advertising school sponsored activities will be approved
- All posters are removed by the sponsoring organization immediately following the event
- No posters are permitted outside the building
- No posters or flyers may be attached to a glass, brick or painted surface. Those attached to a bulletin board or tack strip will be done so with staples
- Communication is limited to one flyer or poster per bulletin board
- Posters or flyers requiring a ladder will be hung by custodians
- "Commercial" posters or flyers are limited to posting on the job opportunities board outside the counseling office
- Flyers or posters sized 8x11 inches are limited to 25 in the building
- Posters can be no larger than 24x36 inches

Special deliveries for students

Due to the school's large enrollment, we do not accept delivery of flowers, balloons, gifts, etc. nor should those items be taken through the halls or classrooms because of the disruption they cause to the learning environment. This includes birthday and Valentine's Day deliveries. We ask that parents celebrate these occasions at home.

Telephone Messages, Items For Students

Items left at the school for students cannot be personally delivered to students unless it is an extreme emergency. Students will be paged between classes and at the end of the school day to pick up messages or items. It is the student's responsibility to report to the office when paged to pick up such items. During special testing dates, (i.e. CSAP, ACT Testing, midterms and finals) students cannot be paged or called to the office

Media

Because of numerous events at our school, there is the possibility that media (TV, radio, newspaper) coverage could be in our building. Please make sure that you have signed the district Media Waiver to be included in any media coverage.

Solicitations

Students are not allowed to sell any items on campus without prior approval of the administration. In addition, students are not allowed to panhandle/beg for money, etc.

Textbooks

Students will be issued books with specific barcodes at the beginning of the term. The student is responsible for returning that specific textbook at the end of the course. Failure to return the specific book issued will result in the book cost being assessed to the student's account.

Identification Cards

Identification cards will be issued to all students. **This card must be carried at all times when on campus and produced promptly and cooperatively if asked by a school official.** Identification cards are mandatory for checking out library materials, attending athletic events, school dances and riding the school bus. Replacement cards cost \$5.00 and can be obtained in the counseling.

VEHICLE REGISTRATION, OPERATION AND PARKING

The use of the student parking lot is a privilege, not a right and all CVHS students are expected to follow the vehicle registration, operation and parking rules. **All licensed drivers without previous parking restrictions and/or any outstanding fines are eligible to obtain a parking permit**. The driver of any vehicle parked on campus without a valid parking hang tag is subject to fine and/or disciplinary action.

The Board of Education student parking fee of \$50.00 per vehicle parked on campus for the year or \$25.00 per vehicle parked on campus for the second semester only. The student must display the current hang tag from the rear view mirror visible from the front of the vehicle at all times. The hang tag is transferrable between registered family vehicles, but each vehicle must be registered and the required information provided. If a registered family vehicle is replaced, a new registration form must be completed at no additional cost. If a rental or loaner vehicle is in use a student must obtain a temporary parking pass from the main office before the car is parked on school grounds. The loss of the parking hang tag will result in a \$10.00 replacement fee

The following required documents must be submitted together with the parking fee before a parking tag is issued. None of the items will be taken individually. All items must be current; no expired items will be accepted

- **Proof of Colorado vehicle registration for each vehicle registered**
- **Valid driver's license**
- **Valid proof of insurance for each vehicle registered**
- **Completed and signed Castle View High School Vehicle Registration form**

The parking hang tag is returned to the main office when a student withdraws, transfers or graduates early from CVHS. Students are not allowed to transfer or sell parking tags to another student. Unreturned hang tags are subject to a \$10.00 fee.

Vehicles are to be parked front end first. Parking is allowed only in designated spaces. No parking in white-striped areas, end caps or fire lanes. Only vehicles with a handicap tag may park in handicap spaces. No students may park in the visitor lot in front of the school or the yellow striped staff parking lot on the north and south ends (which includes the yellow striped area behind the gym and along the fence) of the building, or in the Castle Rock Middle School lot. Demonstrate respect for homeowners in the immediate neighborhood by not parking in the residential area. Students who park in unauthorized areas are subject to ticketing and disciplinary action.

The school is not responsible for any vehicles or its contents while parked on school grounds.

Parking lot violations are subject to ticketing by the Castle Rock Police and the Colorado State Patrol as well as fines by Castle View Security and discipline referrals. Violations include exceeding the 10 MPH speed limit in the parking lot, parking in restricted areas, fire lanes, handicap parking, careless or reckless driving, collisions on school property or parking without a valid tag during school hours. **Castle View Security imposes the following fines:**

- **1st Violation – A warning ticket**
- **2nd Violation a CVHS \$10.00 parking fine – if ownership is unknown, Castle Rock Police will run the license to confirm ownership**
- **3rd Violation a CVHS \$25.00 parking**
- **4th Violation a CVHS \$25.00 parking fine and a discipline referral**
- **Continued violation of vehicle registration, operation and parking rules will result in a \$25.00 CVHS parking fine and discipline referral for each additional offense as well as possible loss of parking privileges with no refund of the parking fee.**

Parking fines will be added to students' fee accounts and are payable at the end of the year. Students with outstanding fines are not eligible for parking tags.

Parking lot violations are subject to school discipline, including loss of parking privileges from 5 days to the remainder of the school year with no refund of fee, detention, suspension from school and/or towing at the owner's expense. In

addition to registration, operation and parking violations, other school issues may result in the loss of parking privileges without a refund including poor attendance, poor academic performance, loitering in the parking lot and/or occupying cars during the school day, failure to progress toward graduation and disruption of the learning environment.

Motorcycles

All the rules regarding student vehicles also apply to motorcycles. Please consult security for assistance in affixing parking tags to motorcycles.

Bicycle Rack and Rules

Bike racks are available outside the east patio commons area. Students riding bikes should provide their own locks. The school cannot assume responsibility for the security of the bikes. For the safety of pedestrians, bicycles and motorized vehicles are not ridden on campus.

Skateboards/Roller Blades

The use of skateboards and roller blades on school property is prohibited at all times. Such items may be confiscated by school administrators or staff.

HEALTH SERVICES

Refer to District Code of Conduct Policy: JLCD

Accidents and Health Information

Douglas County Schools do not have a full time nurse on staff at each school. If a student becomes ill, he/she should ask permission from his/her teacher to come to the health room. If the student is unable to go to the office unassisted, the office is called and a wheelchair is provided to transport to the office. **Students who are ill must report to the health room for evaluation by the health assistant prior to calling parents and leaving school.** Students may be admitted to the health room and allowed to stay for a limited amount of time, depending on individual circumstances before being sent back to class or being picked up by parents. The parents will be contacted to give the staff further instructions. Students leaving school due to illness without following checkout procedures will be recorded as unexcused. All parents should have an updated Student Health Information sheet for occasions when staff is unable to contact the parents. Students are limited to a 20 minute stay in the clinic before being sent back to class.

Students who are in the clinic for any part of the day must go home after school and may not stay to participate in after-school activities. If the parents have not picked up their student, he/she will be required to go home in the normal manner. Those students assigned after-school detention must be personally excused by an administrator from that detention.

Immunizations

Under law, all students entering school for the first time are required to present certification from a licensed physician or an authorized representative of the Department of Health or local health department stating that the child has received immunizations against communicable disease as specified by the Department of Health. Students who have been enrolled at a Douglas County School must have a completed Immunization record on file with the school. All immunizations must be current with the Department of Health requirements.

Insurance

The school does not carry accident insurance on students. It is the responsibility of the parents or guardian to provide insurance for the student during school hours and during after school activities (including competitive athletics). Douglas County School District DOES NOT carry or provide student or athletic insurance.

Medications At School

High school pupils may carry and self-administer a day's supply of their own prescribed medication, aspirin or Tylenol, as long as they do so in a responsible manner. The medication should be in the original manufacturer's container or pharmacy level container with the student's name. Students who appear to be using poor judgment in carrying and taking their own medication will have such medication confiscated by school personnel, and parents or guardian will be notified. For the protection of the students and school district personnel, it is the policy of CVHS and Douglas County Schools that NO medication (including aspirin or Tylenol) be given by school personnel.

SAFETY AND SECURITY

Refer to District Code of Conduct Policy: KI/KI-R/KFAA

Castle View High School is staffed with full-time security personnel on a daily basis. Security is also in attendance and major activities and athletic events. In partnership with the town of Castle Rock, CVHS also has a School Resource Officer (SRO) to provide police presence on campus and provide law enforcement support to the school.

Visitors To The School

It is the policy of the Board of Education and CVHS to encourage parents/guardians to visit school. DCSD will make reasonable efforts to accommodate parent/guardian requests to visit a school, yet it also recognizes concerns for the welfare of the students. Part of that concern is to assure that students and staff are not distracted from the task of learning by the presence of visitors on campus. To ensure the safety and confidentiality of students, the District limits visitors to:

- The parents/guardians of current students
- Other family members of current students who are approved by the student's parent/guardian
- Those persons invited by the District for official business and members of the Board of Education

Visitors shall have reasonable access to observe classes, activities, and functions at the schools upon advance notice to, and authorization by the building principal.

To ensure that no unauthorized persons enter building with wrongful intent and that the educational process or other school operations are not disrupted, all visitors to the school shall report to the security office when entering, and must receive authorization before visiting other parts of the building. This requirement does not apply when visitors are attending events.

If in the judgment of the principal or designee a visitor's presence; may have or is having a disruptive effect on school operations or is interfering with the educational process, the visitor may be denied access to the school or school site, the visitor's access may be restricted as to time or place and/or the visitor may be directed to leave the school or school site. Unauthorized persons shall not loiter on school property at any time. Law enforcement authorities may be called if necessary to enforce the provisions.

Trespassing

Students who are withdrawn, suspended or expelled are not allowed to be on campus without prior Administrator approval. Violators may be cited for trespassing by the Douglas County Sheriff's Office.

Animals In School

Students and staff are not permitted to bring pets of any kind to school, unless these pets are part of a recognized training experience such as guide dogs or with administrative approval.

Lockers And Locks

Students are assigned lockers with combination locks in their academy by their advisement teacher. Students are encouraged to use only the locker assigned to them, keep it secured, not share the combination with others and not store valuable items in the locker. Stolen items are not covered by the school's insurance policy. Do not write, mark or in any way deface a locker. Any damage to the locker and/or lock should be reported immediately to the academy dean. Students will be charged for the repair and/or cleaning of lockers. School lockers are property of the school and may be opened and searched at the discretion of the principal and/or his designee. Locker checks may be conducted as determined by the administration in order to dispose of waste materials, recover missing books and other school property or for other reasons deemed necessary. PE lockers are to be locked at all times using a school provided lock. Locks are provided on a first come first serve basis to students enrolled in PE or Strength and Conditioning classes. The use of personally owned locks on lockers is prohibited. If a personal lock is used an administrator or his designee has the right to use any method necessary to remove the lock to gain access to the school's locker. In the event of an emergency, access to all lockers is important to safety. Custodial personnel are available to assist students who are unable to access their lockers. Lost or forgotten locker combinations will be reissued for \$.50 in the main office.

Personal Items

Castle View High School is not responsible for student's personal property. Lockers should not be used to store money or valuable personal items. Students are discouraged from bringing valuable items (iPods, MP3 players, cell phones) or other items to school because of the impossibility of providing secure storage for them and the distraction they pose for other students and staff members. **The school does not carry theft insurance and is not responsible for lost**

or stolen items. Any valuables should be kept in the student's possession at all times and not left in unattended purses, backpacks or in classrooms.

Lost And Found

Lost and found is located in the security office. Security hours are 7:00 a.m. – 4:30 p.m. Please turn in any articles you find promptly and check there for anything you have lost. Items will be held by security for one term and then will be given to charity. Please do not bring articles of value or large sums of money to school.

Identification Cards

Identification cards are issued to all students containing a photo and pertinent information at the beginning of the year at no charge. **This card must be carried at all times.** A student must surrender his/her ID to CV staff members upon request. The ID card is needed to ride the bus. ID cards are mandatory for checking out library materials, obtaining locker information and attending school dances and school activities. Lost or damaged cards may be replaced for \$5.00 in the counseling office.

Laser Pointers

Laser pointers are not allowed at Castle View High School. They will be confiscated and not returned.

Use of Video Cameras

The District may use video cameras in its schools as a means to maintain order and discipline and to protect the health, safety and welfare of students and school personnel. Video cameras will not be used in areas such as student locker rooms or bathrooms. In the event that video cameras are used, tapes shall not be released to anyone outside the District, except as authorized or required by law.

Each school retains the authority to patrol its student parking lots, and all vehicles parked in student lots are subject to sniffs by dogs trained to alert at the scent of drugs, explosives and other contraband. In addition, the interiors and trunks of all vehicles parked by students at school may be searched upon reasonable suspicion that they contain items or substances which it is illegal for students to possess and/or items or substances which district policy or regulations prohibit from being on school property. Failure to allow the search of a vehicle's interior or trunk under these circumstances will result in the student's automatic loss of the privilege of parking at school for the remainder of the academic year.

Early Arrival

Parents who drop off their students early in the morning are reminded that there is no supervision provided until 7:00 am.

Building Usage Rules Under Direct Faculty Supervision

Before 7:00 a.m. and after 3:00 p.m. all students must be with a supervisor in order to remain on campus, except at home athletic events during which time the administration automatically assumes the necessary sponsorship. Students **MUST** prearrange with a faculty member any necessary stay beyond regular school hours.

Students are welcome to work, practice, and perform in the building with appropriate supervision.

1. Until 10:00 p.m. on nights prior to a school day.
2. Until 11:30 p.m. on nights prior to a non-school day.
3. On Sunday only if they are participating in a pre-approved competition, performance or activity.

Any exception to the above building usage rules will be approved through the principal or athletic/activities director.

EMERGENCY SITUATIONS

Planning/Preparation

Castle View High School administration, staff and district security in conjunction with the town of Castle Rock and Castle Rock Police and Fire Departments, work collaboratively on an on-going basis in the planning and preparation of responses to a wide range of emergency situations. Emergency planning, preparation and a safe and orderly educational environment are a top priority of Castle View High School, Douglas County School District and the town of Castle Rock.

School Security

Castle View High School is staffed with full-time security personnel on a daily basis. School security will also be in attendance at all major activities and athletic contests. Students, parents or community members with safety concerns are encouraged to address those concerns with members of the Castle View administration, security staff, main office personnel or members of the teaching staff.

School Resource Officer (SRO)

Castle View High School in partnership with the town of Castle Rock has a full-time school Resource Officer (SRO). The SRO program is designed to provide a full-time police presence on our campus. The Castle View SRO will serve as a resource to classroom teachers, security, and administration and will provide educational resources, mentoring and law enforcement support to our school.

Parent Communication

The school and district will make parent communication a priority in every situation. Because such situations require the focus of all school personnel, please limit phone calls to the main office and instead refer to local media outlets and the school district website: www.dcsdk12.org for information.

Fire Drills

CVHS is required by law to practice emergency procedures. They are conducted to develop an orderly process for the evacuation of the building or the sheltering of students in case of an emergency. ALL ALARMS ARE TREATED AS THE REAL THING. Teachers lead students and move out of the building to the assigned area indicated on the evacuation map located in each room in a rapid and orderly fashion. Students remain in their assigned location with their teacher until the administrator gives the all-clear signal.

TAMPERING WITH A FIRE ALARM, FIRE EXTINGUISHER, OR TURNING IN A FALSE ALARM IS A STATE OFFENSE AND WILL BE DEALT WITH ACCORDINGLY AS A LAW ENFORCEMENT MATTER.

Tornadoes Or Severe Thunderstorms

When a tornado or severe thunderstorm is approaching the school, students and staff members will be informed by a special announcement over the P.A. system. Everyone should follow the instructions of their teacher or supervisor immediately and without questions and move to the designated areas indicated on the map posted in each classroom, office or common area. Individuals who are on campus during a severe storm warning will be expected to remain at the designated area until the all clear announcement is issued.

Lock Down

Certain situations require that the school be placed in a "lock down" status. In the event of a lock down, no visitors will be allowed to leave, enter or exit the facility without administrative approval. Everyone will be assigned to a secure location until the "ALL CLEAR" is given.

911

In each emergency situation the magnitude of the emergency must first be assessed in order to determine the level of appropriate response. Key personnel at the scene of the emergency, authorized to make critical site decisions, will complete this assessment based on the individual circumstances using district guidelines, procedures and policies. 911 calls will be left up to these individuals as they deem appropriate and in coordination with building administrators, security and district security.

Release Of Students

In emergency situations, students will be released when the situation is deemed safe for students, staff, parents and community members. In certain situations, parents and community members may be asked to remain on campus or in the safety of the building if the situation warrants.

School Closing/Delayed Start

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time or early dismissal will be announced over radio and television stations, as well as on the area weather hotline (303-387-7669) and District's Internet Website, www.dcsdk12.org. Reports in the morning will be made between 5:00 a.m. and 8:00 a.m. If no report is heard, it can be safely assumed that school will be in session. **PLEASE DO NOT CALL THE SCHOOL.** Telephone lines must be kept open for emergencies. A delayed schedule means high school starts ONE HOUR later than normal school start

time. In this case, morning buses will run one hour later than normal. Afternoon buses will run at the regular time. Parents are urged to formulate plans with their student in event of school delays and closures such as meeting locations, car pool options and communication plans.

In the event days are lost because of snow or other emergency closings, it is necessary that the school calendar be extended. Note: If necessary, up to three additional days are scheduled for storm make up days. (See calendar.)

STUDENT CONDUCT

Refer to District Code of Conduct Policy: JIC/JICDA

Castle View High School believes that students should make choices, accept responsibility and stand accountable for their decisions and actions. It is our expectation that students will make positive decisions affecting their lives. When a student does make a poor choice, Castle View High School provides a safe and positive environment in which he/she can learn from his/her mistakes.

Due Process Information

Each year Douglas County Schools provides to students and parents access to updated information on the District and CVHS website regarding school board policies and state laws, which govern student behavior in the schools. During the first two weeks of school, during Advisement classes, the staff will review the District Student Code of Conduct & Discipline and the CVHS Student Handbook with all students as part of due process for every student at Castle View High School. Students are held responsible for the information provided in the District Code of Conduct and the CVHS Student Handbook and a student signature is required as proof of receipt of the information. It is every student's and parent's responsibility to be familiar with and understand the policies outlined in the District Student Code of Conduct and Discipline and the CVHS Student Handbook.

Weapons in School – Refer to District Code of Conduct Policy: JICI

Student Involvement Regarding Drugs and Alcohol – Refer to District Code of Conduct Policy: JICH/JICH-R

Smoking and Other Uses of Tobacco By Students – Refer to District Code of Conduct Policy: JICG

Nondiscrimination/Non-Harassment of Students – Refer to District Code of Conduct Policy: JBA

Prevention of Bullying – Refer to District Code of Conduct Policy: JICB

STUDENT DRESS

Refer to District Code of Conduct Policies: JICA/JICF

The District sets minimum standards for student dress with the provision that individual principals may establish additional specific standards for their own schools.

A safe and disciplined learning environment is essential to a quality educational program. Dress standards are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. Students are encouraged to dress appropriately for all school activities and parents are encouraged to monitor student dress to support the learning environment. Part of the school's responsibility is to prepare students to enter the work place with an idea of employer expectations for a reasonable dress standard.

Any student deemed in violation of the dress code is requested to surrender the inappropriate article of clothing and change into appropriate clothing in their possession or change into appropriate clothing provided by CVHS. Inappropriate clothing will be returned at the end of the day when the student returns the clothing provided by the school. Confiscated hats will be held and returned at the end of the semester. Whenever there is a disagreement between the school and the student about appearance/dress, the school reserves the right to determine what is or is not appropriate. Chronic offenders will be referred to an administrator for discipline consequences.

The following are guidelines for proper attire at CVHS:

- School attire should adhere to accepted standards of decency
- Hats, hoods, bandanas or sunglasses cannot be worn in the building during school hours unless the student is involved in an outdoor P.E. activity. Headwear should be stored in a locker or backpack upon entering the building. Hats should remain off until the student exits the building. Headwear worn in the building will be confiscated and returned at the end of the semester in which it was surrendered.
- Clothing must cover the mid section and chest – no strapless, halter, spaghetti strap (straps must be 2 fingers wide) or tube tops.
- Clothing should be clean and in good repair.
- No visible undergarments.
- Pants must be worn above the buttocks line. No sagging pants allowed.
- Shirts are worn at all times when on campus.
- Dress should not pose a threat to public or personal health or safety in the classroom
- Shoes must be worn at all times
- Personal grooming and/or dress should not be disruptive or distracting to classroom activity or student behavior
- Clothing or personal possessions that advertises drugs, alcohol, tobacco or weapons, makes sexual or racial innuendoes, is obscene, profane or vulgar and/or threaten the safety or welfare of others is prohibited.
- No shorts or skirts shorter than an extended arm with a closed fist.
- Clothing by virtue to color, arrangement, trademark or other attribute denotes membership in gangs is prohibited.
- Trench coats, spiked collars, spiked bracelets or other spiked jewelry and chains that exceed six inches in length are prohibited.

TRANSPORTATION

Refer to District Code of Conduct POLICY: JICC/JICC-R-1/JICR-2/JICC-R-3 AND JQ/JQ-R

LIBRARY/MEDIA CENTER & TECHNOLOGY USE

Refer to District Code of Conduct Policies JICJ/JICJ-R

Hours of Operation

Monday – Thursday 7:00 – 4:00

Friday 7:00 – 3:00

LMC Policies

- Student ID card required to check out all materials and students will be solely responsible for all books checked out on their accounts
- Computer use limited to students with legitimate school-related needs
- No food or drink may be brought into the LMC, except H2O
- Up to 5 books may be checked out for a period of 2 weeks
- Additional checkout will not be allowed if 3 or more books are overdue

Overdue Materials Policy

Books become “overdue” the day after the two-week circulation period ends. Students are notified of overdue materials through their advisement teacher. A replacement cost will be assessed for books, magazines, and other materials that are lost, damaged or destroyed and these costs will be placed on students’ fee accounts.

Internet Access Policy

All students and parents/guardians must read and sign the Douglas County School District “Internet User Agreement” before student internet access is permitted. The agreement clearly states the student’s responsibilities with regard to use of the internet. If a student violates any of the guidelines, his/her account will be terminated and future access could be denied. Possible disciplinary action could also result. Copies of the “Internet User Agreement” are available in the main office. Permission slips will be valid for one school year only.

Technology Use

In addition to the District Code of Conduct provisions for technology use the following additional policies are enforced at Castle View High School

- Playing games are not allowed unless for educational purpose under the direct supervision of a staff member
- Storing inappropriate contents in any memory space owned by the school or district
- Downloading unapproved programs/software to school or district property

Consequences for violating any of the above will result in disciplinary action in accordance with school and District policies, and loss of access to school technologies.

Students will follow established District and school codes of conduct when visiting the LMC. Expectations include:

- Respect for the rights of others to enjoy a calm, quiet, studious library atmosphere.
- Respect for common library property, including furnishings, materials and equipment.
- **Absolutely no food or drink allowed in the LMC**, except water.
- Following library circulation procedures, which require that any item removed from the LMC must be checked out before being removed, and must be returned on time so that others may have access to the materials.
- Respect for the privacy of electronic databases and files which belong to LMC management, teachers, or other students.

STUDENT POSSESSION AND USE OF PORTABLE ELECTRONIC DEVICES

Refer to District Code of Conduct Policy: JIHA

Cell phones may be used before and after school, during passing periods, lunch and during advisement time if the student is in the commons. Cell phones and/or MP3 players may not be used during class time, Pride Advisement and Academic Advisement, student assemblies, and class meetings and should be turned off and put away so they do not disrupt the learning environment. If parents need to contact a student during the school day due to an emergency, they may call the school office on 303-387-9000. A phone is provided in the main office for students who need to contact parents. Students are not allowed to use cell phones for text messaging, taking or receiving calls, checking time, accessing calendars, calculating, photographs, videos or audio recordings during instructional time unless authorized by the teacher. Inappropriate use of cell phones or other electronic items mentioned will result in the item being confiscated and turned in to the main office where reasonable care will be taken of the item. Students who refuse to relinquish their electronics when requested may be removed from the classroom and have committed insubordination and are subject to disciplinary action.

There is a 1-day hold policy on all confiscated electronics. The confiscated item can be picked up by a parent/guardian from an administrator at the end of the school day following confiscation. Repeated confiscation of cell phone and/or electronic devices requires a parent pick up from an administrator and a discipline consequence.

The use of cell phones or other electronic devices to record, video tape, film or photo any student or staff member without the explicit knowledge and permission of the student and/or staff member is expressly prohibited.

The use of I-Pods in the classroom is an individual teacher decision. Students are expected to follow the rules as specified by each teacher.

In certain emergency situations, use of cell phones can be a danger. Please do not use cell phones in a crisis situation unless informed by your teacher that it is safe to do so.

Students are discouraged from bringing valuable electronics to school because of the difficulty of providing secure storage for them. Cell phones, iPods, MP3 players and hand held video games are brought at the student's risk. If personal electronic items are lost or stolen, the school will not assist students in their recovery. Students are encouraged to contact school security or the CVHS School Resource Officer and file a theft report.

COMMONS BEHAVIOR

Castle View High School is an open campus school for tenth, eleventh and twelve grade students during lunch, but ninth graders must remain in school. They may purchase a school prepared meal or bring a lunch from home. Food is available for purchase in the commons for all students 11:00 a.m. until 1:30 p.m. All students are expected to exhibit responsible behavior in the commons area.

Students are to:

- Dispose of litter and garbage in the trash/recycle barrels provided.

- Confine eating to the table area of the commons or the outdoor patio. Food is not consumed in the lobby of the commons or the carpeted halls and the upstairs lobby.
- Notify the staff supervisor or custodian of spilled food and/or beverages and participate in the clean up.
- Refrain from removing open food and/or drink containers from the commons or patio area. Food and/or beverages with the exception of water are not consumed in the hallways, stairways or academy pods.
- Refrain from throwing food and/or drink. Throwing food or drink is grounds for suspension from school.
- Refrain from carrying backpacks through the food service line.
- Refrain from removing food items without paying.
- Refrain from activities regarded as “horseplay” or “roughhousing”.
- Comply with reasonable requests by staff or custodians with regard to behavior in the commons area.
- Refrain from sitting on the eating surface of commons tables.
- Refrain from playing hacky sac inside the building – the patio is the designated area for this activity
- Teachers who request a student eat lunch with them in the classroom must provide the student with a specific pass. The student must present the pass to security prior to leaving the commons area.

HALLWAY/CLASSROOM BEHAVIOR

- Behavior and language should be appropriate to the learning environment.
- Shoes must be worn at all times.
- Romantic and physical demonstrations of affection is not appropriate
- Standing or sitting in hallways in a manner that blocks traffic flow or interferes with academic activity in the classrooms is not acceptable.
- Open food and drink containers are not allowed in the hallways. Teachers determine the food/drink policy in their individual classrooms. However, it is the teachers’ and students’ responsibility to maintain the clean condition of the room for the benefit of others who use the room.
- Writing on or defacing lockers is not acceptable.

DANCE/SOCIAL FUNCTION BEHAVIOR

In order to promote a healthy, safe, enjoyable evening for all students, the following procedures will be in place for CVHS dances. Dances are school-related events and all school rules apply. Those who are not current CVHS students must have a signed permission form in order to attend.

The school must receive permission forms on the assigned date. All guests must provide a picture ID. Middle school students and adults, age 21 and older may not attend. Entry will not be permitted to students if it is determined they have been drinking alcohol or using drugs and disciplinary action will be taken. Inappropriate behavior at school events may result in loss of privilege to attend future games/activities and could result in suspension and/or expulsion. Students who leave a social event will not be permitted to re-enter. Students are expected to be picked up by parents promptly at the conclusion of the event.

Students will not be admitted to the dance if dressed inappropriately for a school function. Two CVHS dances are considered semi-formal events (homecoming and prom). The following are dress expectations for those dances.

Ladies: Semi-formal/Formal Dress

Strapless/spaghetti straps are allowed
Slits no higher than fingertip length
No garters or other exposed lingerie/undergarments

No excessively low cut dresses or tops

Dress/skirts must be at least fingertip length
Backless to waist is permitted—below waist not permitted
No sheer/see-through dress and no see-through sides or bare sides
No bare midriffs

Gentlemen: Semi-formal/Formal Dress

Collared dress shirt (tie recommended)
Shirts must remain on
No bandanas, chains or canes

Shirts must have sleeves
Dress pants or slacks; no jeans

Any student who alters his/her dress during the dance will be asked to leave at the discretion of a CVHS staff member or administrator

Dancing Behavior: Students who do not maintain an appropriate style of dance will be asked to discontinue. Lewd and lascivious dancing such as “freaking” will not be tolerated. These behaviors include, but are not limited to

- No inappropriate or suggestive dancing will be allowed.
- No simulated sex acts (front to back dancing, grinding, etc).
- No “making out” (no overt and/or prolonged public displays of affection).
- No dancing which could cause harm to ones self or others (mashing, slam dancing).
- Hands on waists or shoulders only.

Students who are confronted about their dance behavior will face the following consequences.

- 1st offense – students who display any type of behavior listed above will be warned and their names will be noted by a chaperone or school administrator.
- 2nd offense – students will be removed from the dance by a CVHS administrator. This will make him/her ineligible to attend future dances. Parents will be notified.

FORGERY

Any form of forgery will be considered a serious violation of school rules and may be grounds for suspension. Forgeries may include but are not limited to, the signing of a parent or teacher’s name, calling or having another person other than a parent or guardian call in to excuse yourself, and/or using another student’s pass or parking tag.

PROFANITY

Any profanity addressed to a staff member or fellow student will result in suspension. Repeated use of profanity directed to a staff member or fellow student may result in additional suspensions and possible recommendation for expulsion.

GAMBLING

Any form of gambling or betting at school is prohibited

STUDENT DISCIPLINE- Refer to District Code of Conduct Policy JK

Public schools provide students with the opportunity for self improvement and individual growth. School authorities have the right to control student conduct. Students are expected to conduct themselves at all times in a manner which is compatible with the school’s function as an education facility, and in accordance with District policies and regulations governing student conduct and discipline, including but not limited to the grounds for suspension, expulsion and classroom removal in policy JKD/JKE. Conduct which disrupts or threatens to disrupt the operation of a school, which interferes in any way with the rights and privileges of other students or citizens, which endangers the health or safety of any person, or which damages property, will not be tolerated and will result in disciplinary action. All employees of the district shall be expected to share responsibility for supervising behavior of students and for seeing that students abide by the established rules of conduct.

Teacher Supervised After-School Detention

Individual teachers may determine the need to assign a student to an after-school detention as a disciplinary consequence, which requires the student to give up his/her time outside of regular school hours. During the period of detention, students are to complete schoolwork and/or other duties assigned by the teacher, which may include custodial duties and/or campus beautification. Teachers will notify parents of the detention.

Detention times are determined by the teacher and the student in collaboration with parents. Because after-school detention should be time spent productively, students will be expected to follow the same rules as those in place for Saturday School.

Failure on the part of the student to attend an assigned after-school detention without prior approval of an excused absence will result in a referral to the Academy Dean.

Saturday School

Students may be assigned to Saturday school by a school administrator as part of the disciplinary process or by a teacher for academic or behavior reasons. Saturday school will be held every Saturday of the month, with the exception of Saturdays during a three-day weekend or vacation period from 8:00 to 11:00 am. Saturday School supervisors are

certified CVHS teachers. Computers are available for students to use for academic work. If Saturday School is cancelled every attempt will be made to notify and reschedule students prior to the assigned time.

Because students assigned to Saturday School should put their time to productive use, students will be expected to respect the following rules:

- Arrive promptly and remain for the duration of the assigned time. Arriving late may result in being turned away and re-assigned.
- Bring homework and/or school projects or have educational materials to read.
- Sleeping is not permitted.
- Refrain from the use of iPods, cell phones or any other electronic devices. Use may result in the item being confiscated.
- Refrain from eating or drinking with the exception of water.
- Wear appropriate clothing that conforms to the CVHS dress code. Hats, bandanas, hoods from and sunglasses are not permitted.
- Comply with requests of the Saturday School Supervisor. The supervisor may establish additional rules to maintain an orderly and academic learning environment.
- Be respectful to the supervisor and other students.

Failure to follow any of these rules will result in removal from Saturday School and further disciplinary action. **Failure to attend or complete a scheduled Saturday School may result in an out-of school suspension.**

**Suspension, Expulsion and Classroom Removal Policy:
Refer to District Code of Conduct Policy: JKD/JKE/JKE-R**

**Grounds For Suspension, Expulsion Or Classroom Removal
Refer to District Code of Conduct Policy: JKD/JKE/JKE-R**

**Discipline of Habitually Disruptive Students
Refer to District Code of Conduct Policy: JKC/JKC-R**

**SEARCHES
Refer to District Code of Conduct Policy: District Policy JIH**