

TRHS STUDENT HANDBOOK

2017-2018

Address

1991 Wildcat Reserve Parkway
Highlands Ranch, CO 80129

Phone Numbers

Athletic Office	303-387-2017	Attendance Line	303-387-2002
Counseling Office	303-387-2028	Fax Number	303-387-2001
Finance Office	303-387-2016	IB Office	303-387-2207
Library	303-387-2109	Main Office	303-387-2000
Registrar	303-387-2204	Transportation	303-387-6150
Weather Hotline	303-387-7669		

Security Reporting

Text-A-Tip: www.p3tips.com/760



Safe2Tell Tip Hotline: 1-877-542-7233 (toll free)

TRHS Website

<https://www.sites.google.com/a/dcsdk12.org/trhs-home/>

IMPORTANT DATES 2017-2018

Student Check-In	August 1, 2017
Freshman & New Students Orientation	August 10, 2017
First Day of School (All Students)	August 11, 2017
Back to School Night	August 21, 2017
Labor Day Holiday (School Closed)	September 4, 2017
Senior Project Parent Night	September 19, 2017
Teacher Professional Development Day (No Students)	September 22, 2017
Parent-Teacher Conferences	September 27, 2017
Homecoming Week (Activities, Game, Dance)	October 2 - 7, 2017
End of 1 st Quarter	October 6, 2017
Fall Break (School Closed)	October 9-13, 2017
Parent-Teacher Conferences	October 18, 2017
National PSAT	October 25, 2017
Teacher Professional Development Day (No Students)	November 7, 2017
Thanksgiving Break (School Closed)	November 20-24, 2017
End of 2nd Quarter/1st Semester	December 21, 2017
Grading Day (No Students)	December 22, 2017
Winter Break (School Closed)	Dec 25 - Jan 5, 2018
Beginning of 2nd Semester/3rd Quarter	January 8, 2018
Teacher Professional Development Day (No Students)	January 12, 2018
Martin Luther King Day (School Closed)	January 15, 2018
Academic Showcase	January 22, 2018
Hearing/Vision Screening	February 6-8, 2018
Senior Parent Night	February 12, 2018
Parent-Teacher Conferences	February 15, 2018
Teacher Professional Dev. Day (No Students)	February 16, 2018
Presidents' Day (School Closed)	February 19, 2018
9th-11th State Testing (PARCC, CMAS)	March - April 2018
End of 3rd Quarter	March 16, 2018
Spring Break (School Closed)	March 19 - 23, 2018
Prom	April 7, 2018
Senior Boards	April 13, 2018
P/T Conference Comp Day – No School	April 20, 2018
SAT State Exam (11 th Grade - tentative)	April 2018
PSAT State Exam (10 th Grade-TBD)	April 2018 (June 2017)
International Baccalaureate Exams	April 27 - May 18, 2018
Advanced Placement Exams	May 7 - 18, 2018
Graduation	May 26, 2018
Grading/Workday (No Students)	May 29, 2018
Grades Available Online	May 30, 2018
End of 4th Quarter/2nd Semester – Last day for students	May 25, 2018

*Due to various circumstances, dates are subject to change. Please check our web page <https://sites.google.com/a/dcsdk12.org/trhs-home/> and our newsletter at for updates or changes.

WHERE TO GO FOR INFORMATION?

DCSD Board of Education

Christina Ciancio-Schor
 Anthony Graziano
 Krista Holtzmann
 Anne-Marie Lemieux
 Kevin Leung
 David Ray
 Wendy Vogel

TRHS Administration

Nikki Ballow, Principal
 Amie McCarty, Assistant Principal
 Sean Patterson, Athletic Director/Assistant Principal
 Aryann Roberts, Assistant Principal
 Cristina Berrett-Braun, Administrative Dean
 Casey Paul, Administrative Dean/Activities Director
 Marshawn Yuhus, Administrative Dean/Affective Needs Program

<p>Advanced Placement Aryann Roberts Laura Vanpraag</p>	<p>Athletics and Athletic Events Sean Patterson, Director Kim Pecot, Secretary</p>
<p>Attendance Adele Rhinehart Elizabeth Young</p>	<p>Finance Office Pamela Reiners</p>
<p>Personalized Learning Specialist/Building Resource Teacher Dave Stickland</p>	<p>Change of Address Ann Kelling, Registrar</p>
<p>Counseling Kambi Crabb, Counselor, IB, Foreign Exchange Laura Vanpraag, Counselor, AP, Community Service Liaison TBD, Counselor, Dual Enrollment Liaison Chris Smith, Counselor, Peer Counseling, Administrative Dean Meghan Cofer, Counselor, Naviance, Peer Counseling</p>	<p>Curriculum and Instruction Principal Assistant Principals/Administrative Deans Personalized Learning Specialist</p>
<p>Expulsion Specialist Amie McCarty</p>	<p>Graduation/Senior Activities Nikki Ballow Marina Kaup</p>
<p>GrizzNet/Online Learning Nikki Ballow Lynn Smith</p>	<p>Hall Lockers Debbey Quintana</p>
<p>International Baccalaureate Program Cristina Berrett-Braun, IB Administrator Donna L. Ferguson, DP Coordinator Anne Morris, MYP Coordinator Sandy Lakeland, Secretary</p>	<p>Medical Concerns and Questions District Nurse, Laura Phillips Julie Romano, Health Assistant</p>
<p>Office Staff Leslie Lundquist Debbey Quintana Kim Pecot Nancy Plamp Kim Evans Marina Kaup</p>	<p>Permanent Records, Transcripts, Withdrawals from School Ann Kelling, Registrar</p>
<p>Counseling Office Charlotte Hirstius Post Grad Center Anne Lane</p>	<p>Personal & Psychological/Mental Health Chris Hanaford, Psychologist Stephanie Guyer, Psychologist James Tropper, Social Worker</p>
<p>School Security Casey Paul (Dean) Josh Hays- School Resource Officer Bob Leibner- Security Lead</p>	<p>Special Education Kim Geer Brian Kelly</p>
<p>Student Activities and Clubs Casey Paul Kim Pecot</p>	<p>Use of School Facilities Debbey Quintana Kim Pecot</p>

BEHAVIOR EXPECTATIONS

At TRHS, our high standards form the foundation of everything we do. As a valued member of our community, we ask that you follow these expectations:

COMMUNICATION

Students, staff, parents and community will communicate effectively to build a more positive school environment.

1. Communicate with positive intent.
2. Communicate in an open, trusting and truthful manner.
3. Express ideas clearly.
4. Listen actively and encourage feedback.
5. Communicate in a timely manner.
6. Clarify communication directly with the source.
7. Ensure follow-through

DIVERSITY

Students, staff, parents and community will respect the unique attributes and qualities of every individual.

1. Treat others with respect, fairness and compassion.
2. View diversity as enhancing the school environment and community.
3. Embrace cultural diversity.
4. Promote and encourage increased knowledge and understanding of diversity in curriculum and school-related activities.

DRESS

Students, staff, parents, and community will dress appropriately for the school environment.

1. Dress in a clean, neat and safe manner.
2. Dress in a manner that is non-demeaning to self or others.
3. Dress in a manner that promotes practices that are consistent with district policies.
4. Dress in a manner which is conducive to the activity in which engaged.

INTEGRITY AND RESPONSIBILITY

Students, staff, parents and community will accept personal responsibility and accountability for their actions or inactions.

1. Honor commitments.
2. Promote excellence by setting challenging and attainable goals.
3. Serve self and others through community involvement.
4. Take the initiative to help others.

5. Determine the right thing to do and do it.

PHYSICAL AND EMOTIONAL SAFETY

Students, staff, parents and community will promote, create and maintain an environment free from physical and emotional harm.

1. Control anger and resolve conflict through nonviolent means.
2. Ensure that schools are free from weapons.
3. Ensure that schools are free from harmful substances.
4. Ensure that schools are free from intimidations, discriminations and harassment

RESPECT FOR GROUNDS AND PROPERTY

Students, staff, parents and community will be thoughtful caretakers of the school and district property and the property of others.

1. Use property and materials for their intended purpose.
2. Take responsibility for maintaining school and district property.
3. Show respect for the personal property of others.

WORK HABITS/TIME MANAGEMENT

Students, staff, parents and community will develop and use productive work habits.

1. Complete work to the best of their ability.
2. Strive for excellence in all their work.
3. Exercise skills in critical thinking when learning and researching.
4. Refrain from using bias and plagiarism.
5. Honor time commitments.
6. Arrive at school/class prepared to work.
7. Work cooperatively with others and independently when appropriate.
8. Persevere even when tasks are difficult.

Right Place, Right Time, Right Thing

TRHS CLUBS AND ACTIVITIES

American Sign Language Honor Society	Link Crew
Art/Anime Club	Lunch Table Project
Band	Marching Band
Choir	Math National Honor Society (Mu Alpha Theta)
Colorado Young Leaders	National Art Honor Society
Creativity Club	National Honor Society
DECA	Newspaper
Disc Golf	Orchestra
Drum Line	PeaceJam
Fashion Club	ProStart
FBLA (Future Business Leaders of America)	Random Acts of Kindness
FCCLA (Family, Career & Community Leaders of America)	Sources of Strength
Fellowship of Christian Athletes	Spanish National Honor Society
French National Honor Society	Sports Medicine
Gender Sexuality Alliance	Student Government
Give Girls a Chance	Tri-M Music Honor Society
Highlands Ranch Harlequins Rugby Club	UNESCO Club
HOSA (Future Health Professionals)	Unified Grizzly Basketball and Soccer (Special Olympics)
Ice Hockey (Club Sport)	Video Game Club
International Thespian Society	Yearbook
Judo/Jiu-Jitsu	Young Democrats
Knitting and Crocheting Club	Young Republicans

***New clubs are always being formed and club information is subject to change. Please refer to the TRHS website for the most current club information.*

2017-2018 STUDENT FEES

Fees may be paid by cash, check or online using your credit card. The credit card payment link is located on the TRHS web page under Online Payments.

<i>Fee Type</i>	<i>Fee Description/Purpose</i>	<i>Amount</i>	<i>Optional or Required</i>
Activity Card (Athletic Events Pass)	This prepayment option admits students to all TRHS home athletic events. (CHSAA playoff games not included) This will be noted on student ID and must be shown as proof of purchase upon entering games.	\$40.00	Optional
Athletic Participation Fees	Participation fee goes directly to the team budget in support of equipment, transportation, entry fees, and other team related expenses. Visit trgrizzlies.org for registration and fee payment.	\$185 per sport	Required. Student athlete will not be added to the team roster until fee payment and required paperwork are submitted to Athletic Secretary.
Elective Course Fees	Course fees will be assessed in August after schedule changes have been made	See TRHS course catalog for specific class fee amounts.	Required. Please view your parent portal and pay 1st semester fees no later than October 15 and 2nd semester fees by March 1st.
DCSD Graduation Ceremony	To provide a graduation ceremony and cover part of the ceremony cost.	\$30.00 District Fee + \$20 Graduation Offsite Fee	Required for senior class only.
Instructional Materials Fee	To recover part of the cost of provided textbooks and materials. This is a District required fee.	\$20.00	Required.
Field Day T-Shirt	This t-shirt is designed by TRHS students, keeping within the "Homecoming" theme for the current year. Each grade level will be unified in proudly wearing their individual class shirt on Field Day.	\$12.00	Optional, but highly recommended.
Parking Pass	To provide off-street supervised parking and recover part of cost associated with campus security and maintenance of lots.	\$50/year (\$25/semester)	Optional, Student will be issued a parking pass after license and proof of insurance paperwork has been completed and returned to the Security Dept.
School Planner	This planner is designed to include important information specifically related to our school and is used by all TRHS students to assist them in their organization of assignments and academic success.	\$6.00	Optional, but highly recommended.
Yearbook	TRHS students love this memory keepsake!	\$60.00	Optional, but highly recommended.
PSAT	Fee for all 11th graders to take the PSAT in the Fall	TBD	Optional, but highly recommended.

TRHS 2017-18 SPORT SEASONS

Pre-season meeting dates to be determined by individual coaches.

<i>SEASON</i>	<i>SPORT</i>	<i>HEAD COACH</i>	<i>LEVELS*</i> <i>subject to change</i>	<i>REGISTRATION DEADLINE</i>
Early Fall				
	GOLF-B	Jim McCord	V, JV	July 10-28, 2017
Fall				
	CROSS COUNTRY	Matt Paisley, Laura Eloe	V, Sub-Varsity	Aug. 10, 2017
	FIELD HOCKEY@MVHS	Melissa Rausch	V, JV	August 10, 2017
	FOOTBALL	Doug Nisensen	V, JV, 9	August 10, 2017
	GYMNASTICS-G @ RCHS	Candace Holte	V	August 10, 2017
	SOCCER-B	Jeremy Hayes	V, JV, 9/10	August 10, 2017
	SOFTBALL	Kevin McAllister	V, JV, 9/10	August 10, 2017
	TENNIS-B	Cory Vargas	V, JV	August 10, 2017
	VOLLEYBALL	Kristi Ragan	V, JV, 9/10	August 10, 2017
Cheer and Pom tryouts were in spring 2016.	Cheer	Mandy Martinez	V, JV	August 10, 2017
	POMS	Ashley Harhigh	V, JV	August 10, 2017
Winter				
	BASKETBALL-B	Joe Ortiz	V, JV, 10, 9	November 3, 2017
	BASKETBALL-G	Samantha Martin	V, JV, 10, 9	November 3, 2017
	SWIM/DIVE-G	Samantha Williams	V, JV	November 3, 2017
	WRESTLING	Casey Paul	V, JV	November 3, 2017
	CHEER	Mandy Martinez	V, JV	August 10, 2017
	POMS	Ashley Harhigh	V, JV	August 10, 2017
Spring				
	BASEBALL		V, JV, 10, 9	February 19, 2018
	GOLF-G	Jim McCord	V, JV	February 19, 2018
	LACROSSE-B	TBD	V, JV	February 19, 2018
	LACROSSE-G	Kelsi Goings	V, JV, 9/10	February 19, 2018
	SOCCER-G	Mike Parsons	V, JV, 9/10	February 19, 2018
	SWIMMING-B @ HRHS	Christina Kwon	V, JV	February 19, 2018
	TENNIS-G	Matt Paisley	V, JV	February 19, 2018
	TRACK & FIELD	Brian Kelly Dustin Rommel	V, JV	February 19, 2018
NOTE: After the first day of practice, the registration fee will not be returned unless the athlete has been cut by the coach.				

Please check the TRHS website for possible updates to this handbook.

ACADEMIC INFORMATION

ACADEMIC ASSESSMENT

Teachers are educational professionals who are respected to set ground rules regarding how students are assessed in accordance with TRHS expectations for high academic standards. Each teacher will distribute grading expectations during the first week of school. Please bear in mind that a formal “grade” is just one of the many ways to determine the degree of student learning.

ACADEMIC DISHONESTY

In education, we are continually studying the ideas of others. It is important, in our speaking and writing, that we acknowledge these ideas and give credit where it is due. IB defines Academic misconduct as a behavior (whether deliberate or negligent) that results in, or may result in, the student or any other student gaining an unfair advantage (or that disadvantages other students) in one or more assessment components.

Plagiarism, collusion and cheating are serious offenses and will be reported as misconduct.

- **Plagiarism:** representing the ideas or work of another as your own, intentionally or unwittingly, without proper, clear, explicit acknowledgement.
- **Collusion:** supporting malpractice by another student, for example, allowing your work to be copied.
- **Duplication of Work:** presenting the same work for a different assessment.

The ThunderRidge High School community is committed to producing principled students as defined by the IB Learner Profile. There is no tolerance for misconduct.

“Principled: act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They will take responsibility for their own actions and the consequences that accompany them.” ©International Baccalaureate 2014

Responsibility of the ThunderRidge Student

The ThunderRidge student will

- follow ethical academic behavior as defined by the ThunderRidge High School Integrity Policy.
- use proper citations per teacher preference (MLA, APA, etc.).
- request a clarification of expectations for assignments if unclear.
- follow all TRHS guidelines for homework, makeup work, and behavior as described in the TRHS Student Handbook.
- strive to emulate and apply the qualities of a learner as depicted in the IB Learner Profile.

Responsibility of the Teacher

The TRHS teacher will

- provide students with definitions and examples of academic misconduct (plagiarism, collusion, and duplication of work).
- provide students and parents with clear expectations of the possible consequences for unethical conduct.

- provide students with clear expectations for assignments. i.e. students should assume an assignment is their own original work unless specified by the teacher.
- provide students with clear expectations for assignments that do allow for collaborative work.
- provide students with clear guidelines as to the range of permissible resources used on a particular assignment.
- provide students with ongoing support on the requirements for citing and acknowledging original authorship.
- provide guidance on the distinction between valid collaboration and unacceptable collusion.
- advise students on what constitutes intellectual property and authentic authorship.
- use turnitin.com on all major writings, projects, and PowerPoint presentations.
- Will document all violations of the Academic Integrity Policy with a referral to the grade level administrator.

The following are examples of plagiarism, collusion and cheating:

- Copying another person's assignment or allowing someone else to copy your assignment.
- Substituting synonyms for another person's word choices or restating someone else's ideas in your own words without crediting the source.
- Handing in another person's work as your own.
- Dividing questions on an individual assignment so that several students answer a portion of the assignment, permitting each other to copy answers. Although group work and cooperative learning are often encouraged, individual assignments must remain the work of the individual student. **Always ask your teacher if an assignment may be completed with others. Do not assume it is allowed.**
- Copying sentences, phrases, paragraphs, or pages from books, web sites, or other sources **without providing documentation**. Writing should be either original or attributed.
- Using intellectual property (pictures, graphs, diagrams, quotes, books, films, music recordings, television, or any other media) without proper citations.
- Taking answers from a classmate's quiz or test paper, using a crib/cheat sheet or sharing answers during a testing situation.
- Falsifying data, conclusions, and answers and presenting them as fact.
- Stealing, taking, or sharing images of assessments
- Discussing exam questions in any manner with students who have yet to take the exam.

Disciplinary consequences for breach of Academic Integrity Policy are as follows:

- Upon the first incident of suspected breach of the Academic Integrity Policy, the teacher will notify the parents and as well as file a referral with the student's grade level administrator.
 - After examining the evidence and noting the seriousness of the violation, the teacher will meet with the parties involved and will proceed based on the severity/nature of the violation:
 - The teacher may assign a zero for the assessment, assignment, or project.

- Upon second and subsequent incidents of suspected breach of the Academic Integrity Policy, the teacher will notify the parents as well as file a referral with the student's grade level administrator.
 - After examining the evidence and noting the seriousness of the violation, the following consequences will apply:
 - The student will receive a zero for the assignment, assessment, or project. The student may be allowed to complete an assignment for learning purposes, but no credit will be granted.
 - The student will be suspended out of school from 1-5 days, depending on the seriousness of the violation, in accordance with Board of Education Policy JKD/JKE "Engaging in scholastic dishonesty which includes, but is not limited to, cheating on a test or plagiarism."

ACADEMIC HONORS DESIGNATION

Academic honors are intended to be a celebration of academic achievement by all students who achieve scholastically. For graduation ceremonies, TRHS proposes that all students who fall within each of the honor categories listed below be honored with the following designation determined by their weighted cumulative GPA:

Valedictorian (Highest Honors)	4.0 or above
Academic High Honors	3.75 - 3.99
Academic Honors	3.50 - 3.74

ACADEMIC LETTERING

To qualify for Academic Lettering, a student must be considered a full time student, maintain an overall cumulative 3.75 GPA for the previous 3 semesters, and have attended ThunderRidge High School for the previous two semesters (then the qualification process begins again).

ADVANCED PLACEMENT PROGRAM

Advanced Placement courses give students a head start on college while they are still in the supportive environment of a high school classroom. Taking the end-of-course AP exam sends a powerful message to colleges and universities that the student is ready for post-secondary work. AP can help students gain college admission, earn college credit, and placement into advanced courses.

According to a report from the Colorado Commission on Higher Education, one in every four (39.4%) high school graduates in Colorado required remediation in college. Of these 39.4%, 45% NEVER receive a college degree. AP courses help develop the skills, knowledge, and habits of mind that prepare high school students for success in their post-secondary work.

Advanced Placement courses offered at TRHS:

Biology	French Language
Calculus (AB & BC)	Physics (1 & C)
Chemistry	Psychology
Chinese Language	Spanish Language
Economics (Micro or Macro)	Statistics

English Language
English Literature
European History
Environmental Science

Studio Art
US Government
US History
World History

BACK TO SCHOOL NIGHT

Back to School Night is one of the most important events of the year for TRHS families. It is the night that sets the tone for the entire year, inviting parents to tour the school, follow their student's schedule and gain information, through short presentations from teachers, on goals, expectations, classroom policies and procedures, curriculum, and teacher philosophies. We hope that all parents are able to join us and gain an insight into the life of their student at TRHS. In addition, administration will present facts about attendance, activities and how best to succeed as a new student at a high school that is part of Douglas County School District.

COMMUNITY SERVICE GUIDELINES

To successfully meet DCSD graduation requirement, students must log a minimum of 20 hours of volunteer work in service to persons/groups **outside of the familiar environment of their own homes. Community service also cannot be done through a for profit business.** Only 5 hours of community service performed at TRHS can be credited to the required 20 hours OR up to 25% of TOTAL hours turned in for graduation and lettering. **It is highly recommended that this requirement be completed by the end of the 1st semester of the senior year.** The activity must meet the DCSD guidelines which can be found on the Community Service page of the TRHS website. The acting supervisor of the community service project must verify the activity on the Community Service form. All hours turned in to TRHS will be documented for college, scholarship, employment, and/or agencies requesting verification of volunteer service as it pertains to the benefit of the student. See the Counseling Department for more information.

General Guidelines

- All aspects of your service must have the approval and signature of your parent/guardian.
- Service commencing after successful completion of 8th grade.
- Activity must be completed outside of school hours.
- Voluntary service in a non-profit organization such as 6th Grade Outdoor Education, Church Sponsored Mission. etc. Only hours of actual activity or student contact apply. Travel, sleep, and meal times should be excluded from the hours submitted.
- Assistance at TRHS during Check-In, Parent/Teacher Conferences, Back-to-School Night, etc. A maximum of 5 hours will be credited towards the 20 hour requirement. Hours beyond this amount will continue to be documented and may be counted toward Community Service Lettering.
- Community Service project sponsored by a School Group i.e. Trick-or-Treat Street sponsored by DECA
- Babysitting for non-profit group, i.e. Church, Library
- Charitable event that is sponsored by a business

Unacceptable volunteer hours

- Any service done for pay
- Any activity for neighbors, family, friends, or private business
- TRHS Prom or After-Prom
- Service required by a non-profit organization to which the student belongs and for which they are in some way compensated or rewarded: i.e.: Boy Scouts – Eagle Awards; Church requirement for confirmation; Military service recruitment (if already enlisted).
- School organization that requires community service for membership i.e.: National Honor Society; any activity that results in lettering at the school
- Court mandated community service; any service for credit for disciplinary or adjudicated purposes.

COMMUNITY SERVICE LETTERING

Community Service Lettering is an option available to students who accumulate:

- 100 hours for the 1st letter
- 150 hours for the 2nd letter (250 total hours)
- 250 hours for the 3rd letter (500 total hours)

Hours need to be performed both at ThunderRidge (NO more than 25% of service learning being performed for a school team, club, activity, or faculty member) and from a minimum of 2 outside organizations. Seniors must complete and submit all requirements for Community Service Lettering no later than Monday, April 2, 2018 in order to receive the graduation honor regalia associated with Community Service. Please visit the [TRHS website](#) for all specific requirements.

COMPLAINT RESOLUTION PROCESS (student/parent concerns about a teacher)

Philosophy: ThunderRidge High School believes that a key to student success is a strong working-relationship between student and teacher. We also recognize that sometimes conflict or misunderstanding can occur in the context of the classroom. Conflict can be uncomfortable but creates opportunities for growth for all parties involved when we are able to take a collaborative approach to the solution. To successfully work through issues we use a Restorative Practice approach. The program has a recognized power to repair and strengthen relationships while producing positive outcomes with both parties understanding the needs of the other. The protocol outlined below will direct you through this solution-based approach.

- The first conversation must be between the student and the teacher to discuss the concerns. If the student is reluctant to speak with the teacher one-on-one, the student may invite a parent to attend the meeting and/or first meet with the counselor for coaching on how to best advocate for him/herself. (This provides a professional courtesy to our teachers to give them an opportunity to correct any issues with autonomy while empowering students to work through conflict.)
 - Admin and/or counselor should coach the student on how to address concerns with the teacher (i.e. using “I” statements, providing specific examples, plan for moving forward, looking for win-win solutions, ownership of the problem and

process).

- If after the student's one-on-one meeting with the teacher the concern still persists, then the parent should schedule a meeting with the student and the teacher to discuss a plan to best support the student in his/her learning.
- If after the parents and student have met with the teacher the concern is unresolved, then a meeting with the parents, student, teacher, administrator, and possibly counselor should be scheduled.
 - Teacher should be provided 48 hours notice, prior to the meeting.
 - Meeting should be of a restorative nature, one in which each party seeks to understand and establish roles/responsibilities moving forward.
- In the rare event that the administrator deems a teacher change is necessary, the administrator and counselor will work together to attempt to change the student's schedule.
 - After the add/drop period, only an administrator may approve a teacher change.
 - Level changes must be done with approval of the sending and receiving teacher. Rev. Nov., 2016

CREDIT RECOVERY

Students may enroll in GrizzNet to recover credit. GrizzNet costs \$80 per semester during the school year or the equivalent of summer school costs during the summer. Students can enroll in 1 course at a time during the semester. Please see your academic counselor for guidance and an application. Other options are also available. Some online courses do not count toward NCAA eligibility.

GRADING

Grades A, B, C and D are passing grades. Please note in some content areas students must demonstrate proficiency to move to the next level. "A" indicates exceptionally fine work: "B" represents better than average work: "C" indicates average work: "D" indicates poor work. A grade of "F" indicates failure. The general grading system is A=4.0, B=3.0, C=2.0, D=1.0, and F=0.0.

The weighted grading system is A=5.0, B=4.0, C=3.0, D=1.0, and an F=0.0. Honors courses are not weighted. Please refer to the [2016-17 Academic Planning Guide](#) for weighted courses.

A "P" indicates the student passed the course and credit has been earned but not calculated in the GPA. In extenuating circumstances, an incomplete grade may be temporarily given at the discretion of the teacher. Students will have 3 weeks upon the completion of the course to make up any missing assignments, whereupon the incomplete designation will be changed to a letter grade reflecting the completed work.

GRADE APPEAL PROCESS

All grades are determined by the classroom teacher and entered into the Gradebook in Infinite Campus. If a student feels that their grade is incorrect, they must first schedule a meeting with

the classroom teacher to resolve the issue. Grade appeals will only be considered by administration if evidence exists the teacher did not follow district or building grading policies, or if there is evidence of a miscalculation in the grade book.

GRADUATION REQUIREMENTS

Each student must successfully complete a minimum of 24.0 credits in four years (9 - 12). One credit (1.0) is equal to one course lasting one full year. The 24.0 credits must include the following core courses:

Language Arts	4.0
Social Studies	3.0 *
Mathematics	3.0 *
Science	3.0
Practical Arts	1.0
Fine Arts	1.0
Physical Education	1.0
Sub Total Core Credits	16.0
Electives	<u>8.0</u>
Minimum total Credits	24.0

*At least one of the three credits in mathematics must include Algebra 1, it is recommended students on a college bound track take 4 credits of mathematics. At least one of the three credits of Social Studies must be in US or World History and one semester must be in US Government. Students must also demonstrate proficiency on district writing, reading, social studies and science standards.

Each student must document and submit to the counseling office 20 hours of community service.

HOMEWORK

Homework is work that is assigned during class to be done outside the regular class meeting time (at home or during off-class time or at some other location and time), and is an integral part of the educational program. Homework should be meaningful and relevant both to class work and to the student. It should help the student develop useful skills and gain increased insight into class work. All homework should contribute directly as well as indirectly to the student's performance evaluation. Although regular homework requires self-discipline and individual commitment on the part of the student, the best result occurs when homework is a collaborative effort between school, teachers, students, and parents.

A high school student can reasonably expect to complete an average of thirty minutes of homework per academic class per school day. A student taking four academic classes per day should average approximately two hours of homework each day. Clearly some classes will have more than thirty minutes of homework per day and others will have much less; the average of thirty minutes should apply.

Students who need to miss more than two or three days of school are asked to fill out the [Pre-](#)

[Arranged Absence Form](#) to arrange for homework with their teachers. Parents of students missing school due to illness or injury may contact the attendance office at 303-387-2002 and arrange to pick up homework at the end of the school day.

Students with an excused or an unexcused absence are expected to complete the learning missed within the allotted time; there will be a maximum of two (2) school days from the absent date to complete learning. Learning not completed within the specified time period will result in a permanent grade of zero (no credit).

HONOR ROLL

Scholars are recognized and encouraged through an Academic Honor Roll. The honor roll is compiled at the close of each semester. The honor roll is separated into the weighted grade point average (GPA) categories of 4.0 or higher, 3.75 to 3.99, and 3.5 to 3.74.

INFINITE CAMPUS AND GRADING

Infinite Campus, a web based student database, provides parents and students the option to view student progress over the internet. The ThunderRidge staff strives to provide students with quality and timely feedback regarding student progress. In accordance with this, the ThunderRidge staff members adhere to the following grading policies: daily assignments (including homework, class work, and minor quizzes) are to be graded and entered into Infinite Campus Gradebook no later than one week after the due date of the assignment. Major assignments (including summative tests, research projects, iSearches, etc.) are to be graded and entered into Infinite Campus Gradebook no later than three weeks after the due date of the assignment. Grading practices for late work will follow the same guidelines (i.e. an assignment turned in late must be graded and entered no later than one or three weeks, relative to the type of assignment, from the date received by the teacher.) Please see the Extra-Curricular Athletics & Activities section for additional information regarding CHSAA and TRHS eligibility requirements. This is an excellent resource to check your student's progress, attendance, schedules and account balances. If you do not have access to your IC portal account, please contact the Counseling Office.

IB - INTERNATIONAL BACCALAUREATE/MIDDLE YEARS PROGRAMME

In our quest to provide the finest high school education available anywhere, we offer the International Baccalaureate Middle Years Program (MYP). This means, in addition to the Diploma Program that students may be involved during grades 11 and 12, we provide the IB MYP for all 9th and 10th grade students at TRHS. The Middle Years Program is designed to not only prepare students for success in the Diploma Program and post secondary studies, but to immerse students in highly engaging inquiry based learning in all subject areas in grades 9 and 10.

ThunderRidge High School is an authorized International Baccalaureate World School. It has the distinct honor of offering the internationally respected IB Diploma Programme. The schools in the IBDP share a common philosophy—a commitment to a high quality and challenging curriculum, a program aimed at developing inquiring, knowledgeable, and caring young people, with an intercultural understanding and respect. Successful completion of IBDP courses can

provide students the opportunity to receive college credit.

Information can be found on the following websites:

- TRHS IB: <http://schools.dcsdk12.org/trhsIB>
- International Baccalaureate Organization: <http://www.ibo.org>

Contact Information:

Cristina Berrett-Braun, IB Administrator	cristina.berrettbraun@dcsdk12.org
Sandi Lakeland, IB Assistant	trhsib11@dcsdk12.org
Donna Ferguson, IB DP Coordinator	trhsib11@dcsdk12.org
Anne Morris, IB MYP Coordinator	trhsib11@dcsdk12.org
Kambi Crabb, IB Counselor & CAS Coordinator	kambi.crabb@dcsdk12.org

INTERVENTIONS

TRHS offers after school intervention programs to assist students needing tutoring and additional help in a specific subject area from an experienced, certified teacher. Each program meets one day per week for 1½ hour and is limited to 10 students per class. Additional sessions may be opened based on student need and teacher availability.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are held each semester. The dates for these conferences will be listed on the school calendar published in the monthly newsletter and on the TRHS website. This is an excellent opportunity to build a partnership to support your student’s academic success. It is the desire of the administration and the staff of TRHS to work closely with parents for the benefit of the student. If a parent is unable to attend the scheduled conference time, they are strongly urged to contact the teachers involved to set up an appointment for an individual conference.

PROGRESS REPORTS

Student grades will be updated every six weeks after the first six weeks of each semester. Student progress can be viewed online at anytime using Infinite Campus Parent and Student Portals. Concerns about specific classes should be initially directed to the teacher.

REPEATING A COURSE

A student may retake a course with permission of a building administrator/counselor and completing the Repeat Course form.

- **Option 1:** Grade Replacement
Record of both classes, including letter grade, will remain on the student’s transcript. The first course will show “course repeated”, no credit awarded, and not factored into the GPA. The second course will show credit awarded in the appropriate content area and factor into the GPA. This option is for grade replacement.
- **Option 2:** Credit Recovery
Record of both classes, including letter grade, will remain on the student’s transcript with the first course receiving elective credit and the second course receiving credit in

appropriate content area. Both courses will factor into the GPA. This option is for credit recovery.

Failure to turn in the appropriate form results in both grades reflected in the GPA

REPORT CARDS

Grade reports are available through Parent and Student Portals at the end of each semester. Letter grades are used to designate pupil progress. Credits are generated at this time and become part of the student's permanent transcripts. Transcripts can be viewed on the portal under "Reports."

SCHEDULE REPAIRS

Teacher schedules, room assignments, and hiring of new teachers are decided based upon student course selections. Students are encouraged to make course selections carefully, including alternates, as NO schedule changes will be allowed unless your request meets the following criteria:

- The student is missing a core (math, science, english, social studies) or year-long elective class.
- The student is not registered for the correct number of minimum courses (Freshman: 7 periods, Sophomores and Juniors: 6 periods, and Seniors: 5 periods)
- The student was placed in the incorrect level of a course
- The student has not met or failed the prerequisite for a course
- The student has a medical reason or physical disability that requires a schedule change (physician's note required)
- The student is in his/her senior year and needs a specific graduation requirement.

Students must complete the online schedule change request form with the Google form on the TRHS website.

During first 5 days of the semester:

- Requests for schedule repairs must meet the above criteria
- An administrator must approve any change of Advanced Placement or Honors level courses
- Students must complete all prior work assigned in the class into which they are transferring from (AP/Honors courses).

Day 6-10 of the semester:

- The student may drop from a course with no impact on transcript (administrator approval still needed for AP or Honors courses and all work assigned must be complete).
- All added courses must have administration and counselor approval and meet the Schedule Repair criteria.

Day 11-15 of the semester:

- The student will receive a WP (withdraw passing) if passing the course at the time of withdrawal or WF (withdraw failing) if failing the course upon withdrawal. The WP/WF will be calculated into the student's GPA
- The course from which they withdrew WILL show on their permanent record (transcript)
- Students are responsible for the learning in the class into which they are transferring
- Requests for schedule repairs must meet the above criteria
- An administrator must approve any change of Advanced Placement or Honors level courses

After Day 15:

The student will receive a WF (withdraw failing) on their permanent record (transcript). The WF will be calculated into the student's GPA

- Students will be responsible for the learning in the class into which they are transferring
- Students will receive only .25 credit toward graduation for a .5 credit class, and .125 credit for a .25 credit class (teacher aid) for the class into which they are transferring
- Requests for schedule repairs must meet the above criteria
- An administrator must approve any change of Advanced Placement or Honors level courses

SENIOR PROJECT

The ThunderRidge High School Senior Project provides a cumulative evaluation instrument to validate a senior student's ability to research from a variety of media, write an analytical paper, design and complete a project, and teach others about the project in a formal presentation. The Senior Project is a TRHS graduation requirement for all senior students. During the last term of the senior year, as part of their course expectations, 12th grade students will select a special topic as their final senior focus. This culminating project requires the student to show skills in research, writing, public speaking, interviewing and synthesizing. The student will present a formal presentation, product, as well as a written paper to a Senior Project Board (a panel of judges).

The Senior Project will be a scholarly focus on what the student has learned over the past four years, how this has prepared the student for the next phase of life after high school and an analysis of the student's future.

To receive credit for Senior English (or AP English) the senior must successfully complete their Senior Project. Students not completing the project will receive an "Incomplete" until the project is completed and may forfeit the senior's participation in graduation.

Students must complete all components of graduation requirements 48 hours prior to graduation in order to walk in the graduation ceremony.

TRANSFER OF GRADES DURING SEMESTER

Students entering TRHS with withdrawal grades and percentages from the sending school will have their grades accepted by the receiving teachers. This will apply to all coursework that can

be matched with TRHS courses. For example, a mathematics grade will be averaged with the mathematics grade earned at TRHS. **Students enrolling at TRHS without transfer grades after three weeks in a given semester will not be eligible to earn a semester credit.**

HIGHER EDUCATION ADMISSIONS REQUIREMENTS

Colorado has established Higher Education Admissions Requirements for students who plan to attend any of Colorado’s public, four-year colleges or universities. Private colleges and universities set their own admissions standards, so you should contact those institutions directly for information regarding their enrollment policies. Public two-year colleges have open enrollment policies, meaning that students applying to these schools do not need to meet the following admissions requirements.

Students planning to attend a four-year college or university in Colorado (Adams State College, Colorado School of Mines, Colorado State University, Colorado State University—Pueblo, Fort Lewis College, Mesa State College, Metropolitan State College of Denver, University of Colorado at Boulder, University of Colorado at Colorado Springs, University of Colorado at Denver, University of Northern Colorado, Western State College) will need to complete the following classes in order to fulfill the Higher Education Admissions Requirements. Additionally, you will need to find out from the colleges to which you are applying what GPA and ACT or SAT scores they require and **if there are other courses outside of the Higher Education Admissions Requirements that must also be completed for admission.** The Higher Education Admissions Requirements have been established in addition to the Admissions Eligibility Index (which you can find online at <http://highered.colorado.gov/Academics/Admissions/>).

ACADEMIC AREA	HS GRADUATES 2010+
ENGLISH	4 units
MATHEMATICS (Algebra I level and higher)	4 units
NATURAL/PHYSICAL SCIENCES (2 units must be lab-based)	3 units
SOCIAL SCIENCES (at least 1 unit of U.S. or world history)	3 units
FOREIGN LANGUAGE	2 units of same language#
ACADEMIC ELECTIVES*	2 units
TOTAL	18

Note: One unit is equal to one full year of credit in a specific subject.

* Acceptable Academic Electives include additional courses in English, mathematics, natural/physical sciences and social sciences, foreign languages, art, music, journalism, drama, computer science, honors, Advanced Placement, and International Baccalaureate courses. Approved career and technical education courses with content comparable to courses meeting Colorado's Model Content Standards and industry specific/CTE standards are counted as academic electives beyond the minimum years listed above.

The CCHE requires 1 year (1 unit) of a foreign language. However, Colorado public universities predominantly require 2 years of a foreign language. Students are advised to work closely with the admissions staff at the college/university of choice for complete information about admission requirements

The CCHE has further described the types of courses that meet their requirements by indicating that they need to be “sufficiently challenging to be college-preparatory” and that they need to fit “in a logical sequence of courses leading to higher and more rigorous course work.” For a fuller explanation of the criteria, contact your counselor or go to the CCHE website at <http://higher.colorado.gov/Academics/Admissions/>.

For specific information regarding Douglas County courses that satisfy the CCHE's Higher Education Admission Guidelines, please reference the Academic Planning Guide on the TRHS website.

STUDENT EXPECTATIONS

ThunderRidge High School supports the DCSD End Statements that DCSD students must acquire the knowledge and abilities to be responsible citizens who contribute to our society:

- 1.1 **Communication** - Students will use effective interpersonal skills to build positive relationships and promote collaborative learning, be able to express thoughts clearly and cohesively to articulate opinions, motivate others through powerful speech, and communicate ideas through the creation of authentic products.
- 1.2 **Critical Thinking** - Students will be able to analyze relevant information, reason effectively, use systems thinking, solve authentic problems, make accurate judgments, and reflect critically on learning experiences, processes, and solutions.
- 1.3 **Collaboration** - Students will be able to demonstrate an ability to work effectively and respectfully with diverse teams, to exercise flexibility and willingness to make necessary compromises to accomplish a common goal, assume shared responsibility for collaborative work, to value the individual contributions made by each team member, and to work in teams for sustained periods to develop high quality products.
- 1.4 **Creativity** - Students will be able to create new and worthwhile ideas, demonstrate originality and inventiveness in work, elaborate, refine, analyze, and evaluate original ideas, and act on ideas to make tangible and useful innovative contributions to their learning

- 1.5 **Graduation** - Students will meet or exceed all graduation requirements that assuredly enable them to pursue the higher education of their choice or competitively compete in the global workforce.

In order to maintain a positive and professional school climate, TRHS will have the following expectations regarding attendance, dress code and digital devices.

ATTENDANCE

ThunderRidge wants to work in partnership with families for the success of their child, please adhere to the following policies regarding attendance so that we can best support that mission.

The Colorado general assembly has declared that two of the most important factors in ensuring a child's educational development are parental involvement and parental responsibility. The general assembly further declares that it is the obligation of every parent to ensure that every child under such parent's care and supervision receives adequate education and training.

Parents/guardians must call the ThunderRidge attendance line (303-387-2002) within 48 hours of a student absence in order to excuse the student absence in accordance with the 'Excused Absence' policy below. All absences not excused within the 48 hour period will be considered unexcused.

EXCUSED ABSENCES

In accordance with Colorado School Law (C.R.S. 22-33-104 Compulsory School Attendance) and Douglas County School Board of Education policy (JH Student Attendance), 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 approved by the superintendent or designee due to inclement weather; absences pursuant to school release permits under District policy JHD; 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.

In order for an absence to be considered excused, it requires documentation. Acceptable documentation is a note from a doctor, dentist, orthodontist, or court clerk. In accordance with this policy and our desire for students to make attendance their top priority, we will ask for documentation upon check-in at school. In addition, we honor parents or guardians privacy and will accept parental excusals of four per semester or eight excusals for the year. Upon the third consecutive day of absence, a doctor's note will be required to excuse additional consecutive days. We support competitive athletes and scholars and will excuse for competition or study on a pre-arranged and individual basis.

UNEXCUSED ABSENCES

Unexcused absences are those with or without prior knowledge and approval of the parents but for reasons not acceptable to the principal (Board policy JH Student Attendance). Oversleeping, traffic congestion, and test anxiety/being unprepared for a test or project are examples of absences that would not be excused.

Unexcused absences will be addressed in accordance with ThunderRidge High School progressive discipline practices and in accordance with Board of Education policy. In addition to school level consequences, excessive absences may result in the initiation of judicial proceedings in compliance with Colorado Compulsory School Attendance Laws (C.R.S. 22-33-104 and 22-33-108). Students age 17 or over may be withdrawn for non-attendance and considered a dropout. In such instances, every effort will be made by the administrator-counselor team to meet with the student and family to find a more appropriate educational setting.

Student safety is a priority! TRHS does not approve of “ditch days” in any form. All students absent during “ditch days” will be considered unexcused unless a doctor’s note is presented to excuse the absence.

CHECK-IN/OUT PROCEDURES/LATE ARRIVALS

Checking-in - All students arriving late are to check-in at the attendance office. To receive an excused tardy or absence for late arrival prior to second period, the student must provide a doctor or appointment notice/note/card at the time of check-in.

Checking-out - 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.

Ill students must report to the health room for check out, the absence will be excused and the parent will be called.

ABSENCES AND AFTER SCHOOL ACTIVITIES

CHSAA bylaws require that students must be in school ½ day to attend or participate in activities or athletics.

SUSPENSION ABSENCES

Per DCSD board policy JH, suspensions are considered an excused absence. Students will be allowed to make up the learning missed as a result of an absence due to a suspension for credit. It is the student’s responsibility to contact teachers in writing (email) upon receiving a suspension to determine assignment completion guidelines for work that they will miss due to their suspension.

TARDIES

Students are expected to be in their classroom when the final bell rings. Students who are tardy disrupt the classroom learning environment for all students and often miss important instruction critical to their academic success. Parents have 48 hours to resolve an unverified tardy. If not resolved within the 48 hour time frame, it will result in an unexcused tardy. Students who miss more than 50% of a class period will be considered absent.

EXTENDED ABSENCES

If a student is going to be absent from school for more than two days for any reason other than

an emergency or a medical reason, that student needs to come to the main office and pick up an advanced absence form. That form must be signed by all of that student’s teachers and that student’s assistant principal prior to the absence.

TRUANCY

Students who have four or more unexcused absences from school or class on four or more different days in a one-month period or ten or more unexcused absences from school or from class on ten or more different days in a school year are considered to be “habitually truant” under Colorado state law (C.R.S. 22-33-104, 22-33-107, and 22-33-108). Following an attendance contract, truant student and parent/guardian may be required to attend the Truancy Review Board (TRB).

*Be aware that the state views parental excusal as the same as an unexcused absence for the compulsory attendance requirements. See table below for what constitutes an unexcused or excused absence.

Definitions of Types of Absences

<p style="text-align: center;">PERSONAL ABSENCES/ILL ABSENCES</p> <p>A parent may excuse a student for PERSONAL reasons or illness, in accordance with the Excused Absence policy referenced above.</p> <p>Not feeling well, but not going to a doctor is limited to 3 consecutive days, whereafter, medical documentation must be provided.</p> <p>***Excessive ILL Absences may result in a health plan.</p> <p style="text-align: center;">**Oversleeping will not be excused!**</p>	<p style="text-align: center;">EXCUSED ABSENCES</p> <p style="text-align: center;">**MUST HAVE DOCUMENTATION**</p> <p style="text-align: center;">Doctor Dentist/Orthodontist Therapists Chiropractor Counseling Court</p>
---	--

MAKE-UP POLICY

Students with excused absences are responsible for contacting their teachers to determine learning opportunities missed due to absence. Students are strongly encouraged to use teacher websites and email to obtain information regarding missed learning. Students will have two (2) days for each day missed to make-up the learning information/activities missed due to absence.

Students with an unexcused absence are responsible to complete the learning missed during their absence. Because ThunderRidge values learning, students with an unexcused absence are expected to complete the learning missed within the allotted time, there will be a maximum of two school days from the unexcused absence date to complete learning. Learning not completed within this specified time period will result in a permanent grade of zero (no credit).

Please contact Administration at 303-387-2000 for specific details on the TRHS Attendance policy.

COMPULSORY ATTENDANCE: Laws and Policy

[\(22-33-104. Compulsory school attendance, DCSD Board Policy\)](#).

CELL PHONES, ELECTRONIC DEVICES & OTHER ITEMS

Cell phones will be permitted for use in classrooms when aligned with the instructional activity as articulated by the teacher. Cell phones may not be used for non-academic purposes during class time for any reason. When phones are not being used as a part of the daily instruction, phones should be turned off so they do not disrupt the learning environment. The use of cellphones during the school day is considered a student privilege, not a right. Students who abuse this privilege may be prohibited from having a cell phone during school hours.

Headphones, MP3 players, and iPods may be used in the classroom only with teacher permission.

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

Consequences for any misuse of inappropriate items above will include, but are not limited to (48 hours are required to process all confiscated items):

- 1st violation – item will be taken and returned to student at end of the school day.
- 2nd violation – item will be taken and returned to parent only at the end of the school week.
- Repeat Violations – Item will be taken and Discipline Referral will be written, consequences may result in the item being returned to the parent at the end of the semester.

CAMPUS PRIVILEGES (Open Campus)

All DCSD schools, including TRHS, are open campuses for 10th, 11th, and 12th grade students. All DCSD schools, including **TRHS, are closed campuses for 9th grade students.** All students are expected to sign in and out of school at the TRHS Main Office upon arrival or prior to leaving before the end of the school day. All students are restricted from “hanging out” in the parking lot during school hours. 10th, 11th, and 12th grade students may leave campus during lunch or need to be within the supervised lunch area. 9th grade students may **NOT** leave campus and are required to stay within the supervised area during lunch.

DRESS CODE

Shirts and tops must be long enough to conceal the midriff. Shirts and tops must have shoulder straps wider than 2 finger widths (approximately one inch). Cleavage must not be revealed. Messages deemed inappropriate for school should not be displayed on clothing. Pants must fit the student's waist; they must be large enough to be pulled up to the waist and must not sag below the waist. No underwear may be exposed. Shorts and skirts should be long enough to reach mid-thigh or fingertip length.

Consequences for violations may include the provision of school spirit shirts or pants, or parents may be called to provide a change of clothing. Recurring violations may result in discipline, including detention or suspension.

Hats, headbands/bandannas, and sunglasses are not allowed in school during the school day. Skateboards/scooters used for transportation to and from school must be stored in lockers during the school day. Billfold chains or any chains that are draped from pants or other clothing are not permitted.

Consequences for inappropriate items noted above will include, but are not limited to (48 hours are required to process all confiscated items):

- 1st violation – item will be taken and returned to student at end of the school day.
- 2nd violation – item will be taken and returned to parent only at the end of the school week.
- 3rd violation – item will be taken and returned at the end of the semester.

According to DCSD Board Policy JICF, any manner of grooming or apparel, including clothing, jewelry, hats, emblems, and badges which by the virtue of color, arrangement, trademark, or other attribute is associated with or denotes membership in or affiliation with any gang or group which advocate drug use, violence or disruptive behavior will not be allowed in school buildings or on school grounds, at school-sanctioned activities and events, or while being transported in school approved vehicles.

SEMINAR

TRHS was established with the Seminar program as a cornerstone. Because of the value placed on this program, attendance is mandatory for all students. Furthermore, a grade of either a Satisfactory (S) or Fail (F) will be placed on student transcripts.

ATHLETICS AND ACTIVITIES

GENERAL INFORMATION

The athletic programs at TRHS will stress interscholastic competition along with strong skill development and teamwork. Athletic and activity programs will compete in the Continental League 5A classification.

PARTICIPATION PRIVILEGE

Participation in extracurricular activities is encouraged as a part of ThunderRidge's total educational program. Participation in interscholastic activities is a privilege and not a right. Students wishing to participate are required to meet standards of personal behavior and academic performance related to school purposes. In order to enjoy the privilege of extracurricular involvement in athletics or activities, students must meet the eligibility requirements established by TRHS and the Colorado High School Activities Association (CHSAA). These standards are outlined on the TRHS Athletic website (www.trgrizzlies.org) and are part of the registration process. This policy includes all sports, spirit teams, band, choir, theater, orchestra, speech, student government and any other organization that represents or competes at the high school level or any activity that is scored, ranked or rated, such as DECA or FCCLA.

ABSENCES AND ATHLETICS

Students who are not in school during the day will not be permitted to attend or participate in athletics for that day. **Students must be in school ½ day to attend or participate in practice or competition.**

ATHLETIC REGISTRATION

The student athlete must take responsibility for completing the online registration procedure outlined below and submitting all required current medical documents on time to the Athletic Office.

Students must receive Athletic Department clearance before the first practice/tryout date. All deadlines will be enforced! Deadlines are available in the Athletic Office.

1. Online registration windows will be available at www.trgrizzlies.org prior to each season of participation (Fall, Winter, Spring). All parts of the requested information must be completely filled out and electronically signed.
 - a. Go to www.trgrizzlies.org.
 - b. Choose Register link in menu bar.
 - c. Select desired sport from the dropdown menu. Only active current season open registration options will be listed.
 - d. Complete all requested information, read all waivers and instructions carefully, sign electronically (student-athlete AND parent/guardian), and submit by listed deadline.
 - e. Submit hard copies of Physical Exam form and Medical History form to the Athletic Office (not the coach) by same listed deadline. (Blank forms are available to the athletics website.) Faxed forms will not be accepted.
 - f. Pay the \$185 Athletic Participation Fee. Athletic fee payment is integrated as part of the registration process and is to be paid online. The trgrizzlies.org site will redirect you to the revTrak system for school fee payments.

2. Online registration windows will be closed at the time of the posted deadline. Non-cut sports could possibly reopen; however, missed deadlines may result in the inability to try out for a team.

The Athletic Department will verify:

1. Student enrollment
2. Status and eligibility of transfer students
3. Academic eligibility and CHSAA compliance. Eligibility is based on the following:
Every athlete must be taking and passing a minimum of 2.5 Carnegie Units (5 full-credit classes). In addition, students cannot be failing more than .5 credits to maintain eligibility. Grades will be checked beginning at the sixth week of each semester, and on a weekly basis from that point forward. A student-athlete who fails to meet eligibility for the week will be ineligible to compete or scrimmage during the full following week (Monday-Saturday). Student-athletes are responsible for understanding and meeting this policy. Students and parents are encouraged to contact the coach or the athletic department for clarification or further information on this policy.
4. Compliance with registration procedures and deadlines

BUILDING USAGE RULES UNDER DIRECT FACULTY SUPERVISION

Students are welcome to work, practice and perform in the building, as necessary, with **approval** and **supervision** of a member of the faculty or a school sanctioned sponsor.

EMERGENCY PROCEDURES

ACCIDENTS AND HEALTH INFORMATION

Douglas County Schools do not have a nurse on staff at each school. If a student becomes ill, he should ask permission from his teacher to come to the Health Room in the Main Office. The parents will be contacted to give the staff further instructions. All parents are required to update their information in Infinite Campus during Student Check In at the beginning of each school year and as information changes throughout the year. Emergency contact information will be used on occasions when our staff members are unable to contact parents. If a student remains in the Health Room for more than 30 minutes, parents will be contacted.

Students who are in the Health Room for more than 30 minutes must go home after school and **MAY NOT STAY TO PARTICIPATE IN AFTER-SCHOOL ACTIVITIES**. If the parents have not picked up their student, they will be required to go home in their regular manner.

For the protection of the students and school district personnel, it is the DCSD policy that **NO MEDICATION** (including aspirin) is given by school personnel without a written order from a physician.

High school students may assume the responsibility of bringing to school and administering their own medication, providing they **carry only enough for ONE day**. 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 guardians will be notified. A structured plan will then be developed for the administration of medication. A parent may also request that a structured plan be devised for their student.

EMERGENCY SCHOOL CLOSINGS

In the event days are lost because of snow or other emergency closings, it may be necessary to extend the school calendar. Note: If necessary, up to three additional days are scheduled in June for storm make up days.

FIRE DRILLS/TORNADO DRILLS

TRHS is required by law to have fire drills. They are conducted to develop an orderly process for the evacuation of the building in case of emergency. ALL ALARMS ARE TREATED AS THE REAL THING. Students are expected to follow the instructions posted in each room or those given by your teacher and move out of the building to your assigned area in a rapid and orderly fashion. All students will remain outside the building with your teacher until the all clear signal is given by the administrator. Students who do not comply with drill expectations may face disciplinary action.

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.

SCHOOL CLOSINGS/DELAYED STARTS

In the event of severely inclement weather or mechanical breakdown, school may be closed or the 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, on our district web site (www.dcsdk12.org) or our Weather Hotline 303-387-7669. Reports in the morning are made after 5:00 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 90 MINUTES later than the 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 the event of school closures. School schedules will be posted on the TRHS website.

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.

GENERAL INFORMATION

ANIMALS IN SCHOOL

Students are not permitted bring pets or animals of any kind to school. With the increase in the number of students with moderate to severe allergies to animals, it is imperative that we protect these students from an allergic reaction. Exceptions must be prearranged with Administration. Licensed or certified service animals are permitted.

ASSEMBLIES

Students have the opportunity to opt out of any planned assembly. A structured study

environment will be provided for students who choose to opt out of attending an assembly.

BICYCLE RACKS AND RULES

Bike racks are available outside the east entrance. Students riding bikes should provide their own locks. The school cannot assume responsibility for the security of the bikes.

COMMUNITY BUILDING USE

ThunderRidge High School is available for public use to the greatest extent possible without infringing on the school programs. Fees will be assessed where necessary to defray the additional costs of public use which should not rightly be borne by the taxpayer at large. Community groups wishing to rent space at TRHS must do so through the district facility use office. Visit the Douglas County website at <https://www.dcsdk12.org/facilities-use> for more information.

DANCE POLICY (Continental League Standardized Dance Expectations)

Dance Dress Code

- Clothing that adequately covers the body (as defined by administration or staff members)
- No undergarments exposed
- No sheer/see through clothing
- No bare midriffs
- No excessively low cut dresses or tops
- Shirts must remain on at all times and no black/hard rubber soled shoes at school hosted dances
- Formal attire (when appropriate, i.e. no jeans at formal dances)
- Themed dances will have defined expectations as required
- Any student who inappropriately alters his/her attire during the dance will be asked to leave at the discretion of an administrator or staff member

Acceptable Dancing

- “Freaking,” “Grinding,” and “Twerking” are not appropriate
- No inappropriate or suggestive dancing (as determined by administration or staff member)
- No dancing that could do harm to oneself or others (i.e. moshing)
- Students who do not follow the established rules, maintain an appropriate style of dance or dress will be given one warning prior to being removed from the dance (parents will be notified)
- No refunds for removal from dance will be given

Guest Requirements

- TRHS students may bring 1 guest to any TRHS sponsored dance
- Guest must be at least in grade 9th and not older than 20 years of age
- The TRHS student must be with the guest upon entry to any dance
- Any TRHS dance guest must have the completed permission slip prior to the dance and submitted to the Student Government representatives

EARLY ARRIVAL

Parents who drop off their students early in the morning are reminded that there is no supervision provided until 7:30 a.m.

FACULTY SPONSOR POLICY

Before 7:30 a.m. and after 3:00 p.m. all students must be with a supervisor in order to stay at TRHS, except on days of home athletic events for which the coaching staff and administration automatically assumes the necessary sponsorship. Students should prearrange with a faculty member if it is necessary to stay beyond regular school hours.

FEES & FINES

District required fees, such as Textbook Use fee and Graduation fee, will automatically be posted to student Infinite Campus accounts in July. Optional fees such as Yearbook, Activity Pass and Fall Athletic Participation fees can be selected during the online check in process by the parent. Once online check in is closed, please call the Finance Office to have these items added to student's Infinite Campus account..

IMPORTANT: After all student schedules have been finalized in August, First Semester course fees will automatically be added to all student accounts. Second Semester course fees will be added to student accounts in January. Student account balances are to be paid within 30 days of fee posting(s). Teachers rely on receiving these funds promptly for the purchase of classroom supplies. Please refer to the TRHS Course Catalog for questions regarding specific course related fees.

Fines will be assessed for school equipment that has been damaged or not returned based on replacement costs (i.e.: athletic equipment, uniforms, textbooks, etc.).

Online payments can be made using your credit card by going to the TRHS Homepage and scroll down to the "Online Payment" box on the bottom of the homepage. The Finance Office can accept checks, cash and credit card payments. If a check is returned as a result of non-sufficient funds, no further checks will be accepted.

FREE & REDUCED MEAL BENEFITS

Applications are processed online. Simply go to the TRHS homepage and scroll down to the blue box at the bottom of the homepage titled "Free and Reduced Lunch Application" or go to dcsdnutritionservices.org.

HOMEBOUND INSTRUCTION

Students who have extended illness or surgery recovery may be eligible to receive home-bound instruction. Two conditions must be met in order to qualify for tutoring:

1. Must be out of school at least two weeks.
2. Must have a statement from the doctor describing the illness and expected date of return.
3. Home-bound services must be coordinated with the school nurse and counselor.

IDENTIFICATION CARDS

Identification cards will be issued to all students during Student Check In. In an effort to

maintain a safe and secure learning environment, **this card should be carried at all times.** ID cards are mandatory for leaving campus, checking out library materials, textbooks, using school computers, attending athletic events, school dances, and transportation on school buses etc. A \$5 fee will be assessed to replace lost identification cards.

INSURANCE

The school does not carry accidental 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. See Board of Education Policy JHA.

LOCKERS AND LOCKS

Each student will be assigned a locker in which to store possessions or school materials checked out to them. The proper use of this locker is expected of each student. Two students will be assigned to each locker. **The school will not assist students in the recovery of lost or stolen items that are not properly secured in lockers.**

1. Use only the locker assigned to you and keep it locked at all times.
2. Do not give your combination to another person, take another student's combination or tamper with any other locker.
3. Do not write or mark in or on the lockers. Any damage to the locker and/or the lock should be immediately reported to the Main Office. Students who have damaged lockers will be charged for repair and/or cleaning.
4. A student's locker may be opened for inspection when the school administration believes that it may contain prohibited articles. Also, 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 appropriate by the building administration.
5. The use of personally owned locks is prohibited. In the event of an emergency, such as a bomb threat, fire, etc., access to all lockers is important to safety. If a personal lock is placed on a school locker, an administrator has the right to use any method necessary to remove the lock in order to gain access to the school's locker.

LOST AND FOUND

A lost and found service will be operated by the Security Department. **PLEASE DO NOT BRING ARTICLES OF VALUE OR LARGE SUMS OF MONEY TO SCHOOL.**

MEDIA

Because of numerous events at our school, there is the possibility that media (TV, radio, newspaper) coverage could be in our building. A Media Waiver/Internet Publishing form must be completed during Student Check In for each student indicating parental authorization regarding student information to be released to the media.

OPEN CAMPUS POLICY

All Douglas County schools, including TRHS, operate as an open campus for 10th, 11th, and 12th grade students, as per Board policy. All Douglas County schools, including TRHS, operate

as a **closed campus for 9th grade students. 9th grade students must stay on the school grounds from the time they arrive until the time they are dismissed.** 9th grade students who leave campus without following proper procedure will be considered truant.

PARKING at TRHS by PERMIT ONLY

Due to our current student enrollment Senior and Junior students will be allowed to purchase a TRHS parking permit for the 2017-2018 school year during designated purchase dates. Sophomore students will be allowed to give their name to TRHS Security, starting August 11, 2017, to be placed on a waitlist for any parking spaces that may come available during the school year.

Students must have all prior year outstanding fines in their Infinite Campus account paid in full prior to purchasing a new parking permit. The cost to purchase a TRHS parking permit is \$50.00.

Students must have a valid TRHS parking permit displayed on their vehicle by August 31st. Any vehicle that is parked in the parking lot after August 31st without a valid TRHS parking permit will be issued a parking violation. Vehicles parked on school grounds without a valid TRHS parking permit, parked in a Handicap Space, No Parking Area, Fire lane, Visitors Space, Staff Parking, or parked improperly will be ticketed and a fine assessed to the student Infinite Campus account. No warning tickets will be issued. Parking regulations will be strictly enforced and any parking/driving violation will result in a monetary fine and or a wheel boot, towing, disciplinary action or suspension/loss of parking privileges/permit for the remainder of the school year at the discretion of TRHS Administration with no refund.

Applied Fines to Student Infinite Campus Account with TRHS Parking Permit

- **1st ticket - \$25.00 fine**
- **2nd ticket - \$50.00 fine and a messenger sent to parent.**
- **3rd ticket - Wheel Boot, \$50.00 fine, and a messenger sent to parent.**
- **4th ticket - Wheel Boot, loss of TRHS parking privileges, and a messenger sent to parent.**

Applied Fines to Student Infinite Campus Account without a TRHS Parking Permit

- **1st offense - Wheel Boot, \$50.00 fine, and a messenger sent to parent.**
- **2nd offense - Wheel Boot, \$50.00 fine, referral to Administrator and a messenger sent to parent.**
- **3rd offense - Wheel Boot, \$50.00 fine, disciplinary action from TRHS Administrator and/or vehicle tow, and a messenger sent to parent.**

Wheel Boot Policy

- The cost to the owner/driver of a booted vehicle is \$50.00 to remove the boot.
- Persons wishing to secure the release of a vehicle that has a wheel boot should contact TRHS School Security located at the main entrance Security kiosk between the hours of 7:00am and no later than 3:00pm. Once initial contact from the owner/driver is made, TRHS School Security will remove the boot unless a TRHS Administrator needs to be

notified first. The owner/driver will be briefed on the written citation and shown how to resolve the matter by TRHS School Security.

- A notice of the vehicle wheel boot will be placed on the driver's side window and a written citation will be placed on the driver's windshield at the time of installation.
- Any person(s) who tampers with or damages a wheel boot will be held responsible for any and all damages.
- The wheel boot replacement is \$250.00 regardless of the extent of the damages to the wheel boot.
- TRHS and Douglas County School District is not liable for any damage resulting to any vehicle requiring a wheel boot.

POSTER PROCEDURES

All material posted in hallways at TRHS must first be approved and signed by an administrator.

SCHEDULE CHANGES

Schedule changes will be limited due to course prerequisites, staffing, seating capacity and facility limitations. Should a necessity arise, schedule changes will be made on an individual basis with counseling and administrative approval. Please see counseling policy regarding schedule changes. **Authorized schedule changes must occur within the first 10 school days of the semester. Per DCSD policy, after 10 days, schedule changes will not be authorized. Students wishing to change schedule may result in a withdraw fail "WF" on the transcript.**

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.

STUDENT BUS BEHAVIOR

The safe transportation of students to and from school is of primary importance. In order for the school bus operator to safely operate the school transportation vehicle, it is essential that the student passengers behave in a controlled manner. Transportation management aims to secure desirable behavior on the part of the passenger riding the school transportation vehicle. The school transportation vehicle must be looked upon as an extension of the classroom. Students riding the bus must have their ID card on them at all times.

Students who wish to ride a different bus must present a written note from their parents to the bus driver to board the bus.

Students whose behavior could endanger the safety of others may be excluded from school bus transportation.

STUDENT RECORDS

Student education records usually contain personal data, immunization, academic work completed, attendance data, test scores as well as other pertinent personal data. School records shall be made available to parents and eligible students upon request to the Registrar and in

accordance with Board of Education policy JO-R. For a copy of the Student Records Policy or to discuss your rights to access your records, see an administrator. Copy costs will be applied. Special Education records requests should be submitted directly to an administrator.

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. Messages can be left on teacher's voice mail or they can be contacted via email. Personal telephone numbers for teachers cannot be given to students or parents by the office.

TEXTBOOKS AND NOVELS

Students will be issued textbooks and novels with specific bar-codes at the beginning and throughout the school year. The student is responsible for returning **that specific textbook** at the end of the course or at the end of the school year. Failure to return the specific book issued will result in a book fine to the student's account. There are some courses that may require the purchase of a workbook (i.e. English vocabulary workbook).

VISITORS TO THE SCHOOL

ThunderRidge High School welcomes visitors to our school community. In order to avoid undue disruptions to the educational process and maintain the safety of our students and staff, all visitors must check in at the security kiosk at the front of the school. **All visitors will be required to present a valid driver's license or valid photo ID and will be issued a visitor badge which must be visibly displayed while in the building.** Students visiting from another school must have prior administrative permission to be in the building and check-in with security or an administrator.

WITHDRAWAL FROM SCHOOL

When withdrawing your student from school, it is important to contact the Counseling Office three days prior to your student's departure to receive information on the withdrawal process. On the day of departure, the parent and student pick up the withdrawal form from the Counseling Office no later than 3:00 PM. The parent signs the withdrawal form and assists their student through the checkout process. During the checkout process, the parent and student will visit various departments to return textbooks and clear outstanding fees, among other things. Please allow 30 minutes to complete the entire process. **Records will be held until all fines are paid.**

STUDENT SERVICES

FOOD SERVICES

A wide variety of nutritional foods are prepared for the students each day. Complete meals will be available as well as a la carte items during lunch time.

Nutrition Services charge policy:

1. Students are allowed to charge one lunch to their own account.
2. If you cannot pay the charges owed, you must send a lunch from home or apply for reduced lunch.
3. Once the charge has been paid, the student may resume buying lunch.
4. Students caught using a lunch account other than their own to purchase food will receive disciplinary consequences.

Anyone needing financial assistance (even for a temporary period) may fill out an application for free or reduced meals found on the [DCSD Nutrition Services webpage](#). We also have a volunteer program where you can receive free meals for serving lunch at any of our schools. For more information or for an application, please call at 303-387-0338.

Food Services Rules and Procedures

10th, 11th, and 12th grade students may choose to remain on campus or leave campus during lunch time. TRHS is a closed campus school for 9th graders; therefore, **9th grade students must remain at school for lunch**. They may purchase a Grizzly-Cafe meal or bring a lunch from home. Students are to:

1. Properly dispose of litter and garbage into the trash barrels and return tableware to the designated areas.
2. **Students must eat in the lunchroom/commons. Food or beverages are not to be taken into instructional wings or classrooms.**
3. Not exit from the commons serving area doors.
4. Notify the staff supervisor or on duty custodian if they spill food or beverages and participate in the clean-up.
5. Remain in the commons, patio area or main hallway area. Building off-limits areas include lockers, wings/stairways, unsupervised classrooms/gyms, outside areas including parking lots and athletic fields.
6. Not involve themselves in activities regarded as “horseplay or roughhousing” in the commons or in the hallways during lunch or any other time of the school day.
7. **Food is not to leave the commons.** The throwing of articles, such as food, is strictly forbidden.

Non-compliance with these rules may result in disciplinary action.

GUIDANCE AND COUNSELING

Counseling services are available for every student in the school. These services are designed to meet academic, post-secondary, career, and personal needs of every student enrolled at ThunderRidge High School. This includes assistance with educational planning, occupational and college information, organizational study problems, social/emotional concerns.

DIGITAL MEDIA CENTER

Mission Statement

The library media center will empower students to be inquirers, thinkers, researchers, enthusiastic readers, and principled users and creators of information.

Goals

- 100% of our students will be supported to become skillful researchers and ethical users and creators of information through instruction, collaboration, and a media program that provides a variety of programs, services and resources.
- 100% of our students will have access to the library media center, either through classes or independently before and after school, during free periods, lunch periods, and with passes from teachers.
- 100% of our students will have access to technology, wifi, and the Internet in classrooms and in the library.
- The library will be a respectful and open-minded safe place, where students feel comfortable taking risks, collaborating, exploring, relaxing, and studying.

Description

The ThunderRidge High School library has been redesigned into a learning commons and is centered around collaboration, creation, and communication. A learning commons invites students to devise their own approaches to their work and to transfer what they learn in one class to another. The library supports a physical and virtual environment in which students can experiment, practice, learn, work, and play. Although this redesign is an ongoing process, the library offers:

- A dynamic and flexible environment: An open floor plan and mobile furniture encourages collaboration and supports a wide variety of student needs.
- Access to technology: Students can work on Mac Pro desktops or check out one of 45 MacBook Airs or 30 Chromebooks to use in the library. Teachers can check out one of 15 wireless carts to support learning in their classrooms, which include iPads, Macbooks, and Chromebooks.
- Digital Resources: There is a high priority on building our digital collection to support student research and our curriculum. A stronger digital collection allows students universal access to research materials and supports multimedia content along with text. Students have access to four digital library collections and a wide variety of research databases, as well as expert advice and information.

Policies

Generally, students may check out up to five books for a period of three weeks. Computers are for academic use and may not be taken out of the library. Printing and copying in the library cost ten cents per page on a cash-only basis. Water in closed containers is welcome, but no other food or drink is allowed in the library.

Students who have overdue materials will not be allowed to check out any additional materials. Lost or damaged materials must be paid for at the replacement cost.

NONDISCRIMINATION ASSURANCE

To attest to its determination to be in compliance with Title VI of the Civil Rights Act of 1964 and with Title IX of the Educational Amendments of 1972, Section 502 of the Rehabilitation

Act of 1973, and the implementing guidelines adopted by the U.S. Department of Health Education and Welfare, the Douglas County School District has adopted a policy prohibiting discrimination on the basis of race, color, national origin, sex and/or handicap in any educational activity, program or event for which it is responsible by law. As provided by Title IX, and by Section 504, the school district has designated compliance officers to implement these statutes and to handle all related complaints. All inquiries concerning the school district's implementation of Title IX, Section 504 and the implementing guidelines may be referred to the appropriate compliance officer as listed below. TITLE IX - Director of Personnel Relations
Section 504 - Director of Personnel Relations @ Douglas County School District, 620 Wilcox Street, Castle Rock, CO 80104.

CIVIL RIGHTS STATEMENT

Douglas County School District is an equal opportunity education institution and does not unlawfully discriminate on the basis of race, color, national origin, sex, or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning Title VI, Title IX, Section 504 and ADA may be referred to Learning Services (303-387-0100) or to the Office for Civil Rights, U.S. Department of Education, Region VII, Federal Office Building, 1244 North Speer Blvd., Suite 310, Denver, Colorado 80204, (303) 844-2991.

STUDENT RIGHTS and RESPONSIBILITIES

BEHAVIORAL EXPECTATIONS

Each student has the opportunity and the right to use school as a means for self-improvement and individual growth. In so doing, students are expected to conduct themselves in a manner compatible with the school's function as an educational facility. Conduct which disrupts or threatens to disrupt the operation of a school, which interferes in any way with the public or private rights of other students or citizens, which threatens or endangers the health or safety of any person, or which damages property, will not be tolerated.

It is the intent of the school district to afford vigilant protection of the constitutional freedoms of all school personnel and students, and to guarantee those protections as provided in the constitution, including the rights of free inquiry and expression, the right to freedom of association, and the right to administrative due process.

Of equal importance is the right of school authorities to prescribe and control--consistent with fundamental and constitutional safeguards--student conduct in the school.

In exercising this right, each building principal, working with his/her staff and with the students, will attempt to achieve the objectives and follow the procedures set forth by Board policies and administrative regulations pertaining to the various aspects of student rights, student conduct, and student discipline. Some of the student rights discussed in Board Policy JI/JIA include: Freedom of expression, personal appearance, the right to petition, student property, student due process rights, and student involvement in school affairs. The complete Code of Conduct booklet is available on the Douglas County School District (DCSD) website.

DISTRICT POLICY FOR SUSPENSION/EXPULSION

All matters concerning student conduct and discipline will be aligned with school board policy as outlined in the Douglas County School District Student Codes of Conduct and Discipline.

Public school provides 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 educational facility. 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 safety of any person or which damages property will not be tolerated.

A suspension is a disciplinary action taken by school officials which temporarily prohibits the student from attending classes and other school events. An administrator may immediately suspend any student for a serious breach of conduct or for failure to fulfill an agreement as a result of a disciplinary problem. The length of the suspension will normally vary from one to five days and parent meeting is required for readmission to school. The full purpose of a suspension can only be effective if the parents make the suspension period something more than a "vacation" from school. Students under suspension are not to be on school grounds or in the school building during the time of suspension; thus, attendance at any afterschool or evening activity or event is prohibited. Any violation will be treated as a trespass violation. By district policy, students will not receive credit for work missed while suspended, but they have an obligation to make up the missed work. Students who receive in-school suspension will be provided opportunities to access school content while in attendance for the day. They will be required to forfeit personal technology, including cell phones, upon check in at in-school suspension. See Board policy JKD/JKE and JKD/JKE-R on the DCSD website.

The actions which may subject a student to disciplinary measures, for example suspension or expulsion, include the following:

1. Intentionally causing or attempting to cause damage to school or private property, stealing or attempting to steal school or private property.
2. Intentionally causing or attempting to cause physical injury to another person.
3. Possessing, using, transmitting or being under the influence of any narcotic or hallucinogenic drug, amphetamines, barbiturates, marijuana, alcoholic beverages or intoxicant of any kind. See District policy JFCH-R/JFC-R.
4. Possessing or transmitting any firearms, explosives, weapons, or other dangerous objects/materials at school.
5. Using, assisting or copying the academic work of another and presenting it as his/her own without proper attribution.
6. Willfully disobeying or defying supervisors, teachers or administrators.
7. Intentionally disrupting the school program by causing a false fire alarm or bomb threat.
8. Behavior which is detrimental to the welfare, safety and morals of other pupils.
9. Student possession or use of tobacco in any form is prohibited within the school building, on school grounds, at school sponsored activities, or on school buses.
10. Behavior that is in violation of the non-discrimination/non-harassment of students and staff.

ALCOHOL/DRUG ABUSE BY STUDENTS

The Board of Education recognizes that the use, possession, distribution, or sale of illicit drugs and the unlawful possession, distribution, and use of alcohol and other drugs, including anabolic steroids, constitute a hazard to students. Therefore, the Board assumes its responsibility for adopting a policy that will minimize the hazard to students by providing drug abuse prevention programs designed to educate students regarding the harmful effects of drugs and alcohol and to develop decision-making skills regarding the use of such substances. As effective prevention requires the combined efforts of parents and the district, the Board supports the concept that parents have the responsibility to cooperate in efforts to prevent drug and alcohol abuse problems and to seek help from public and private agencies for students involved in drug and alcohol abuse. See Board policy JICH/JICH-R on the DCSD website for more details.

TRHS operates a zero-tolerance policy of all drugs, drug paraphernalia or alcohol on school grounds and at school events.

FOOD FIGHTS

Throwing of food will not be tolerated. If the action results in a food fight, students throwing food may be suspended and criminal charges may be sought. Students may be required to repay all costs associated with the food fight including labor and repairs, as well as damages to clothes, labor, book and other personal belongings. Students may also receive lunch detention, community service and other consequences as deemed appropriate by school administration.

GAMBLING

Any form of gambling or betting at school is strictly prohibited.

NON-DISCRIMINATION/NON-HARASSMENT OF STUDENTS AND STAFF

Nondiscrimination requires a collaborative responsibility of each administrator, supervisor, employee, and student to affirm in actions and deeds the intent and spirit of governing laws and regulations. Toward this end, the School District shall provide management, staff, and student assistance in the implementation of the Board of Education's good faith intent to provide compliance for nondiscrimination in the District's employment and educational opportunities.

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

1. Make demeaning remarks directly or indirectly, such as name-calling, racial slurs, or "jokes", or physically threaten or harm an individual on the basis of race, color, religion, national origin, sex, or disability. This includes derogatory comments regarding sexual orientation.
2. Display visual or written material or deface school property or materials to demean the race, color, religion, national origin, sex, or disability.
3. Damage, deface, or destroy private property of any person because of that person's race, color, religion, national origin, sex, or disability.

Students or staff members who believe that they or any other student or staff member has been the subject of harassment and/or discriminatory behavior will report the incident immediately to the administrator, appropriate supervisor, or their designees. Complaints about

harassment/discriminatory behavior will be investigated immediately. See Board policy JBA/JBB/JBB-R on the DCSD website.

PROFANITY

Directing profanity, vulgar language, or obscene gestures toward other students, school personnel, or visitors to the school may subject a student to disciplinary measures, including classroom removal, suspension, and/or expulsion.

SEARCHES

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, desks or storage areas or student automobiles under the circumstances outlined below and may immediately take possession of any illegal, unauthorized or contraband materials discovered in the search.

Personal Searches

A student's person and/or personal effects in his/her possession (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. A student's cell phone, I-touch or other electronic device may also be searched by an administrator whenever the school has reasonable suspicion that the student has been communicating to others about the use of illegal drugs or alcohol. See Board policy JIHA-Student Possession and Use of Portable Electronic Devices on the DCSD website.

If a pat-down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness present. Under dangerous circumstances, a search may be conducted by a school official alone without a witness present.

If the administrator feels that a more intrusive search is required, searches of the person which require removal of clothing other than a coat or jacket shall be referred to and conducted by a law enforcement officer, school personnel will not participate in such searches, and parents may be contacted.

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of locker contents may be conducted by school authorities for any reason at any time without notice, without student consent and without a search warrant.

Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent and without a search warrant.

SMOKING AND OTHER USES OF TOBACCO BY STUDENTS

The Douglas County School District is committed to high standards of personal and public health and safety. Therefore, in recognition of the School District's responsibility to prepare students to make sound decisions about personal health and safety issues, and in recognition of Colorado law prohibiting the furnishing to or purchasing by persons under 18 years of age of tobacco products, it is the policy of the Board of Education to prohibit the use or possession of tobacco by students in any building or on any School District property, on school buses, or while participating in any student activities sponsored by the School District. See Board Policy JICG on the DCSD website.

LIGHTERS AND MATCHES

Lighters and/or matches will be confiscated upon their open use and conspicuous possession. Use or possession of lighters and matches will not be tolerated at ThunderRidge High School for the protection of the safety and health of our students.

TRASH

The cleanliness of the school building and school campus reflects our attitude toward the environment in which we learn and teach. Students are expected to place their trash in the appropriate receptacles. Students will be expected to comply with requests to dispose of their trash. If the student refuses or becomes disrespectful, he/she may receive disciplinary action.

ThunderRidge encourages recycling wherever and whenever possible.

WEAPONS IN SCHOOL

Knives of any length are prohibited at school. Failure to comply will result in suspension or expulsion. The Board of Education has determined that the possession and/or use of dangerous or deadly weapons by students at school are detrimental to the welfare and safety of those students and others in the school community.

Carrying, bringing, using, or possessing any dangerous or deadly weapons in a school building, on school grounds, at any school sanctioned activity or event, or while being transported in a school approved vehicle, without the authorization of the school or the school district, is strictly prohibited. Such weapons include, but are not limited to, any firearm, whether loaded or unloaded, including without limitation, any pistol, revolver, rifle, or shotgun; air gun or spring gun; slingshot; bludgeon; brass knuckle, or artificial knuckles of any kind; fixed-blade knives with blades that measure more than three inches in length or pocket knives with blades that measure more than three and one-half inches in length, any knife the blades of which can be opened by a flick of a button or pressure on the handle, or any pocketknife where the blade is carried in a partially-opened position.

Expulsion is mandatory for all violations of this policy. Any student who acts in violation of this policy shall be placed on immediate suspension and proceedings for expulsion shall be initiated promptly by the principal. See District Policy JICI on the DCSD website.

VIDEO DEVICES AND TAPING

The videotaping, filming, or photographing of any student or staff member without the explicit knowledge and permission of the student and/or staff member is expressly prohibited.

TRHS COMPUTER USE POLICY

ThunderRidge is committed to integrating computer skills into all aspects of the education of students. The school is a very advanced technological high school and offers students access to computers, networks and programs previously unavailable to high school students. With this added capability comes additional responsibility on the part of students. There are opportunities to abuse our computer system and students have the potential of causing havoc if they misuse their privileges. The policy below is our effort to inform parents and students of what is appropriate and what is not. We ask that parents discuss this policy with your student. All computer users will sign an electronic agreement during the summer Online Check-in process. New students enrolling to ThunderRidge after the summer Online Check-in process must have a Computer Network & Internet Consent Form on file prior to using any computers at TRHS. The form must be filled out legibly and signed by both parent and student. See District Policy JICJ/JICJ-R on the DCSD website.

User Guidelines

1. Use of computers must be in support of education and research and consistent with the educational objectives of the Douglas County School District. Technology teachers are responsible for explaining these purposes to students.
2. Any action by a user that is determined by the system administrators to constitute an inappropriate use of individual computers or to improperly restrict or inhibit other students/staff from using and enjoying our computers is strictly prohibited and may result in termination of privileges.
3. The user specifically agrees not to submit, publish or display on any computer any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material.
4. **Students shall not access any part of the school network which includes teacher files, attendance/grade programs and administrative programs. Any student attempting to override software programs, installed to keep student out of prohibited areas will be considered the same as breaking into a teacher's desk, and/or purse. The student will not destroy or damage anyone else's files and will not illegally access another individual's files, computer disk or network. This action could result in expulsion.**
5. Vandalism shall result in cancellations of privileges. Vandalism includes any malicious damage to a computer or component or attempt to harm, destroy or alter data on any computer and/or network. Any attempt to access restricted data will result in termination of privileges.

Violation of the above will be punishable by building wide computer use restriction to academic class time only as well as other administrative punishments that could include suspension or expulsion. This MAY include involvement of law enforcement agencies, and district level security.

TECHNOLOGY ACCEPTABLE USE

TRHS expectations for Student Digital Learning:

1. Employ current technologies to investigate, collaborate, communicate and develop.
2. Apply technologies to a wide variety of problem-solving strategies.
3. Write effectively, communicate orally and read critically.
4. Obtain, evaluate, analyze and apply pertinent data.
5. Pursue and participate in modes of artistic and creative expression.
6. Demonstrate self-control and respect for all individuals.
7. Exhibit responsible citizenship.

The goal of ThunderRidge High School is for our students to use technology to learn. Technology has become an integral part of facilitating creativity, collaboration, communication and critical thinking. While we want our students to be active contributors in our connected world, we also want them to be safe, legal and responsible.

Responsible Digital Citizenship

Being a digital citizen in the 21st Century means using information and technology in safe and responsible ways. It is important that ThunderRidge students are educated on what this means as we more thoroughly integrate technology into our building. We embrace the following guidelines of being a responsible digital citizen.

1. Respect yourself by selecting online names that are appropriate and think about the information and images that you post online.
2. Protect yourself by not publishing your personal details or contact information.
3. Respect others; do not use technologies to bully, tease or threaten others.
4. Protect others by reporting abuse and not forwarding inappropriate materials or communications.
5. Respect intellectual property by suitably citing all uses of website, ebooks, media, etc.
6. Protect intellectual property by requesting the use of software and media others produce.

SAFE2Tell and Text-A-Tip

SAFE2TELL is a statewide program that parallels the highly successful community Crime Stoppers program. The goals of **SAFE2TELL** are to create an awareness of crimes committed at ThunderRidge High School and in the surrounding community, to reduce victimization resulting from criminal acts, to reduce the sale and use of drugs and alcohol, and to promote a caring, safe learning environment. But foremost, the program has become the most viable option for students to report crimes and serious concerns *safely and anonymously*.

To contact **SAFE2TELL**, dial **1-877-542-7233** or use **Text-A-Tip App by going to www.p3tips.com/760**, from any phone, anywhere in the United States, for FREE.

The call center will not ask for a name, does not have caller ID, and does not record the conversation. As a matter of fact, it's forbidden by law!!! The call center will give the caller further instructions. The call center will then forward the information to the sheriff's office that will ensure the appropriate building principal has all the details. A Safe2Tell or Text-A-Tip will

be dealt with as soon as possible by a school administrator.

SAFE2TELL and **Text-A-Tip** should be used for emergency and safety purposes only.

WHAT TYPES OF CRIMES OR CONCERNS SHOULD BE REPORTED?

- A weapon in school
- Fighting, assaults, threats, harassment, bullying (including cyber bullying)
- Information that prevents a fight
- Drugs, paraphernalia, or alcohol in school
- Drug or alcohol abuse
- Child abuse, domestic violence, sexual assault
- Stolen property, thefts
- Vandalism of school or personal property
- Suicidal threats
- Planned parties
- Arson

If you would like more information on the **SAFE2TELL** program, please contact a ThunderRidge administrator, or you may visit the **SAFE2TELL** website at www.safe2tell.org