

Woodland Park High School

Student Handbook 2023-2024

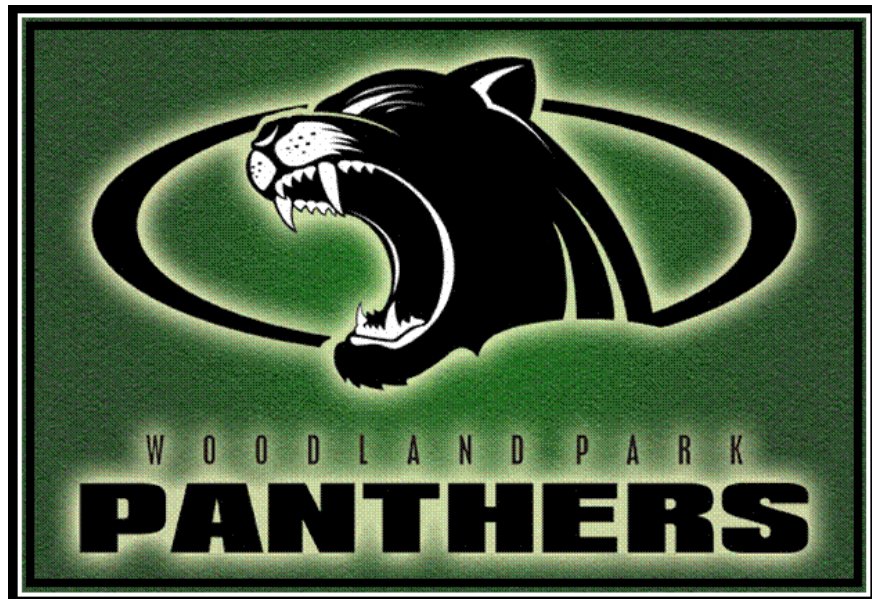


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Message to the Panthers

We are excited to welcome you to Woodland Park High School! Your high school years

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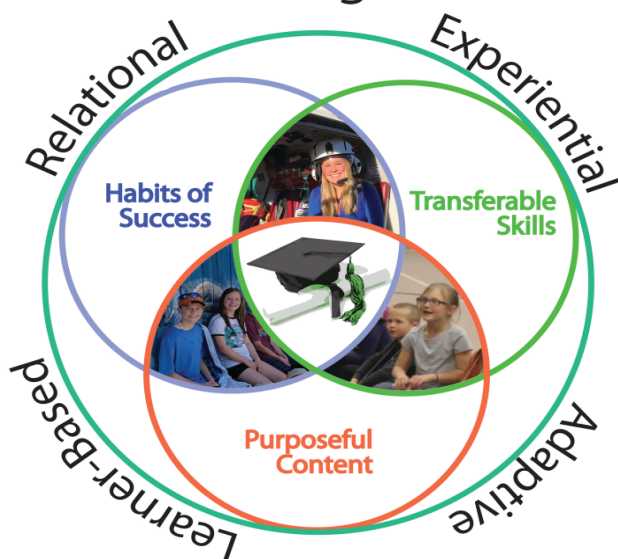
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will be a thrilling time in life as you discover your talents, explore your interests, develop habits for your success, and create friendships that will last your lifetime. Panthers, like you, who have walked these same halls went on to become National Merit Scholars, receive full-ride scholarships to college, become award winning artists and musicians, and have set athletic records. Students who have bravely challenged themselves have grown and flourished at whatever they continue to choose to do in life. We challenge you to get involved and participate in all the high school has to offer. Ask yourself the question, what high school experience will I create for myself? Each of you has a unique gift to bring to our community of learners, and we are thrilled to have you join us.

WPHS believes in building a Real Learning experience for your Real Lives. Demonstrations of learning are critical and are what is required to achieve your goals. To this end, we are intensifying your experience for self-directed learning, increasing student choice, deepening critical thinking skills, creating time for real-world experiences for learning, and building transferable skills necessary for success in and after high school. We are excited about the many ways our students interact with their learning and how we build intentional experiences for our Panthers.

Woodland Park High School is committed to developing sixteen Habits of Success (see below) in each student. These successful traits only become habits when we practice them or develop them intentionally time after time after time. Our students know the

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habits when they see them, and when they experience them daily both in school and at home.

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Woodland Park High School Fight Song

Cheer, Cheer for our Woodland Park
Wake up the echoes, cheer in your hearts,
Send a volley cheer on high and
Shake down the thunder from the sky.
What thought the odds be great or be small
Our Woodland Park will win over all
As our loyal sons and daughters go marching
Onward to victory RAH! RAH!!

Administration

Please feel free to contact a principal if you have questions or concerns. To contact staff members at the high school dial 719-686-2067. You may also contact staff members via email. An updated phone list is available on our school's website.

Administration

Superintendent	Ken Witt
Principal	Kevin Burr
Assistant Principal	Cindy Gannon
Assistant Principal	Karen Hamlow
Dean of Student Services	Chad Cosner
Activities Director	Chad Cosner
Athletics Director	Chad Cosner

School Profile

Woodland Park High School (WPHS) is a four year public high school which is accredited by the Colorado Department of Education. The high school offers a strong college preparatory curriculum and participates in an array of vocational programs and several concurrent classes through Pikes Peak State College, University of Colorado, Colorado Springs and Metro State University. Vocational classes along with community service programs and internships are also offered on our own campus.

- WPHS is divided into two semesters (August - December and January - June). Students may earn up to four credits per semester and eight credits per year.
- WPHS offers an academic program that includes 19 Advanced Placement courses and 4 Honors courses.
- Concurrent Enrollment through Pikes Peak State College (PPSC) to earn high school and college credit.
- Dual enrollment programs to earn high school and college credit through University of Colorado, Colorado Springs (UCCS) and Metro State University

GENERAL INFORMATION

Announcements and Student Messages

Announcements are posted on the school's website and sent to students' emails daily.

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These are for notices of club meetings, athletic and/or social events, and general information. If an individual wishes to have an announcement made concerning a school activity, it must be approved by a teacher or sponsor and emailed to dwilkins@wpsdk12.org no later than 7:30 am if it is to be included that same day.

Students will be paged to the office for messages only during passing periods.

Attendance/Tardies ([WPSD Administrative Manual Policy JH](#))

Under CRS 22-33-104 and [Woodland Park School District Policy JEA](#) attendance is an integral part of the educational process. Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving school. Students who are absent miss experiences that cannot be recreated through make up work or discussions with the teacher. Interactions with students and teachers and among other students are critical to learning. Students who are absent sometimes find it difficult to catch up. Because the correlation between student performance and attendance is strong, attendance is a required component to optimize student performance. If a student needs to leave the building early for any reason, written or verbal permission from the parent/guardian must be submitted to the principal or designee for approval.

Absentee call-in line – Please call 719-686-2068 to report your child’s absence(s) within 48 hours of the absence.

Attendance Notifications

The school will maintain records of absences for all students. Parents or guardians will be notified of absences as follows:

- Phone and/or email (auto-dialer) contact will be made on each unverified absence during the term.
- *Attendance Email Notification* with district policy attached will be sent to both the student email and the parent/legal guardian email on record in Infinite Campus after the 8th absence from one or more class periods within a semester. In the case of continued absences a meeting with parents, administration, students and the student’s counselor/academic advisor/academic advisor will be held to determine a plan of success.
- A *Letter of Concern* with district policy attached will be sent to both the student email and the parent/legal guardian email on record in Infinite Campus after the 12 absence.
- When a level of *Chronic (15 days absent)* or *Habitual Truancy (20 days absent)* is reached, and it is clear that the plan of success is not being followed - notification in the form of a certified letter and or home visit will be sent to the parent/legal guardian.

Tardiness (TDY) occurs when a student is not in the assigned classroom when the bell

rings.

Self-regulation, relevance to school and a sense of belonging are important Habits of Success that should be developed in all students. When a student has an excessive number of tardies, these tardies can negatively impact the student's academic and future success. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, appropriate penalties may be imposed for excessive tardiness.

If a student is identified as chronically tardy, the administrative staff may develop a plan to improve the student's attendance. When possible, the student's parent/guardian shall participate in the development of the plan.

- Teachers will take attendance within the first fifteen (15) minutes of each period using Infinite Campus.
- If a student enters a class after roll has been taken, the student must clear up the attendance (changed to a tardy) that same day with the teacher. The teacher will adjust the record.

Learning Engagement - Students are expected to participate in courses through their mental and physical presence for learning. Instructional time is valuable and student engagement is critical to learning. Students are expected to engage in discussion, produce effort and documentation of the learning process as teachers classroom experiences are delivered. Students should limit themselves to very infrequent interruptions to this learning opportunity. Restroom and water breaks should be limited to passing time between classes. Hall passes are limited for all students each day. Students who demonstrate unwillingness or inability to self-regulate such learning interruptions will have hall pass privileges restricted as a natural consequence.

Library Media Center

The Library Media Center (LMC) in Woodland Park High School is available to all high school students. The LMC hosts numerous books, magazines, databases, eBooks, audiobooks and online tools to assist all learners with their research and recreational reading needs. It is the mission of the library to support the school's curriculum and provide students and staff with access to the most appropriate, up-to-date information available. The purpose of the LMC is to provide the students and staff with a warm, open, user-friendly environment.

The library hours are Monday thru Friday from 8:00 a.m. to 3:45 p.m. It is available before school, during lunch, and after school for research, reading enjoyment and various other learning activities. Books and other materials may be checked out for two weeks. Students are responsible for the replacement cost of lost books or other materials.

Chromebooks and Student Technology

Each student will check out a Chromebook and charger from the Library Media Center (LMC) while enrolled at Woodland Park High School. Some students will elect to use personal technology. However, this practice (personal tech use) must adhere to school technology expectations (ie; enabling LightSpeed, use WPHS WiFi which is protected, etc). If students choose to bring personal devices, teachers may require alternative methods of completing assignments/assessments. Chromebooks will be used at school to facilitate and extend learning, enhance communication, and provide means for collaboration. The Chromebook remains the property of the Woodland Park High School. Students are responsible for the care of their assigned Chromebook. Any damage or malfunction should be reported immediately to the LMC. All repairs and maintenance must be done through the LMC. Students may be responsible for the cost to repair the Chromebook and intentional damage will result in discipline.

Woodland Park High School Chromebooks are intended for educational use by the assigned student while inside and outside of school. Students should not loan their Chromebook to other students at any time. Students must comply with all district policies and are responsible for the appropriate use of their assigned Chromebook at all times. School filters will be active wherever the Chromebook is used. Actions taken to subvert those filters may result in disciplinary action. Parents are encouraged to discuss the appropriate use of the Chromebook at home. Students are expected to follow rules set in place by staff members while at school. Stickers and other personalization (ie; desktop screensaver/home screen) on student's chromebooks and personal devices are expected to be school appropriate.

The following guidelines should be followed to help prevent damage to the Chromebook:

- Keep food and drink away from the Chromebook at all times.
- No objects (pencils, pens, forks, etc.) should be used to touch the screen. Use electronic screen wipes to clean the screen.
- Do not place items in between the screen and keyboard while the Chromebook is closed.
- Carry the Chromebook carefully and with two hands to avoid dropping. Do not carry the Chromebook by the screen.
- Charge the Chromebook each night to ensure a full charge to begin the school day. Limit the number of times the charging cord is plugged into and removed from the Chromebook.
- If possible, use a case to protect the Chromebook when not in use.

[Link to Chromebook quick-fix suggestions](#)

[Link to Technology Usage Agreement](#)

Automobiles

Parking on school grounds is a privilege. In order to park on school property, a student

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must annually purchase a parking permit and provide the high school bookkeeper with a completed parking application, a valid Colorado Driver's license, proof of insurance, and the make and license plate number of the car to be driven to school. A registration form is available in the main office. A parking pass will be provided for each registered car and must be appropriately displayed. Unauthorized cars will be ticketed and possibly towed at the owner's expense. Parking passes must be returned at the end of the school year so the process of revalidation can occur.

Parking

- All students must park in designated student parking lots and in designated parking spots (ie; park between the lines)
- The student parking lot in the NW corner of the campus is the only area approved for student parking. Parking along Panther Way is reserved for employees and visitors. Students will be ticketed if found in violation of this expectation.
- Any horseplay, careless or reckless driving, speeding, etc., may cause forfeiture of driving privileges on the school grounds.
- Tickets will be issued for violations of the parking contract. These tickets can be both in the form of a school district ticket and/or a citation from Woodland Park Police Department.
- Appeal forms for school district tickets may be picked up in the bookkeeper's office.
- Driving privilege restrictions also apply to afternoons and extra-curricular activities at any time on school grounds.
- Students are restricted from going to their vehicles and the parking lot during normal school hours, except during lunch (juniors and seniors only). All other times, administrative permission must be granted.
- Regarding athletics, activities and extracurriculars, it is recommended that students travel with their team and/or organization. They may not drive their own vehicles to games, field trips, etc. unless special circumstances warrant and prior permission from parents and administration has been granted, or school sponsored transportation is not available.

School Day

- School is in session from 8:15AM - 3:30PM
- Students may enter through the Panther Entrance doors beginning at 7:30 AM
- Students should plan on exiting the building by 3:45 PM unless they are participating in a school sponsored activity or have been requested to remain by a teacher or administrator.

School Hours and [Bell Schedule](#)

Mon/Wed – Green (ODD)	Period	Class Time
Tue/Thu – White (EVEN)	1 or 2 (84)	8:15 – 9:39
	Advisory (40)	9:44 – 10:24
Fri Rotates Green or White	3 or 4 (85)	10:28 – 11:53
	Lunch (35)	11:58 – 12:33
<i>4 min passing periods</i>	5 or 6 (84)	12:38 – 2:02
	7 or 8 (84)	2:06 – 3:30

*2nd Chance Breakfast is an 5 min passing
between the first period and Advisory*

Closed Campus ([WPSD Administrative Manual Policy JHCA](#))

Woodland Park High School has a “closed campus” for all 9th and 10th grade students. **All 9th and 10th grade students are to remain on campus, cafeteria or Panther patio, throughout the instructional day, including lunch period.** Students in grades 11-12 are allowed to leave campus during their lunch period. Students in grades 9-12 are not allowed to leave campus during the academic portion of the school day unless they have received the expressed permission from an administrator and the student’s parent or guardian. When arriving at school, students must go directly to school after leaving the bus. When departing from school, students are to go directly to their bus.

Emergency School Closure

Information can be found on the district website. (www.wpsdk12.org) School closure announcements will also be sent via Email and Text message to all students and parents who provide this information in their enrollment information (on Infinite Campus)

In the event of an emergency or a severe storm, parents/guardians can also tune to **TELEVISION** KRDO Channel 13; KKTU Channel 11; KOAA Channel 5; Woodland Park Cable.

When school is called due to inclement weather or any other unforeseen circumstance, the campus is closed. *****PLEASE DO NOT CALL SCHOOL EMPLOYEES AT HOME*****

Illness and/or Injury

If a minor injury or illness occurs at school, the student should report to the school nurse. For any serious injury, the school will make every effort to contact the parent/guardian. If contact is unsuccessful, an administrator may use reasonable discretion in securing medical aid for the student.

When a student is ill he/she will be referred to the school nurse. If the school nurse is not available, a designee will evaluate the student. If your child has any allergies or other known health concerns, please indicate this on his/her health records or contact the school nurse. When necessary, parents/guardians will be contacted to obtain permission to send the student home.

Symptoms that warrant keeping a child at home include:

- Fever over 100 degrees
- Persistent vomiting and/or diarrhea
- Unexplained rashes

If your child contracts a communicable disease (measles, chicken pox, strep., etc.) OR you suspect your child might have a communicable disease, **keep your child at home** and notify the school nurse. When these illnesses go unreported, it threatens the health of other school children and may lead to epidemics.

Immunizations: Parents will be notified of deficient immunizations. According to Colorado State Law you have 14 days to complete or provide a written plan for getting required immunizations. If after 14 days, the immunization records are not complete, the student will face suspension.

Please be sure your child's Infinite Campus registration lists a method of contacting you and gives an emergency contact number. At the beginning of each year, returning families need to verify their registration in Infinite Campus to make sure all information is current.

Medication requirements: Students may not administer any medication to themselves. This includes all prescription drugs and over-the-counter drugs (including aspirin, antibiotics, inhalants, etc.) The school nurse, or designee, is to administer all medications/drugs including prescription drugs and over-the-counter drugs. The nurse must have:

- A signed physician statement indicating permission to administer any prescription medication. This statement can be on the school form or a prescription form of the physicians. (Label on the medication itself isn't sufficient, as the doctor's signature isn't on it.)
- Parent's signature for permission to dispense any medication.
- If a parent chooses, they may come to school themselves and administer required medication.

Locker And Lock Policy

Students requesting usage of a school locker must have the locker assigned to them through the main office at the beginning of each school year. Students will have a lock

assigned to them from the main office. Students should expect that a school administrator or designee may find it necessary to require the locker to be opened upon request (reasonable suspicion under the law). At the end of the year, students will need to clean their lockers and be checked out by their advisory teacher.

Skateboards, Scooters, “Heelys”

Use of these devices is prohibited while at school. If you use a skateboard or scooter to get to school, it must be stowed away once you arrive.

Posters

All posters or announcements to be displayed anywhere in the building must be approved by school administration (with initials & date) and may be placed only on designated bulletin boards or tack strips. It is prohibited to use tape to attach posters to painted walls, varnished or painted surfaces. Posters may only be attached to lockers using magnetic tape.

Flyers

The district has launched a new “green” approach to distributing information to students from non-profit organizations, intergovernmental agencies, and business partners, for which it grants approval. Rather than sending home approved flyers for entities outside the school district, we will now be posting such information on the [Virtual Backpack webpage](#) (located on the District home page).

Family Communication and Conferences

As a district core value, we believe that parents and guardians are partners in the learning process. The teaching staff commits to transparency. Therefore, we will update grades (IC) and post assignments (online) regularly. Parents are encouraged to access Infinite Campus frequently to view grades. Students should know and be able to report their progress to parents at any time. Conferences may be scheduled by appointment.

Public Feedback

Feedback is best addressed as close to their origin as possible. Therefore, the proper channeling of feedback involving activities, instruction, discipline or learning materials will be as follows:

1. Teacher/Coach
2. counselor/academic advisor
3. Building Administrator
4. Superintendent
5. Board of Education

Any feedback about school personnel shall always be referred through proper administrative channels before it is presented to the Board for consideration and action.

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When feedback is made directly to an individual board member, the procedure outlined below shall be followed:

1. The board member shall refer the person giving the feedback to the principal.
2. If the person will not personally present the feedback to the principal, the board member shall then ask that the feedback be written and signed. The board member may then refer the individual providing feedback to the principal for investigation.
3. If at any time the person providing feedback feels that they have not been given a satisfactory reply from the principal, they may request the Superintendent hear the feedback. If still not satisfied they may request to be heard by the Board of Education.

The Cafeteria

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, well-balanced meals are offered at a reasonable price. Students will:

1. Act at all times in a manner reflecting the Habits of Success.
2. Deposit all lunch litter in trash barrels provided.
3. Leave the table and floor around their seat in a clean condition.
4. Stand in line orderly and politely - Do not push or cut in line.
5. Maintain good table manners.
6. Keep voices at a conversational level at all times.
7. Walk trash to the container and not throw it in from their table.
8. Leave all backpacks out of the lines and food pickup areas.

Reduced/Free Breakfast & Lunch Program and Fee Reduction

For families needing assistance, there is a "Reduced Lunch and Free Lunch" program offered by the Federal School Lunch Program. Families are encouraged to complete this application as it will also allow for class fees, activity and athletic fees, and AP Exam fees to potentially be reduced.

Forms are available in the school office and must be filled out each fall. All requests are kept confidential. If you have any questions, please call (719) 686-2018.

District Accountability Council (DAC)

The District Accountability Committee is the research arm of the Board of Education (BOE). The committee is charged by the BOE each year with looking into and finding out about certain subjects; for example, the scheduling of a school day (block vs. traditional), recommendation of textbooks for approval, monitoring of disciplinary actions, review of curriculum, recommendation of graduation requirements, and the standards by which students are measured before they are able to graduate. According to the Public School Finance Act of 1988, it can look into any matter that would affect the "quality of the education" at the school and the school district. All of these matters are then submitted to

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the BOE and acted upon as deemed appropriate. At the end of the year, a year-end report is written and published in a report to the community. If you are interested in joining, please call the high school principal. This is an excellent way to be involved at school.

School Accountability Council (SAC)

The Principal's School Accountability Council works directly with the high school principal to review and make suggestions for the implementation of the high school's improvement plan. Opportunities for committee members include volunteering to help us promote student success, planning and volunteering for staff appreciation, and help in building programs necessary to meet the needs of all within the high school. Meeting agendas and minutes are posted on the school website. If you are interested in joining, please contact the high school principal. This is an excellent way to be directly involved at the high school level.

School Volunteers

Any parent or community member who wishes to volunteer should contact the District Office. Volunteers must be appropriately vetted and approved prior to working with students. All volunteers must check in with the building receptionist to receive a daily visitor's pass prior to commencing their volunteer services.

ACADEMIC INFORMATION and PROCEDURES

Advisory (Mentoring)

The purpose of our advisory program is primarily mentorship. There are five elements: to provide students with a significant adult for support and general advisement, to support life skill growth, to build the sixteen Habits of Success, to help students be successful in academic endeavors, and to ensure that we meet the Individual Career and Academic Plan (ICAP) required for graduation by the state for each student. WPHS uses Advisory grades to verify a student is meeting their ICAP requirements for graduation. Any student not passing an Advisory will need to work with their counselor/academic advisor/academic advisor on a plan to meet this requirement.

Attendance in advisory is no different than any other class, all students are required to be present in every advisory. Students will receive .25 credit for each year of Advisory. This credit is based on completion of the assignments and participation in mentoring sessions. Each Advisory class will meet DAILY.

National, State and Local Assessments

All WPSD students are expected to participate in all state and local assessments.

These assessments are important to monitor student progress and inform appropriate courses.

- **CMAS – Colorado Measures of Academic Success**
 - Science – Grade 11 only
 - Assessment Window: April
- **PSAT & SAT – College Pre-Readiness and College Entrance Exam**

- PSAT - Freshman, Sophomores
- PSAT/NMSQT - Juniors
- SAT - Juniors
- April Colorado Test Day
- **WIDA/Access – Colorado English Language Assessment**
 - Only for students who are English Language Learners
 - Assessments are in January
- **SPED (PLACE/SSN)**
 - CoAlt
 - April test window
- **Local Measure Assessments- such as iReady, NWEA MAP Testing**
 - Completed during the school day by all 9th and 10th grade students, and those on designated learning plans.
 - Reading, and Math Language Usage (fall only)
 - September, December and May
- **National Spanish Exam**
 - Students enrolled in a Spanish course are expected to take the exam for the corresponding course.
 - May
- **AP Exams**
 - Students enrolled in AP Courses are expected to take the AP Exam for the corresponding course
 - May test window determined by College Board

Student Course Load

Freshmen, sophomore and junior students at Woodland Park High School shall be enrolled in eight classes each semester. Special circumstances may warrant adjustments. Juniors and seniors are encouraged to blend experiential learning opportunities with their school-based coursework. Therefore, juniors and senior schedules should include internship, Career Start, work-study, and/or college courses.

Part-Time Student

Students who are enrolled in fewer than five classes will be considered part-time students. Students must take a minimum of two classes to be considered a part-time student.

If a student would like to apply to become a part-time student, the parent or guardian must meet with their academic advisor and a member of the administration team. WPHS part-time students who are earning a WPHS diploma must be on track to graduate on time to be approved. If accepted as a part-time student they will NOT:

- Be eligible for an academic letter.
- Be included in the honor roll.
- Be eligible to participate in CHSAA athletics and/or activities.

Home School Education

It is the primary right and obligation of the parent to choose the proper education and training for children under their care and supervision. It is recognized by WPSD that home-based education is a legitimate alternative to classroom attendance for the instruction of children and that any regulation of non-public home-based educational programs should be sufficiently flexible to accommodate a variety of circumstances.

Parents or guardians must provide written notification of a home-based education program fourteen days prior to the start of the program and each year thereafter if the program is maintained.

The Notice of Intent to Home School form can be obtained from WPSD Central Office or WPHS Registrar. Home School students will NOT:

- Be eligible for an academic letter.
- Be included in the honor roll.
- Be guaranteed placement in a requested course. WPHS full-time students have priority in course placement.
- Home School students may enroll (at WPHS) in at least two courses and become a part-time student.

Home School students must verify with WPHS their enrollment in a minimum of five courses each semester in order to be eligible for CHSAA activities. Home School students are required to follow the same course eligibility requirements as WPHS students.

For the link to District Home Schooling Procedures and Forms, [click here](#).

Delegation of Custodial Power by Parent/Guardian

A parent or guardian of a minor or incapacitated person, by a power of attorney, may delegate to another person, for a period not exceeding twelve months, any power regarding care, custody, or property of the minor or ward, except the power to consent to marriage or adoption. The parent or guardian must fill out the Delegation of Custodial Power form with the WPHS registrar.

Independent Student

Students considered as Independent Students must be eighteen years or older (or be deemed so by a court of law). Students are responsible for their attendance and graduation requirements. Students must fill out the Independent Student form located with the WPHS Counseling registrar. It is required that students notify their parents of this decision. Students will communicate directly with the school principal.

Learning Resources

Chromebooks, textbooks, calculators, and all other learning resources will be inventoried. If the learning resource issued to you is not turned in or is returned damaged, a fine will be assessed. Chromebooks are a significant tool for learning in the 21st Century. District technology supervisors will consistently monitor usage of the Chromebooks as a safety precaution. Specialized filters and blockers will be utilized both on- campus and at home to prevent misuse. (See behavioral expectations section.)

GRADUATION GUIDELINES

Graduation Requirements ([WPSD Administrative Manual IKF](#))

Woodland Park High School is a four year school accredited by the Colorado Department of Education which includes ninth, tenth, eleventh, and twelfth grades. Minimum graduation requirements are established by the Colorado Department of Education and the Woodland Park School District Re-2 School Board. To graduate from Woodland Park High School, a student must demonstrate proficiency in the subject matter identified by the course credits listed below. Students must monitor their progress toward graduation requirements through frequently checking transcripts, grades, and test scores.

WPHS GRADUATION REQUIREMENTS

<u>Credits</u>	<u>Content Area</u>
3.0	Mathematics
3.0	English
3.0	Science
3.0	Social Studies to include: 0.5 Civics/Government
1.5	Physical Education
0.5	Health
0.5	Fine Arts
0.5	Technical Arts

10.0 Academic Electives

25.0 Total Credits

In addition to the 25 total credits requirement, students must meet the following qualifications in order to graduate with a Woodland Park High School diploma:

- Graduates must develop and successfully complete an Individual Career and Academic Plan (ICAP). Students will meet this requirement in their Advisory class.
- Graduates must demonstrate career and college readiness in both English and Math based on a minimum of successful completion of at least ONE measure from **the**

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CACR options (see chart below).

Individual Career Academic Plan (ICAP)

Student's Individual Career and Academic Plan (ICAP) is a multi-year process that supports students with an in-depth understanding around careers and postsecondary opportunities. Throughout the high school experience, WPHS Students will complete ICAP activities utilizing Naviance. Naviance provides purposeful and meaningful activities around Career Exploration, Ongoing Academic Advisement, Workforce Readiness, Postsecondary Opportunities & Exploration, and Financial Literacy.



Under revised Colorado Department of Education Graduation Guidelines, implementation and successful completion of a student's Individual Career and Academic Plan is a WPHS Graduation Requirement.

Freshman Year	Sophomore Year
AchieveWorks Learning and Productivity - Naviance	AchieveWorks Personality – Naviance
AchieveWorks Intelligences - Naviance	Career Interest Profiler – Naviance
Strengths Explorer - Naviance	Career Cluster Finder – Naviance
Career Key - Naviance	Explore Careers, Clusters & Pathways - Naviance
Four Year Plan of Study - Academic Planner (IC)	Resume – Naviance
Junior Year	Senior Year
GamePlan - Naviance	College Resources – Naviance
SuperMatch College Search - Naviance	Search for Enrichment Programs - Naviance
Complete College Search - Naviance	Scholarship Search – Naviance
College Match - Naviance	Resume – Naviance
Advanced College Search - Naviance	Graduation Survey – Naviance
College You're Thinking About - Naviance	
Resume - Naviance	
All Years	
Work with counselor/academic advisors on a four year plan of study based on postsecondary goals	
Create and update postsecondary goals - Naviance	
Roadtrip Nation - Naviance	

Reading, Writing, & Communicating (RWC) and Math Proficiency Scores

Woodland Park School District Re-2

Menu of Career and College-Readiness Options



It is the goal of the Woodland Park School District to prepare students for success beyond high school. The District seeks to ensure that every student has the opportunity to pursue whatever path they desire now and in the future, therefore it is beneficial for students to have a variety of options available to them as they leave high school. Without such readiness, options become limited.

Students must demonstrate college and career readiness in Reading, Writing, & Communicating (RWC) and Math. These are defined by commonly recognized standard measures of performance used by post-secondary institutions such as **colleges, universities, industry, workforce or military**. Students may prove college and career readiness through multiple measures from different sources (see below).

Any student who wishes to take one of the following exams at their own expense is welcome to submit his/her score to meet this graduation requirement. Students may petition to have additional coursework or assessments not included in this list to meet their graduation requirements.

Graduation Proficiency Petition Process: Committee including a Department Faculty Member, Building Administrator, counselor/academic advisor, and District Administrator determines whether the course objectives (or course sequence completion) fulfill English or Math graduation requirements.

Graduation Options	Reading, Writing & Communicating (RWC) (cutpoint)	Math (cutpoint)	Description	Details
SAT	EBRW 470	Math 500	The SAT is a college entrance exam that is accepted at nearly all four-year colleges and universities in the U.S. The current SAT includes sections on reading, writing and math.	<ul style="list-style-type: none"> CO State Assessment given to all students in April of Junior year
ASVAB Armed Services Vocational Aptitude Battery	AFQT 31	AFQT 31	The ASVAB is a comprehensive test that helps determine students' eligibility and suitability for careers in the military. Students who score at least 31 are eligible for service (along with other standards that include physical condition and personal conduct). Students who take the ASVAB are not required to enlist in the military.	<ul style="list-style-type: none"> Offered twice a year through the District at no cost to students. Targets specific students but also open to any student who requests
ACT	English 18	Math 19	ACT is a national college admissions exam. It measures four subjects – English, reading, math and science. The highest possible score for each subject is 36	<ul style="list-style-type: none"> Not offered at WPHS but may be submitted
ACT WorkKeys	Bronze or Higher	Bronze or Higher	ACT WorkKeys tests students' job skills in applied reading, writing, mathematics and 21st century skills. Scores are based on job profiles that help employers select, hire, train, develop and retain a high-performance workforce.	<ul style="list-style-type: none"> Targeted students identified by WPHS Progress and Intervention Plan

Accuplacer	Reading 241 OR Writing 236	Arithmetic 255 OR QAS 230	<i>Accuplacer</i> is a computerized test that assesses reading, writing, math and computer skills. The results of the assessment, in conjunction with a student's academic background, goals and interests, are used by academic advisors and counselor/academic advisors to place students in college courses that match their skill levels.	<ul style="list-style-type: none"> Targeted students attempting to qualify for enrollment in Pikes Peak Community College courses
AP – Advanced Placement Courses	Score 2 or Higher <ul style="list-style-type: none"> English Literature & Composition English Language & Composition Human Geography Psychology US Government & Politics US History World History World Languages Art History Biology Environmental Science European History Computer Science Principles 	Score 2 or Higher <ul style="list-style-type: none"> Precalculus Calculus AB Calculus BC Computer Science A Chemistry Physics 1 Physics 2 Physics C: Electricity & Magnetism Physics C: Mechanics 	Advanced Placement courses and exams test students' ability to perform at a college level.	<ul style="list-style-type: none"> Several courses offered at WPHS. Students pay fee
College Credit / Dual Enrollment	Passing Grade of C <ul style="list-style-type: none"> English 1021 English 1015 Successful completion of Career Start Sequence <p>Others with prior approval</p>	Passing Grade of C <ul style="list-style-type: none"> Math 1260 Math 1340 Successful completion of Career Start Sequence <p>Others with prior approval</p>	Dual enrollment provides students the opportunity to enroll in postsecondary courses, simultaneously earning high school and college credit. School districts and institutions of higher education each determine passing grades for credit. An eligible dual enrollment course is 1) the Prerequisite directly prior to a credit-bearing course or 2) a credit-bearing course.	<ul style="list-style-type: none"> Could be on WPHS campus or college campus
Industry Certificates	Individualized based on industry requirements	Individualized based on industry requirements	An industry certificate is a credential recognized by business and industry. Industry certificates are district determined, measure a student's competency in an occupation, and they validate a knowledge base and skills that show mastery in a particular industry.	<ul style="list-style-type: none"> Some options available on WPHS campus Other options available through Career Start, ProStart or independent study
Capstone / Standards-Based Performance Assessment	Individualized	Individualized	In the Capstone Project, students present their skills associated with English, math, and their desired career pathway to a panel of judges who will determine career and college readiness. A portfolio of documents (previous or current demonstrations of learning) must accompany a successful presentation and could incorporate experiential learning opportunities, internships, and/or work study.	<ul style="list-style-type: none"> Individualized through the Senior Seminar / Capstone Course Accommodations may be made for ELL students, students with disabilities.

Additional information on earning credits toward a Woodland Park High School diploma:

- Credit type (ie; Math, English, Social Studies, etc) is delineated in the [Course Description Guide](#).

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- Graduation requirements may be adjusted by the Re-2 School Board.
- Students planning to pursue post-secondary education are encouraged to investigate specific college entrance requirements, which may vary from current WPHS graduation requirements. They are recommended to, at a minimum, follow the [Colorado Higher Education Admission Recommendations](#).
- If a student fails to complete a course that is required 1) for graduation or 2) as a prerequisite for the next level course, the student may have to repeat the course or may be required to take another course to fulfill the requirement. Most courses can be taken only once for credit.
- Not all courses described in the [Course Description Guide](#) may be offered in the current school year.

Make-Up Work/Absences

Class time is important. In the event of an absence, every effort should be made by the student to submit work in a timely manner via electronic submission. Regardless of any absence, students are expected to demonstrate knowledge of the content and/or transferrable skills which occurred while they were out of the classroom.

We believe timeliness matters. To develop this skill and support the formative learning-feedback loop, we aspire to have students complete and submit work on time. Demonstration of learning is how grades shall be determined. To this purpose, students may need additional support such as attending after school tutoring or work during advisory to complete coursework

- It is best if students submit assignments within one calendar week upon return from absence.
- It is best if tests and quizzes given during the student's absence are made up within one calendar week upon return from absence.
- If the student is absent on the day of a review or test, the teacher has the right to present him/her with an entirely different version of the test than the one originally scheduled.

Executive Function, Relevance of School, and Self-Direction are all Habits of Success. Planning for known absences (family trips, extended holiday, medical procedures, etc) is a life skill that all students should develop. Therefore, students are required to notify their teachers ahead of the absence so that students can be made aware of the academic work that will be expected upon return. Students are responsible for getting course work completed in a timely manner that supports the formative learning-feedback loop.

Grading – Core Values

Grades are a representation of academic proficiency and will be communicated to many different people (ie; students, parents, academic institutions, potential employers, etc.). It is important for all of those users of this information to understand the values we use to derive a grade at WPHS. All teachers and professionals at WPHS commit to the following core

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values:

- There are specific elements of *content knowledge* and *transferable skills* that all students should know and be able to do as a result of attending school.
- Grades represent learning (not behaviors) and should be valid, fair, consistent, timely and clearly reflect what students know and are able to do.
- Transferable skills are more important than content knowledge.
- Learning is dynamic, messy and non-sequential. Students may need more than one opportunity to prove proficiency. Retakes on tests and redoing projects are essential.
- Learning involves struggle and frustration; students should be doing the “heavy lifting” of learning.
- Habits of Success are modeled, taught, developed, and nurtured.

Timeliness of Learning Feedback

Feedback related to student learning is essential. Students are expected to turn in work in a timely manner and they should also expect feedback similarly. It is reasonable to expect student work to be graded within a week of submission except in certain circumstances (ie; large essays or end of unit projects). All grading should be expected within two weeks of submission. Students who resubmit work for improvement are expected to communicate directly with teachers regarding the resubmission.

Credit Calculation & Grades

- Woodland Park High School is on a semester credit system. Course credit is earned by semester with .5 credit awarded for each successfully completed course and a grade will be issued at that time.
- Grade point averages are computed at the end of each semester.
- Students must demonstrate proficiency. Minimum proficiency will be scored as a “2 / C”. Therefore, students whose proficiency has not yet met the minimum will be considered “Not Yet Proficient” and will receive an “NY” on their transcript.
- Standards scores (content knowledge and transferable skills) will be recorded on a .5 scale from 0-4 (4 being the best) (4, 3.5, 3, 2.5, 2, etc.) for course grades. Scores do not “round up.”
 - A = 3.0 – 4.0
 - B = 2.5 – 2.9
 - C = 2.0 – 2.4
 - NY = 1.9 – 0.0
- Several demonstrations of proficiency such as assignments, projects, presentations, etc. will be used to calculate a score within a Standard.

Students Receiving an F or NY (Not Yet) in Core Classes

- It is ultimately the student’s and guardians’ responsibility to ensure that graduation requirements are fulfilled. Summer Bridge classes are offered in order to meet graduation requirements.
- If a student is not yet proficient in a course that is required for graduation, the student must arrange to show proficiency in each standard.

- o Work with a teacher to show proficiency in a standard
- o Repeat the course
- o Take another course to fulfill the requirement
- o Attend Summer Bridge to earn the credit
- If a student is not yet proficient in a course required as a prerequisite for the next level course, the student must complete the prerequisite course through the following avenues:
 - o Work with a teacher to demonstrate proficiency for a standard
 - o Repeat the course
 - o Attend Summer Bridge to earn the credit

Weighted GPA / Unweighted GPA

The WPHS GPA is measured on either a weighted or an unweighted scale. The main difference between the two is that weighted GPA takes into account the rigor of your coursework. The weighted GPA is on a 5.0 or 4.5 scale and the unweighted GPA is on a 4.0 scale.

- Honors courses are weighted on a 4.5 scale.
- Dual Enrollment courses are weighted on a 5.0 scale.
- Advanced Placement (AP) courses are weighted on a 5.0 scale.
- Concurrent Enrollment courses are weighted on a 5.0 scale.

Academic Lettering/Honor Roll

Students have the opportunity to earn academic honors each year. The Honor Roll and Academic Lettering will be calculated after the completion of the spring semester. Honors students will be recognized with a certificate and/or chenille letter during the fall.

Latin Honor System

- Academic letters may be awarded to students who have earned a 3.75 or above grade point average for the previous school year, first and second semester (fall & spring semester).
- Academic bars may be awarded once a student earns an academic letter. After the letter is earned, students can earn a bar by again earning a 3.75 or above grade point average for the previous school year.
- Pass grades are not factored into GPA because they are not weighted grades.
- NY grades are factored into the GPA, earning an NY is equivalent to receiving 0.0 weight.
- Homeschool students are eligible for *Honors* distinction after 12+ credits have been obtained through WPHS.
- Transfer students from other regionally accredited institutions are eligible for the *Latin Honor System*. Official documented transcripts must be presented, verified by the WPHS registrar, and approved by the Principal or designee.
- Transfer students must complete one full academic year at WPHS to be eligible for *Honors* distinction.

Honor Ranking is based upon the following three tiers:

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- With highest honor: 4.10+ GPA
- With great honor: 3.9 GPA
- With honor: 3.75 GPA

Graduation Honor Ranking

Woodland Park High School utilizes the *Latin Honors System* for recognition at graduation, which grants students summa cum laude, magna cum laude and cum laude titles based on their cumulative grade point average through seven semesters. Final transcribed class rank and GPA and class rank will be calculated after the eighth semester. Woodland Park School District Re-2 encourages students to enroll in and excel in a balanced course-load that interest and prepare them for post-secondary pursuits. (For more information, see WPSD policy IKA-R2)

Transfer students matriculate to WPHS and therefore transcripts are re-calculated using WPHS GPA criteria. As well, WPHS graduation requirements must be completed.

Graduation Honor Ranking is based upon the following three tiers:

- Summa cum laude: 4.10+ GPA
- Magna cum laude: 3.9 GPA
- Cum laude: 3.75 GPA

College Requirement Considerations:

It is every student's responsibility to investigate the specific requirements of any post-secondary institution.

Higher Education Admission Recommendations (HEAR)

It is strongly recommended that university-bound students adhere to the following guidelines to meet university expectations:

<u>Credits</u>	<u>Content Area</u>
4.0	Mathematics
4.0	English
3.0	Science (2 lab-based)
3.0	Social Studies
2.0	in the same Foreign Language
2.0	Academic Electives

College Athletics Eligibility

NCAA Eligibility

To be certified to play sports at the Division I or II levels, *an athlete must satisfy the following requirements during his/her high school years:*

- Register with the NCAA at www.eligibilitycenter.org. Complete the on/line registration with NCAA and pay the registration fee. (Usually done junior or senior year).

- Request official transcripts to be sent directly from every high school attended. (The NCAA would like transcripts with six semesters of courses listed *by the end of 11th grade.*)
- Take an ACT or SAT second semester of *11th grade* and have test scores sent directly from ACT or SAT to the NCAA (school code is 9999). Multiple ACT and SAT scores *may* be submitted.
- Earn *at least a 2.0 GPA* in approved core classes completed during grades 9-12. Only NCAA approved *by the [NCAA Clearinghouse](#)* can be used to calculate the GPA. Check the AAHS approved core list on the NCAA website. A minimum of 16 core credits must be earned to be eligible to play Division 1 or Division 2 athletics. (Beginning in August 2016, the minimum GPA *in approved core classes is 2.3*). See the *NCAA Clearinghouse for a description of [core credits](#)*
- Earn specific scores on the ACT or SAT based on cumulative core GPA. *This is a sliding scale wherein the higher the core GPA is, the lower the ACT score can be.* This scale is available on the NCAA website.

Website links: www.eligibilitycenter.org for more information. Look for the “Guide to the College Bound Athlete.”

Please note: most online and correspondence courses (e.g. BYU Independent Study courses) are not on the NCAA approved course list for Division 1 or 2 college athletes.

NAIA Eligibility

To be deemed eligible for participation in NAIA sports, an athlete must satisfy any two of the following requirements:

- Achieve a minimum score of 860 on the SAT
- Achieve a minimum score of 18 on the ACT
- Finish in the top half of the graduating class
- Maintain a **GPA** of 2.0

EARLY COLLEGE OPTIONS

Woodland Park High School offers many early college options. Students enrolled in college level courses must meet all prerequisites including a college placement exam (when required), complete college enrollment paperwork, and in some cases pay associated college fees. All credits earned will be transcribed through the partner college or university and should be transferable to most colleges and universities across the country; however, it is the student’s responsibility to make sure the future college/university of choice will accept the credit. Collegiate level courses are inherently taught at a cognitive level above high school courses. Expectations are that students are managing their own grades and deadlines; there is little communication with parents regarding academic progress. These courses have their own grading procedures that follow the procedures established by the credit issuing institution (college or university or College Board/AP). Therefore, additional weighting (GPA) will be applied as students complete college course work. Students who complete college/University paperwork, pay fees, follow college policies and also transcript

the course for college credit at the university will have the course weighted at 5.0 (college level) for their high school GPA. Students who do not transcript the course for college credit will have the course weighted at 4.5 (which is the same as an honors level) for their high school GPA.

- Woodland Park School District Re-2 will not pay for collegiate remedial courses.
- Students must register for the College Opportunity Fund (COF) in order to minimize tuition costs.
- The grades earned at the college will be reflected on the WPHS transcript regardless of the student's pass/fail/withdrawal status.
- All deadlines will apply. No exceptions.

Advanced Placement Courses

Students enrolled in Advanced Placement (AP) courses must sign up for and complete the AP exam in accordance with the College Board policies, procedures, and deadlines. WPHS will not administer late exams unless there is a school wide closure or conflict with a school event, such as a state track meet. AP fees are collected at registration and are non-refundable. The student is responsible for the cost of the exam. Hardship scholarships may be available for those in need. If students do not complete the AP exam, the weight of the AP course (5.0) will be changed to an Honors weight (4.5). The student's transcript will be changed to reflect this for both semesters as well. A student can appeal a course grade based on scores from an official AP Exam. A 3 is potentially eligible for a C, a 4 is potentially eligible for a B and a 5 is potentially eligible for an A. A student will need to arrange a meeting with the teacher and counselor/academic advisor/academic advisor to process the grade appeal. These courses have their own grading procedures that follow the processes established by the College Board.

- AP English Literature and Composition
- AP English Language and Composition
- AP Precalculus
- AP Calculus AB
- AP Calculus BC
- AP Chemistry
- AP Biology
- AP Environmental Science
- AP Physics 1
- AP Physics C: Mechanics
- AP Physics 2
- AP Physics C: Electricity and Magnetism
- AP Psychology

- AP Human Geography
- AP United States History
- AP United States Government and Politics
- AP World History: Modern
- AP Computer Science Applications
- AP Computer Science Principles

Concurrent Enrollment

Woodland Park High School offers several opportunities to earn college credit by taking a college level class either on the WPHS campus or through Pikes Peak State College (PPSC). The following courses are available to students with no cost for tuition:

- English 1021: Composition 1
- Literature 1015: Intro to Literature
- Math 1340: College Algebra (with Lab)
- Math 1260: College Statistics
- AAA College 1009: Advanced Academic Achievement
- Intro to Criminal Justice 1010
- Correctional Process 1045

Dual Enrollment

Woodland Park High School offers several additional dual enrollment college options. Students may enroll in these courses and choose to pay additional fees for post-secondary college credit transcribed by the partner university or college:

- AP Language and Composition
- Pro-Start Culinary Program (1 & 2)
- AP Precalculus
- AP Calculus AB
- AP Physics 1
- AP Physics 2
- [Project Lead the Way: Introduction to Engineering Design](#)
- [Project Lead the Way: Principles of Engineering](#)
- [Project Lead the Way: Cybersecurity](#)
- Any other course that might have an option for post secondary transcribing

A student who chooses not to take the course for college credit will not pay the associated fees and the course will be entered on the HS transcript as an honors course. Students will receive a weighted grade for successful completion of the course - either 5 point scale (college transcribed) or 4.5 (WPHS honors class transcribed).

Career Start

Career Start is a junior/senior high school program that allows eligible juniors/seniors to take a year or two of college classes at Pikes Peak State College (PPSC). The district will cover the student's tuition, fees and necessary textbooks. As with a traditional course, however, necessary supplies must be provided by the student. This could include such things as PPE, knives, brushes, tools, etc. Career Start inspires high school students to start exploring career opportunities, gaining knowledge and skills toward their career goals, and earning college credits and certificates while attending WPHS. Students will earn high school and college credits through PPSC.

Students enroll in PPSC Career Start as part of their daily high school schedule, attending PPSC Monday through Friday as scheduled through the college. Transportation to and from the college each day is provided by district bus. The training sessions are conducted in classrooms, laboratories, and community agencies.

To qualify for Career Start, students must meet the following criteria:

- Be on track to graduate in their graduation year
- Have an excellent attendance and behavior record
- Apply for Career Start through an application process and be accepted

Career Start Program Offerings

- Automobile Collision Technology*
- Automobile Service Technology*
- Broadcasting & Electronic Media
- Construction
- Criminal Justice*
- Culinary Arts*
- Cyber Security*
- Diesel Power Mechanics
- Early Childhood Education
- Emergency Medical Technician (must be 18)
- Fire Science Technology
- Medical Office Pathways
- Nursing Assistant
- Multimedia Graphic Design*
- Veterinary Assistant
- Welding*
- Zoo Keeping

*2-year program. Students may attend 1 or 2 years of these programs.

Accelerating Students through Concurrent Enrollment (ASCENT)

ASCENT is a fifth-year (and 6th year through special application) high school program that allows eligible seniors to take a year of college classes at Pikes Peak State College.

ASCENT students do not attend high school classes. Woodland Park School District will pay the student's PPSC tuition, but students must provide their own transportation as their course schedules will deviate substantially from the high school

To qualify for ASCENT, students must meet the following criteria:

- Complete at least 9 transcribed college credits before the end of their senior year
- Meet WPHS graduation requirements by the end of their senior year
- Meet career and college readiness in English and math
- Be accepted into PPSC and meet prerequisites, including required test scores for college courses
- Be under 21 and not participated in the ASCENT program previously
- Apply for the ASCENT program through an application process and be accepted

Teacher Recruitment Education & Preparation (TREP)

TREP is a fifth-year high school program that allows eligible seniors to take a year of college classes at Pikes Peak State College. TREP students do not attend high school classes.

Woodland Park School District will pay the student's PPSC tuition.

To qualify for TREP, students must meet the following criteria:

- Per 22-35-108.5 (2)(a)(I), C.R.S., "is following the teaching career pathway created in section 23-60-110 and is on schedule to complete the courses and/or experiences specified in the teaching career pathway for the twelfth grade year and is enrolling in the postsecondary courses identified in the teaching career pathway for the fifth and sixth years."
- Is college ready, and not in need of developmental education coursework in accordance with the education career pathway in which they enroll.
- Completes an Individual Career and Academic Plan (ICAP) prior to declaring intent to participate in TREP.
- Applies to, and is accepted into, a postsecondary program to continue on an approved educator pathway at a qualified Colorado institution of higher education.
- Is entering the TREP program in the year immediately following the student's 4th year of high school.
- Has been selected for participation by their high school principal or equivalent school administrator based on the above criteria.
- Upon entry to the TREP program, has not been designated a TREP program participant in any prior year (can only participate in TREP for 2 academic years).

- Is in good academic standing (minimum Grade Point Average of 2.0 in postsecondary coursework) and remains enrolled in an applicable educator pathway in order to participate in year 2 of the TREP program.

Off Campus Higher Ed Dual Enrollment Option

If a student qualifies due to exceptional circumstances, Woodland Park School District will pay tuition for up to two approved college classes per semester, according to the following guidelines:

- WPHS course sequences must be exhausted (not all department course offerings)
- College courses can only be selected with the approval of the student's counselor/academic advisor, must reflect the student's Individual Career and Academic Plan (ICAP), and must coincide with stated post-secondary goals.
 - If a student has an Advanced Learning Plan (ALP), a blended ICAP and ALP must be developed to support college course selections.
- The college course(s) must be applicable to earning a degree or certificate. Parents will need to pay for the college courses up front, and then will be reimbursed once the student completes the college course with a C or better. Students need to forward their college transcript and the college bill to their counselor/academic advisor/academic advisor for reimbursement.
- Students are responsible to pay for all required class materials and fees.

Off HS Campus Higher Ed Credit Transfer

Eligible high school juniors and seniors may choose to enroll in classes at local colleges to earn college and high school credit while still enrolled in high school. Classes may be taken at the University of Colorado-Colorado Springs (UCCS), Pikes Peak State College (PPSC), or at another accredited college or university. All tuition, transportation, books, fees, and miscellaneous fees for enrollment at the college are the sole responsibility of the student. The student shall provide an official copy of their transcript upon completion to transfer credit. All credits must be preapproved and classes taken must meet a student's Individual Career Academic Plan (ICAP) or post-secondary goals. Preapproval for coursework is recommended.

ONLINE LEARNING OPPORTUNITIES

Some students may choose to learn through an online experience for all of their classes or only a few. Our online courses are rigorous, standards-based and provide a comprehensive learning experience that meets or exceeds all state educational requirements, as well as the same standards of our in-person courses.

We believe that you are ultimately responsible for your own success and putting forth the effort needed to accomplish your learning goals. We are here to support your effort through

choices in learning environments, frequent monitoring and feedback on your progress, and close communication among students, parents, counselor/academic advisors/academic advisors, learning coaches and online staff. We want you to be successful and thrive in your online educational experience and we encourage you to contact us with questions.

All full-time students (online or in-person) must be enrolled in a full schedule of classes. WPHS counselor/academic advisors/academic advisors will guide online students in the same manner as in-person learners. The student's ICAP should guide course selection and WPHS counselor/academic advisors/academic advisors will ensure that graduation progress is being made according to WPSD graduation requirements.

Students wishing to participate in the WPSD Online Program part-time while attending another Colorado school district must provide a completed Part-Time Student agreement signed from the other district indicating an agreement to share funding. counselor/academic advisors/academic advisors will initiate this process if approved by WPHS administration.

Online Participation Requirements:

Because we are a public school, all online students are required to meet state attendance requirements. Students are expected to follow our WPSD school calendar, working daily on their courses. A WPHS full-time online student is expected to spend several hours a day, 5 days a week working on courses. In our current online platform environment (Edgenuity) a student should expect to spend sixteen hours per week (8 courses- full enrollment) to meet the academic requirements of the courses. High School students can expect to spend between 40 and 70 hours of study per course in a given semester. Students may have flexibility in managing their time, but failure to make consistent progress on a weekly basis will result in phone calls, emails, and personal meetings. If adequate progress (staying ahead of the pacing line) is not met on a quarterly basis, truancy procedures could begin. In order to continue in the online program, the student must adhere to all attendance requirements, demonstrate academic progress, and participate in all local and state assessments.

During our October count window (September 15 to October 10) all students must login to each class and have active minutes throughout the entire October Count window. Students who do not meet the October Count requirements may be subject to dismissal from WPHS online courses.

- WPSD Online Program will provide up to 8 full year courses (16 semester long courses) each year, additional courses result in an additional fee. For SY 23-24, the fee is \$250/course/semester.
- Full-Time Online students must attend WPHS Advisory (this is where students meet their primary ICAP requirements for graduation). This is not optional.
- Should a situation arise where a student may be absent for an extended period of time and unable to actively participate in the online program, WPHS Online staff and

school counselor/academic advisors should be notified immediately so alternate schooling plans may be discussed.

- The parent or guardian of students who do not actively participate in their online courses after seven days will be notified of their inactivity. Staff will work with the parent or guardian and student to solve any issues.
- The parent or guardian of students who do not actively participate in their online courses after 12 days will be sent a letter indicating concern over lack of participation and a possible truancy situation with another opportunity to solve any issues. Truancy procedures may be started at this time.
- After continued inactivity, the student will be considered truant and will be reported to appropriate authorities. The student will be required to return to in-person courses at WPHS.
- Specialty courses greatly expand our course offerings. We are proud to offer them, however the additional cost to the district is significant. Therefore, these courses must be completed within the semester and do not have the option to extend due dates. In order to be considered for these courses, students must demonstrate a prior history of completing courses with a passing grade. counselor/academic advisor/academic advisors approval is also required for these courses. Prior history of success or failure will be strongly considered as students request future participation in such courses. Specialty courses are shown in light green in the course description guide.

Changes or Extensions to Online Courses

Any changes to course enrollment must be made within the first 5 days of receiving a course. Any changes after 5 days will result in a W/F on the transcript and in cases of online specialty courses be required to pay for the class (\$99-\$400). Students who do not make progress, or complete online courses are subject to the same grade transcription as in-person learners. Extensions for course completion may only be offered in unique situations with administrative approval. Approval of extensions may be subject to a fee.

Online Grading Policy

Final exams and unit tests must be proctored with a WPHS staff member in person at the High School. Remote proctoring can be arranged in special circumstances (rare). No exceptions.

90 – 100% = A

80 – 89% = B

70 – 79% = C

69%– below = NY

Students not completing a course in the assigned semester will receive an NY on the transcript for that semester. If a student does not complete the course by the end of the

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semester, he may continue in Summer Bridge or in the Academic Success course. *This policy does not apply for specialty online courses.

Woodland Park High School Online Learning FAQ – [District Online Handbook](#)

Early Graduation from Woodland Park High School

Students considering the possibility of graduating at the end of the first semester of their senior year should begin the process in their junior year. Preparation for early graduation includes:

- Student meeting with counselor/academic advisor to review credits, complete the early grad checklist
- Creating a first semester senior schedule that meets all graduation requirements
- Explanation of the reason(s) for early graduation and future plans
- Parental **and** Principal's approval

Early grads are not eligible for participation in CHSAA Athletics and Activities in the Spring Semester.

Early grads are eligible to participate in all senior activities with the exception of Senior Skip Day.

Course Withdrawal

Students considering withdrawal from a course must meet with a counselor/academic advisor/academic advisor to discuss the decision so that all consequences and implications can be understood. After the fifth class day, the student will earn a Withdraw/Fail (W/F) on their transcript if the course is dropped. No exceptions.

Transcripts

Transcripts are an official record of student academic progress. This is the tracking document for course completion and meeting of graduation requirements. It is the student record of grades and credits accrued throughout the time period a student is enrolled in WPHS. Official transcripts can only be transferred between institutions so that student progress can be marked over time at various schools.

School administrators and counselors/academic advisors/academic advisors manage student transcripts. The school's registrar is the officiant of the document. Teachers provide grades at the completion of courses and this record becomes an official document communicating academic success or lack thereof. Student GPA (Grade Point Averages), class rank, honors, etc are all calculated using the student transcript. School counselor/academic advisors/academic advisors have the responsibility to interpret transcripts including:

- Analysis of course names (curriculum)
- Credit equivalencies

- Grading systems and any other necessary interpretations when using transcripts from differing institutions

Students (and their parents) should monitor their transcripts using the district's student management system known as Infinite Campus (IC).

Official Transcript

Official transcripts are mailed or electronically transferred to requesting institutions: high school, colleges and universities. Transcripts are official when they have been signed by the registrar or counselor/academic advisors, stamped with WPHS's official seal and sealed in an envelope marked on the outside official transcript. Once opened, transcripts are no longer official. Students, graduates and alumni must request official transcripts through the school's registrar.

Unofficial Transcript

Parents and students also have access to unofficial transcripts using Infinite Campus or through the WPHS registrar. Transferring students should be prepared to carry an unofficial transcript to their new school (it will aid in enrollment at the new school).

Summer Bridge

Students are required to meet all standards to be eligible for course credit. Some students simply need more time to accomplish this. Students who have not yet met all of their standards in a particular course have an opportunity during Summer Bridge to complete the missing (or sub-standard) standard.

For students who have received a Not Yet (NY), it means you have not met all standards in a class and you do not have the skills you need to be prepared for next year. You should attend Summer Bridge so that you don't have to repeat the course.

Students can turn their NY into a passing grade (C) by completing new demonstrations of learning. Students only have to complete missing standards - not the entire course.

Students will need to register and pay for Summer Bridge classes. Details and registration links will be provided on the website in April each year.

Work Credit

Juniors and Seniors have the opportunity to earn .5 credit for each 150 hours of work experience and *must provide a work pay stub* with hours located on the pay stub. Students can earn up to a total of 2.0 credits.

UNIQUE CREDIT CONSIDERATIONS

Fifth-Year Senior

Students who have not met the WPHS graduation requirements have the opportunity to be a fifth-year senior. Students will take the courses required to graduate during their fifth year of high school. Students must be full-time, during the first semester of their fifth year. Courses will be determined by their counselor/academic advisor/academic advisor and the student. Fifth-year seniors are not eligible for participation in CHSAA Athletics and Activities.

Concurrent Middle School/High School Enrollment

Students enrolled in high school level courses (rostered as a high school student with HS instructors) while concurrently enrolled in the Middle School will receive high school credit and grades on their Woodland Park High School transcript.

STUDENT SERVICES DEPARTMENT PROCEDURES

Woodland Park High School Student Services Mission and Vision

Mission: In partnership with stakeholders, the mission of the Woodland Park High School Student Service Team is to be intentional in delivering a program using evidence based practices, in order to provide a relentless culture of academic excellence, career & college readiness for all WPHS students.

Vision: Relentless Culture of Excellence

Request for Academic Advisor Change

To request an academic advisor change the student and parent or guardian must meet with their designated counselor/academic advisor/academic advisor to discuss the reason for a counselor/academic advisor/academic advisor change. The requested counselor/academic advisor/academic advisor can be a part of that meeting. The counselor/academic advisor change request document can be obtained from the Student Service Center.

Schedule Change Process

Woodland Park High School students are encouraged to carefully consider their course selections since opportunities to change classes are limited. Many class sections are full at the beginning of the school year and some scheduling conflicts cannot be resolved.

[Class changes](#) are considered only if there is an open seat in the course.

Schedule changes (within the following guidelines) will be made through the end of the **5th day** of full attendance each semester. **Schedule changes may ONLY be made before or after school and during students' lunch.**

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Acceptable reasons for making a schedule change during the allotted time frame:

- Academic misplacement
- Change in post-secondary plans
- Failure of a class or prerequisite
- Administrative approval

Schedules will not be changed for the following reasons:

- Teacher change
- Advisory change
- Requesting a particular class during a particular period

Registration

Returning Family Registration

Each school year parents must fill out the online registration for returning students located online at www.wpsdk12.org. Parents can pay class fees, register for sports and bus if applicable.

New Family Registration

To register with WPHS the student's parent/guardian must fill out the new student enrollment forms located online at www.wpsdk12.org. Parent/guardian must provide the following required documents:

- Birth Certificate
- Immunization Records
- Court or custody documents
- Proof of residency
- Parent photo ID
- Transcript from previous school
- Educational plans (English Language Learners, Gifted & Talented, Individualized Education Plan, and Section 504) if applicable

Parents/guardians must submit all forms and documents online. Once all forms and documents have been received, the WPHS Counseling Secretary will make an appointment with the student's counselor/academic advisor to review documents and finalize the registration process. While meeting with the counselor/academic advisor the student and parent/guardian must be present.

Transfer Student Transcript Evaluation

Students who transfer into WPHS from a regionally accredited high school will have their transcript evaluated by a counselor/academic advisor. The evaluation process consists of aligning classes, grades, and credits earned to content areas. Weighted GPA courses will only be recognized from the transferring school if WPHS offers weighted GPA for the same

course. Transfer students must complete at least one full semester at WPHS to be eligible for a WPHS diploma.

Students Transferring into WPHS from Non-accredited Schools

Incoming students from homeschool or other non-accredited schools can qualify for transcribed course credit in one of the following ways:

- Students take the WPHS course final (Edgenuity) and receive a qualifying score.
- Students provide a body of evidence for their home-school course(s). The evidence is reviewed by WPHS certified teachers and administrators who determine if a student is proficient in course standards equivalent to those at WPHS. The school will review this evidence as well as other possible evidence (ie; MAPS test scores, standardized test scores, Edgenuity finals, etc).
 - counselor/academic advisor creates Homeschool Credit Evaluation shared with administrator, student, & parent/guardian.
- Students demonstrate proficiency in advanced courses (taken from WPHS course instructors), therefore pre-requisite course credit may be approved.

If a student demonstrates knowledge of a course as determined by the certified teachers and administrative team, The student will receive a “pass” and credit will be transcribed for the course. Final administrative signature is required on granting credits. No letter grades will be awarded.

McKinney - Vento

The McKinney-Vento Homeless Assistance Act (reauthorized under Title X, Part C of the No Child Left Behind Act of 2001, and subsequently referred to as the McKinney-Vento Act in this brief) defines “homeless children and youths” as “individuals who lack a fixed, regular, and adequate nighttime residence.” However, because the circumstances of homelessness vary with each family’s or unaccompanied youth’s situation, determining the extent to which the family or youth fits the definition must occur on a case-by-case basis. The parent or guardian and/or student must fill out the McKinney-Vento intake form provided by their counselor/academic advisor. The counselor/academic advisor will give the McKinney-Vento intake form to the WPSD homeless education liaison to determine eligibility. The WPSD homeless education liaison will gather and analyze information from the family or youth and make an appropriate determination of eligibility.

Release of Confidential Information

As a parent or guardian of a WPSD student, the parent or guardian must complete the Release of Confidential Information to authorize the release and exchange of confidential information between WPSD and any outside service provider. The parent or guardian can obtain the form from the Student Service Center.

Work Permit

Work permits are not required by Colorado law.

Any employer desiring proof of the age of any minor employee or prospective employee may require the minor to submit an age certificate. Age certificates are issued by or under the authority of the school superintendent of the district or county in which the applicant resides. *Colorado Department of Labor and Employment – Work Permit (8-12-111)*

Students whose employees are requesting a work permit may request the document from their counselor/academic advisor.

Multi-Tiered, Multi-Dimensional System of Supports

Multi Tiered, Multi-Dimensional System of Supports (MTMDSS) is defined as "the practice of providing high-quality instruction and interventions matched to student need, monitoring progress frequently to make decisions about changes in instruction or goals, and applying child response data to important educational decisions" (Batsche et al., 2005). Based on a problem-solving model, the MTMDSS approach considers environmental factors as they might apply to an individual student's difficulty (ACADEMIC, BEHAVIORAL, LIFE SKILLS, ATTENDANCE), and provides services/intervention as soon as the student demonstrates a need. Parents, teachers, counselors/academic advisors or administrators can refer a student to the MTMDSS team.

WPHS Withdrawal

Students/Parents must inform their student's counselor/academic advisors about withdrawing from WPHS. Parents MUST complete and sign online withdrawal paperwork and return to the high school registrar, stating where students will be moving to and what school they will be enrolling in. Students/Parents are required to check in with the high school bookkeeper to return all books, their chromebook, turn in parking pass, student ID and pay all unpaid fees if applicable. If a student was in athletics, students will need to check in with the athletics secretary to make sure all uniforms and equipment have been turned in before leaving. At the time of withdrawal student grades will be provided to the WPHS registrar and will be transferred to the transfer school upon receipt of confirmation of enrollment.

EXCEPTIONAL STUDENT PROGRAMS

Gifted and Talented

Students whose aptitude or competence in abilities, talents, and potential for accomplishment in one or more domains are so exceptional or developmentally advanced that they require special provisions to meet their educational programming needs. Gifted children are hereafter referred to as gifted students. Gifted students include gifted students with disabilities (i.e. twice exceptional) and students with exceptional abilities or potential

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from all socio-economic, ethnic, and cultural populations. Gifted students are capable of high performance, exceptional production, or exceptional learning behavior by virtue of any or a combination of these areas of giftedness:

- General or specific intellectual ability
- Specific academic aptitude
- Creative or productive thinking
- Leadership abilities
- Visual arts, performing arts, musical or psychomotor abilities

The following are characteristics for each domain of giftedness.

- General or Specific Intellectual Ability - Intellectual ability is exceptional capability or potential recognized through cognitive processes (e.g., memory, reasoning, rate of learning, spatial reasoning, ability to find and solve problems, ability to manipulate abstract ideas and make connections).
- Specific Academic Aptitude - Specific academic aptitude is exceptional capability or potential in an academic content area(s) (e.g., a strong knowledge base or the ability to ask insightful, pertinent questions within the discipline). All academic areas should be considered.
- Visual Arts, Performing Arts, Musical, Dance or Psychomotor Abilities (Talent Aptitudes) - Visual arts, performing arts, musical, dance or psychomotor abilities are exceptional capabilities or potential in talent areas (e.g., art, drama, music, dance, body awareness, coordination, and physical skills).
- Creative or Productive - Thinking Creative or productive thinking is exceptional capability or potential in mental processes (e.g., critical thinking, creative problem solving, humor, independent/original thinking, and/or products).
- Leadership Abilities - Leadership is the exceptional capability or potential to influence and empower people (e.g., social perceptiveness, visionary ability, communication skills, problem solving, inter and intra-personal skills, and a sense of responsibility).

Referrals are made directly to the Secondary G/T Coordinator at the secondary level by phone or email.

Section 504

Section 504 is the part of the Rehabilitation Act of 1973 which applies to persons with disabilities. Section 504 is a civil rights act which protects the civil and constitutional rights of persons with disabilities. Section 504 of the Rehabilitation Act of 1973 protects persons from discrimination based upon their disability status. A person is disabled within the definition of Section 504 if he or she: has a mental or physical impairment which substantially limits one or more of a person's major life activities. The impairment must impact the child's education. "Major life activities" include: functions such as physical, cognitive/learning/communication, multiple/activities of daily living, and bodily functions.

When a condition does not substantially limit a major life activity the individual does not qualify under Section 504.

In general, the purpose of Section 504 is to provide a child with a disability equal access to education. The disability might be physical, mental/emotional, behavioral, etc. In no way does a plan ensure a child's success in school; it allows the student the opportunity to engage in the educational process with the rest of their peers.

To request consideration for a Section 504 plan:

1. Parent/Guardian fill out the 504 Referral form and submit it to your child's counselor/academic advisor.
2. Parent/guardian fill out the 504 Parent Survey and your child will fill out the 504 Student Survey and submit them to your child's counselor/academic advisor.
3. If possible, a Parent/guardian should submit a recent (within the last three years) doctor's diagnosis of a medical condition that limits your child's access to education.
4. Once we receive the signed Section 504 Referral Form, we will begin the 60 day process of evaluating your child in classes, this means we observe their behaviors in class as compared to other students, observe the accommodations they are already receiving, we document them taking the opportunities given, etc. We also interview the student and parents.
5. Once all the documentation is gathered, a Section 504 determination meeting will take place to review data collected.
6. If it is determined that your child's disability substantially limits their access to education, then the team will create a Section 504.
7. If it is determined that your child's disability does not limit their access to education, then a Section 504 will not be created.
8. If you as the parent/guardian don't agree with the team's decision, the process can be appealed through WPSD Central Office.

In order to determine eligibility for Section 504 services, your child must be evaluated by a team of individuals who are familiar with your child.

Individualized Education Program

An IEP is a document uniquely designed for one specific student, with the intention of improving educational results for that child. Each IEP must be created in compliance with the Individuals with Disabilities Education Act (IDEA) and, in Colorado, the Exceptional Children's Education Act (ECEA). An IEP outlines services, including specially designed instruction, and accommodations intended to meet a student's individual needs directly related to their identified disability.

Process:

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1. ANY member of a student's team, including teachers, counselor/academic advisors, parents, etc, can request an evaluation to determine whether a student meets special education eligibility criteria if a disability is suspected. A medically diagnosed condition is not required. A request for an evaluation may be made verbally or in writing.
2. Following a request for an evaluation, an evaluation planning meeting will be scheduled to include all relevant members of that student's team, as well as a special education teacher. At this meeting the team will determine whether or not to formally begin the evaluation process.
3. If the team decides to formally evaluate, a consent form will be created outlining areas where additional assessments are needed (if any) to determine eligibility. The evaluation must be completed within 60 days of the date that a guardian signs the consent to evaluate form.
4. If the student is determined to be eligible for special education services, and IEP must be developed within 30 days of the date they are found eligible. In many cases the team will determine eligibility and develop an IEP on the same day.

Foreign Exchange Students

WPHS has partnerships with approved foreign exchange agencies. The foreign exchange organization will contact the WPHS registrar by May 1st (preceding year) indicating that they have a student they intend to place in WPHS. See approved list of organizations below.

WPHS registrar will contact the approved organization requesting documents be sent electronically on behalf of the student. A checklist of documents is followed by a counselor/academic advisor and then given the go ahead for the company to place the foreign exchange student in our school. Counselor/academic advisors divide the students by caseload and then begin the process of reaching out to students via email and host parent by email or phone to set up a scheduling conference in late May or June, or if not that, then in August when the young person arrives in Woodland Park.

The student's course schedule is made and the student would be then treated like any other, except that extra care is given since they are in a new country. FE students will be designated as Seniors. FE students will not earn a WPHS diploma. In place of a diploma, FE students will receive a certificate of attendance. A special exception is made for FE students to participate in commencement exercises with the Senior class.

It is not the responsibility of WPHS to organize or make placement of students with host families. This responsibility lies solely with the organizing agency. The local coordinator of that company makes quarterly contact to check the progress of students.

Document checklist to be provided to WPHS

1. School Acceptance Form from Foreign Exchange organization
2. Biographic/Demographic Information
3. Student Grade Transcript
4. ELTIS (English Language Test for International Students) test results 228 and above
5. Student Health Certificate (to include immunizations)
6. Host Family Letter (letter from foreign exchange student to WP host family)
7. Parent/Student Agreement
8. Permission for Care of Child form
9. Parent Consent and Release form
10. J-1 VISA and passport

Approved Foreign Exchange Organizations:

1. 1. Adventures in Real Communications Year Program
2. 2. AFS Intercultural Programs, USA
3. 3. AFS USA, Inc. 4/11/07
4. 4. American Institute for Foreign Study (Academic Year in America)
5. 5. American Intercultural Student Exchange (AISE)
6. 6. Associated Study Program for Educational & Cultural Training (ASPECT)
7. 7. AYA (Academic Year in America) 5/1/18
8. 8. AYUSA 6/2/04
9. 9. Center for Cultural Exchange 6/28/05
10. 10. Cultural Homestay International
11. 11. Education Resource Development Trust (ERDT)
12. 12. E.F. Foundation for Foreign Study
13. 13. (FLAG) Foreign Links Around the Globe 2/8/23
14. 14. Forte International Exchange Association
15. 15. Nacel Open Door 4/25/15
16. 16. Pacific Intercultural Exchange
17. 17. Rocky Mt. Rotary Youth Exchange
18. 18. States' 4-H International Exchange Program 4/20/18
19. 19. STS Foundation 3/22/18
20. 20. World Heritage
21. 21. World Link Exchange Program
22. 22. Youth for Understanding (YFU)

Panther Academy

WPSD offers an alternative school setting for students who will be entering the workforce or a trade school after graduation. Panther Academy is *not* a college preparatory program. Students' courses will be designed, taught, and assessed at the 2.0 or "C" level. This means that the highest score a student can earn in their classes is a 2.0.

It is intended for students that may be credit deficient and not on track to graduate on-time or students that struggle behaviorally in a traditional classroom setting. Panther academy students are strongly encouraged to seek employment. Students may earn up to two credits for work study. They can also earn credits through our internship program.

Panther Academy operates on a modified schedule from 9:00-2:00. Students who successfully complete Panther Academy will earn a Woodland Park High School diploma. Students in Panther Academy are not permitted to participate in extracurricular activities (sports, clubs, etc...) without special permission from the administration.

Absences - Please call the desk to report your Panther Academy student absent

Parking - All Panther Academy students will park in the central office located outside the entrance to Panther Academy parking lot. They are not permitted to park in the senior lot or any other WPHS student parking.

BEHAVIORAL EXPECTATIONS

Rights And Responsibilities

It is the belief of our school that a carefully planned school program, superior instruction and individual guidance of students can build a community and culture embedded with the sixteen Habits of Success.

We also believe it is the responsibility of our school and its employees to encourage growth of executive function by building student self-regulation in positive ways.

Woodland Park High School will maintain a safe and positive environment that allows productive learning to occur. All members of our learning community deserve respect and dignity.

The policies and procedures outlined in the previous sections of this handbook are based on Woodland Park School District Administrative Manual Policies [JICDA - Code of Conduct](#), [JK - Student Discipline](#), and [ADD - Safe Schools](#). Several other policies govern school discipline and may be referenced. **All staff have the authority to enforce district and/or school policies during school or at an evening/weekend activity.** If you would like to view any of the High School's discipline policies, please call the high school at (719) 686-2067.

This information has been carefully prepared and presented so that it will help you to adjust to our school and to become an integral part of it. This handbook is not intended to be all-inclusive. The Woodland Park School District Policy Governance Administration Manual contains additional rules and regulations affecting students. Several of these policies are referenced throughout this manual. Please call the High School Office at 719-686-2067 if you wish to review the additional rules and regulations.

DISCIPLINE POLICIES

Behavior Infractions and Consequences

The school district may suspend or expel a student who engages in one or more of the following specific activities while in school buildings, on or off school grounds, and at school sponsored activities, or in school vehicles.

The administration will use discretion when assigning consequences. Decisions will be based on Woodland Park School District administrative manual policies and discipline consequences outlined below, what is best for the student being disciplined, as well as the safety and welfare of the student population and staff. **Discipline issues are not public knowledge. Any specific act not addressed in this student code of conduct deemed inappropriate by administration is subject to disciplinary action as determined and assigned by the administration.**

Classroom Removal ([WPSD Administrative Manual Policy JKBA](#))

In accordance with Senate Bill 133, C.R.S. 22-32-109.1, policies [JIC](#), and [JK](#) teachers now have the authority to remove a student from a class. Students shall be expected to abide by the code of conduct adopted by the district and any other appropriate classroom rules of behavior established by the building principal and/or classroom teacher for the purpose of maintaining order and a favorable academic atmosphere. Any student who violates the code of conduct or other classroom rules may be subject to removal from class and/or disciplinary action. (Please refer to [policy JKBA](#) for more specific information). Removal from class is a serious step that should only be taken after a teacher has attempted at least one or more alternatives for corrective action. The discipline imposed must be in proportion to the severity of the behavior. Grounds for removal must be reasonable and serve a legitimate educational purpose.

The following are grounds for removal from a class:

- Violation of student behavioral expectations as adopted by the district;
- Disruptive, dangerous or unruly behavior;
- Conduct that seriously interferes with the ability of the teacher to teach, or for other students to learn

Language

Self-Regulation is an elementary and ongoing Habit of Success. Students are expected to use appropriate language at all times. This includes in the classroom, lunchroom, in the hallways and parking lots, and at all school functions. Directing hate speech, profanity, vulgar language, or obscene gestures toward other students, school personnel, or visitors to the school will not be tolerated.

Hall Passes

Learning Engagement - Students are expected to participate in courses through their mental and physical presence for learning. Instructional time is valuable and student engagement is critical to learning. Students are expected to engage in discussion, produce effort and documentation of the learning process as teachers classroom experiences are delivered. Students should limit themselves to very infrequent interruptions to this learning opportunity. Restroom and water breaks should be limited to passing time between classes. Hall passes are limited for all students each day. Students who demonstrate unwillingness or inability to self-regulate such learning interruptions will have hall pass privileges restricted as a natural consequence.

- All students must have a pass to be out of class for any reason.
- WPHS will begin utilizing [SmartPass](#) in 2023-24 school year
 - The total number of passes issued is regulated each day and each period
 - Students are expected to engage in learning each class period and should limit themselves to infrequent breaks from learning.
 - Individual students may have further restrictions placed on hall-pass privileges based on their behavior.
 - Students who do not adhere to the school's expectations regarding use of hall-passes will be subject to disciplinary action.
- Students who have a Red Card will be considered as having a pass to leave the classroom and go to their pre-arranged destination.
- A student must have a pass from the attendance office in order to leave the school building or grounds during the school day or to enter a classroom after the class has begun. To be excused, a student must have a note from parents or have a parent call in. **This is the student's responsibility.** Please refer to the WPHS attendance policy for more information.

Physical Intervention ([WPSD Administrative Manual Policy JKA](#))

Any person employed by the District may, within the scope of their employment, use reasonable and appropriate physical intervention or force when reasonably necessary:

1. To prevent a student from an act of wrongdoing.
2. To quell a disturbance threatening physical injury to others.
3. To obtain possession of weapons or other dangerous objects upon a student or within the
4. control of a student.
5. For the purpose of self-defense.
6. For the protection of persons or property.

7. To maintain order.

Any such acts are not in conflict with the legal definition of child abuse and shall not be construed to constitute corporal punishment within the meaning and intention of this policy. For more information please refer to [policy JKA](#).

School Apparel Guidelines (Designated Committee Approved 2019)

In a committed effort to support and challenge every student as if they are our own, and to prepare them for their future, this community encourages its students to make authentic, autonomous choices regarding their apparel; choices that reflect the following values and support growth in the Habits of Success:

- Honor personal decisions (Self-Direction, Agency, Self-Awareness)
- Express individuality (Self-Awareness, Self-Regulation, Growth Mindset)
- Embrace the diversity of opinions and perspectives (Sense of Belonging, Social Awareness and Relationship Skills, Civic Identity)
- Accept the diversity of our heterogeneous community including, but not limited to gender, religion, ethnicity, socio- economics, age, sexuality (Social Awareness and Relationship Skills, Civic Identity)
- Respect for tradition (Social Awareness and Relationship Skills, Resilience)

In order to build and reinforce these values, we are committed to providing a safe environment in which to discuss/explore/learn about our variation of values, and to foster education within the community.

Whatever clothing you choose to wear **MUST** adhere to the following expectations:

- Tops: which cover the chest and breast area - including sides and nipples (all genders)
- Bottoms: (eg: pants/sweatpants/shorts/skirt/dress/leggings) which cover the genitals and buttocks
- Shoes: must be worn at all appropriate times
- Hats: may be worn providing the face is not covered
- Exception: religious headwear and body coverings
- Accessories: see contraband definition in *Behavior Expectation Section* of this handbook
- All apparel and accessories **FREE OF** designs or messages that contain hate speech, references to drugs, tobacco, or alcohol; are obscene, profane, vulgar or defamatory in nature; that advocate disruptive behavior, or violence and/or threatening the safety or welfare of any person(s) directly or indirectly
- High school courses that include attire as part of the curriculum (for example, PE, professionalism, public speaking, safety and job readiness) will include such

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requirements in the course syllabi

- Clothing normally worn when participating in school sponsored extracurricular sport or activities (ie; cheerleading uniform, wrestling singlet, etc.) may be worn when approved in advance through an administrator via the coach or sponsor.
- The school apparel guidelines apply at all school sponsored events, including homecoming, prom, etc.

School Dances: Only currently enrolled WPHS students and pre-approved guests of WPHS students may attend high school dances. Students must have no outstanding fees. Students will be denied entry to dances until fees have been paid in full. Students who leave a dance early will not be permitted to re-enter. Students attending school dances shall wear appropriate attire according to the acceptable standards for that occasion. All rules shall be the same as the regular school day. Breaking rules in regard to tobacco, weapons, drugs, or alcohol shall result in parents/guardians being called to pick up their student, possible law enforcement contact and possible suspension and/or expulsion from school. The student shall remain under the supervision of school authorities until parents/guardians/law enforcement take custody of the student. A parent-student-administrator conference will be scheduled at the earliest convenience to determine disciplinary action.

Guest students for attendance at school events (such as dances) must complete a guest request form (available in the high school office). Guests may be no older than 19 years of age. This form must be submitted to the high school administration a minimum of 3 days in advance of the event. Failure to **receive permission from the high school administration for the guest will result in denial of attendance at the event.**

School Guests

All visitors must check-in and out at the clocktower entrance. Visitors must provide identification to enter the building.

Sexual Harassment (WPSD Administrative Manual Policy JBB)

Sexual harassment is defined as unwanted sexual or gender-based behavior that creates an environment that would be reasonably perceived and is perceived by the victim as hostile or abusive. Examples of sexual harassment include the following: “catcalls,” slanderous gossip, comments about someone’s sexuality, offensive jokes, unwelcome touching, and pictures/drawings of a sexual nature.

If a student feels that he/she is being sexually harassed, the student should immediately report the incident(s) to a teacher or administrator.

Sexual harassment can lead to expulsion depending on the severity and number of offenses. The administration will determine the seriousness. In severe cases, the authorities

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may be contacted. See the Discipline Code/Behaviors Expectations section for discipline consequences.

Student Suspension/Expulsion ([WPSD Administrative Manual Policy JKD/JKE](#))

Definitions:

"Suspension" means the exclusion of a student from attendance in the educational program for a specified and limited period of time.

"Expulsion" means the exclusion of a student from attending school or participating in school activities for a period of time specified by the Superintendent, Board of Education or state law not to exceed one calendar year.

Procedure for Suspension of 10 Days or Less

Through written policy, the Board of Education has delegated to the school principal and discipline officer the power to suspend a student for not more than five days at one time. The superintendent has been delegated the power to suspend a student for additional periods of time.

Notice. The principal, or designee, or the superintendent at the time of contemplated action shall give the student or parent/guardian notice of the contemplated action. Such notice must be by telephone, if possible, and in writing. Delivery may be by United States mail or by personal delivery. If mailed, delivery shall be deemed to be contemplated at such time as the notice is deposited in the U.S. mail addressed to the last known address of the student or parent/guardian.

Contents of Notice. The notice shall contain the following basic information:

- A detailed statement of the charges against the student.
- A statement of what the child is accused of doing.
- A statement of the basis of the allegation. Specific names may be withheld if necessary to shield witnesses.

This information need not be sent out formally but should sufficiently inform the student or parent/guardian of the basis for the contemplated action.

The letter will also include a statement as to whether or not the suspension counts toward the student being declared "habitually disruptive" and therefore subject to expulsion should further incidents arise.

STUDENTS WHO HAVE BEEN SUSPENDED ARE NOT ALLOWED ON SCHOOL GROUNDS UNLESS PRIOR APPROVAL HAS BEEN GIVEN BY THE

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ADMINISTRATION. STUDENTS WILL NOT BE ALLOWED TO PARTICIPATE IN OR ATTEND ANY EXTRACURRICULAR ACTIVITIES WHILE SUSPENDED.

Informal Hearing. The student shall be given an opportunity to admit or deny the accusation and to give his/her version of the events. The administrator may go further in allowing the student to present witnesses or may call the accuser and hold a more extensive hearing in order to make a proper decision on the contemplated action.

Timing. The notice and informal hearing should precede removal of the student from school. There need be no delay between the time notice is given and the time of the hearing.

If the student's presence in school presents a danger. Notice and an informal hearing need not be given prior to removal from school where a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.

Notification following suspension. If a student is suspended, the administrator delegated the authority to suspend shall immediately notify the parent/guardian that the student has been suspended, the grounds for such suspension and the period of such suspension.

Re-admittance. No student shall be readmitted to school until suspension has been discussed with the parent, student, and administration, so as to avoid another occurrence.

Procedure for Expulsion or Denial of Admission

Designee, acting as the district's hearing officer, contemplates action denying admission to any student or prospective student or expelling any student, the following procedures shall be followed:

Notice Not less than 7 days prior to the date of the contemplated action, the Superintendent or designee will cause written notice of such proposed action to be delivered to the student and the student's parent/guardian. Such delivery may be by United States mail to the last known address of the student or the student's parent/guardian.

Emergency Notice. In the event it is determined that an emergency exists necessitating a shorter notice period of notice, the period of notice may be shortened provided that the student or the student's parent/guardian have actual notice of the hearing prior to the time it is held.

Contents of Notice. The notice shall contain the following basic information:

- A statement of the basic reasons alleged for the contemplated denial of admission or

Expulsion.

- A statement that a hearing on the question of expulsion or denial of admission will be held if requested by the student or parent/guardian within 7 days after the date of the notice.
- A statement of date, time and place of the hearing, in the event one is requested.
- A statement that the student may be present at the hearing to hear all information against him or her, that the student will have an opportunity to present such information as is relevant and that the student may be accompanied and represented by parent/guardian and an attorney.
- A statement that failure to participate in such a hearing constitutes a waiver of further rights in the matter.

Conduct of Hearing. A hearing may be requested by the parent/guardian. Such hearings will be conducted by the superintendent (or designee). The hearing may be conducted in open session or may be closed except to those individuals deemed advisable by the superintendent but including in all events the student, the parent/guardian and, if requested, an attorney. Such individuals as may have pertinent information will be admitted to a closed hearing to the extent necessary to provide such information.

- Testimony and information may be presented under oath. However, technical rules of evidence will not be applicable, and the superintendent may consider and give appropriate weight to such information or evidence he or she deems appropriate. The student's written statement, if any, may be presented as evidence he or she deems appropriate. The student or representative may question individuals presenting information.
- A sufficient record of the proceedings shall be kept so as to enable a transcript to be prepared in the event of either part so requested. Preparation of the transcript will be at the expense of the party requesting the same.
- The superintendent will prepare specific factual findings and issue a written decision within five days after the hearing.

Tobacco Use ([WPSD Administrative Manual Policy ADC](#))

Smoking and chewing tobacco products or snuff *or any simulation thereof*, are not permitted anywhere on Woodland Park School grounds. This includes students, parents, staff and visitors. Students using or possessing smoking or chewing tobacco products or snuff on school grounds will face disciplinary procedures. This applies to all school-sponsored activities as well as the regular school day. Violation of this policy constitutes a serious offense, and disciplinary measures will be taken. Violation of this policy shall include in-house suspension, revocation of privileges and exclusion from extracurricular activities. Repeated violations may result in suspension from school.

Drug Free School Zone (Colorado Revised Statute 18-18-405)

Sale of Controlled Substances - Persons Under 18 - School Grounds. Provides that any person convicted of knowingly dispensing, selling, or distributing or possessing with intent to dispense, sell or distribute, without remuneration, a controlled substance or marijuana, to a person under the age of 18 upon the grounds of, or within 1,000 feet of any public or private elementary, vocational, junior high school, or high school, during school hours, shall be subject to a minimum term of incarceration of five years for the first offense and minimum term of 20 years for the second such offense. Sale, use or possession of a substance represented as a controlled substance will carry the same penalties associated with the possession, use or sale of an actual substance.

Truancy ([WPSD Administrative Manual Policy JHB](#))

If a student is absent without an excuse signed by the parent/guardian or if the student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant.

When a student fails to report on a regularly scheduled school day and school personnel have received no indication that his parent is aware of the absence, school personnel shall make a reasonable effort to notify the parents by telephone. A plan shall be developed for any student at risk of being declared habitually truant.

In accordance with C.R.S. 22-33-104 (1) as amended, mandatory compulsory attendance is required for “every child who has attained the age of seven years and is under the age of seventeen years.”

ATHLETICS & ACTIVITIES/EXTRA-CURRICULAR POLICIES

For students interested in interscholastic athletic/activity competition and participation, Woodland Park High School has extensive programming outside the regular education course offerings. Woodland Park High School provides opportunities for all students to compete in a variety of individual and team activities. Availability of athletic and activities programs for the high school level are reviewed regularly and subject to change. Fees for athletics and activities are established by the Board of Education to help maintain the level of interscholastic athletics and activities offered. Woodland Park High School endeavors to partner with all community programs and families to provide access to extracurricular activities and athletics. A complete updated listing of opportunities available at the high school and may be found on the [Athletics/Activities Website](#).

Fees

The following guidelines and procedures have been established:

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- Approved athletics/activities fees apply to all sports and activities.
- Participating students shall pay their fee(s) at the beginning of each athletic/activity season.
- Athletic/activity fees are non-refundable. A waiver of fee(s) shall be given to any student who qualifies for the free and reduced lunch program or shows financial hardship. Waiver approval shall be obtained from the high school administration.
- Please contact the Athletic/Activities Director to make alternate payment arrangements. A fee payment schedule may be arranged and submitted to the Athletic/Activities Director for consideration.
- Any unpaid fee remaining at the conclusion of the activity will prevent the student from participating in any further activities.
- Fees may be paid online through the parent portal or through rSchool.

At Woodland Park High School, we offer a variety of clubs/activities for our students. For the most up-to-date listing of clubs available, please visit our [website](#).

Eligibility

Student eligibility in interscholastic athletics/activities will be determined by the constitution and by laws set forth by CHSAA, and by any or all additional rules and regulations established by league membership and the Board of Education of Woodland Park School District Re-2. Students must meet all three of the following eligibility requirements:

1. Age and Attendance Requirements

- You are eligible to enter an interscholastic competition if your 19th birthday falls on or after August 1st.
- In a 4-year high school, you are allowed 8 consecutive semesters of eligibility. (Cases involving unusual circumstances should be submitted to the Athletic Director).
- In a 4-year high school, you are eligible for only 4 seasons in a particular program.

2. General Eligibility Rules

To be eligible to represent Woodland Park High School in any interscholastic activity (athletics and/or non-athletics), you must:

- Be considered a representative of WPHS's standards of conduct and sportsmanship by the principal of WPHS. (Student in good standing)
- Be a full-time undergraduate of your school.
- Competitors will be required to carry a minimum and pass 5 classes (2.5 units of credit) each semester. Student athletes must be passing at the time of participation a minimum of 2.5 units of credit.
- Summer Bridge credit accepted by the school may be used to replace any Carnegie Units (or their available equivalent for the subject) on credit not yet completed from a previous semester. Summer Bridge courses completed after the close of the spring semester may be used to replace any academic units not completed from spring

semester. The Summer Bridge credits to be used for eligibility in the Fall must be completed by the end of WPHS Summer Bridge.

3. Weekly Eligibility

A weekly eligibility standard **WILL BE** enforced at Woodland Park High School. Students must be passing a minimum of 5 courses (equivalent to 2.5 credits) each week in order to be eligible. Weekly ineligibility will impact athletic competition for the preceding week Monday through the following Saturday. Weekly eligibility will be pulled at the end of business hours on Friday.

4. Regain Dates

Students who have not met the academic requirements for eligibility at the close of a semester may regain academic eligibility [per this link](#) for the first semester and on the Monday of Week of 36 for the second semester.

Protect Your Eligibility

In addition, a student is eligible for competition if and only if he/she meets all of the following criteria:

Athletics

- Maintain amateur status.
- Have a physical examination every year
- Have a parent's signed permission form (fall, winter, spring).
- Have accident insurance with a minimum coverage comparable to that presently offered by the school benefit plan or else be enrolled under the school plan.
- Have signed a handbook form.
- Have signed a website form.
- Participation fees paid.

Activities

- Have a parent's signed permission form (fall, winter, spring).
- Have accident insurance with a minimum coverage comparable to that presently offered by the school benefit plan or be enrolled under the school plan.
- Have signed a handbook form.
- Have signed website form
- Participation fees paid.

Outside Competition/Practice

As a participant in any high school sport, you may not practice with a non-school team while you are a member of your school team **WITHOUT THE PRIOR CONSENT OF THE ATHLETIC DIRECTOR AND PRINCIPAL.**

Note: A student becomes a participant of his/her high school team when he/she reports out for practice and is in contention for a berth on the team; or when he/she has been issued

the necessary equipment for game competition; or when he/she has been certified to another school as eligible to participate.

School Attendance And Athletic/Activity Participation Policy

The following policy will be adhered to relating to attendance:

- If ill or absent from school for more than ½ of the day, the student will not be allowed to participate in practice or competition that day. Pre-excused absences will be allowed to participate.
- Suspended from school or classes.
 - Out-of-School: A student cannot participate in any school activity (i.e., practice, competition, banquet, etc.) until the student has been declared "in good standing" with the school. This is established on the next school day following a suspension term. The Out-of-School suspension is concluded on a Friday. Reason - the student regains "in good standing" status on the next school day.
 - In-School: A student cannot participate in practice or competition on any day he/she is serving the suspension term. The student gains the "in good standing" status on the calendar day following the term and therefore may participate. The In-School suspension is assigned as a Friday - Monday term. Reason - the student regains "in good standing" status on the next calendar day following the term.

Doctor Release For Injured Athlete

If at any time during participation, a doctor removes an athlete from participation because of an illness or injury, the athlete must have a written release from a doctor before participating again. Note: The release may be satisfied if upon removal the doctor specifies the duration of the student's restriction from participation. [Click here](#) for WPSD Concussion Protocol.

Locker Rooms And Care Of Equipment

- The locker rooms are for players and coaches only.
- There shall be no horseplay in locker rooms at any time. Hazing of other students is strictly prohibited and will result in discipline action as specified by the discipline matrix.
- Locker rooms are to be kept clean.
- Each student is responsible for the proper care and safekeeping of the equipment issued. Uniforms and equipment are property of the school. Lockers must be secured before and after practices or competition.
- Lost items must be paid for through the high school office and receive a receipt.
- Stolen items – a theft report must be made on any occurrence of stolen items immediately to the coach and Athletic/Activities Director.
- No student will be allowed to practice with another activity/athletic program until all equipment and/or uniform obligations are cleared up with his/her previous coach.

Transportation Regulations

Participants must travel to and from contests with school transportation when provided by Woodland Park School District Re-2. The only exceptions are:

- Injury or illness to a participant that would require alternate transportation.
- Prior arrangement between the participants' parent/guardian and the head coach for the student to ride with the parent/guardian and ONLY these authorized persons. Request must be in writing. Other alternative transportation circumstances to and from contests may be made with advanced notice with the Athletic Director
Under no circumstances may players transport other athletes or students.

The bus or mode of transportation used should be as clean at the end of a trip as it was in the beginning. Student athletes and coaches should expect to participate in ensuring the cleanliness of the transportation upon return.

Vacation Policy

- Vacations during an athletic/activity season are discouraged. Parents/Students wishing to do so may wish to reassess their commitment to co-curricular activities.
- In the event an absence due to a vacation is unavoidable, a student must:
 - Contact the head coach for eligibility requirements/policies pertinent to that sport.
 - Be willing to assume the consequences related to their status on that team (i.e. first chair, starter, second string, etc.)

Personal and Parental Conduct

All participants shall conduct themselves in such a way as to reflect positively on themselves, their family and school while representing the school on and off the performance areas. In alignment with Colorado High School Activities Association. Any conduct detrimental to programming may result in suspension or exclusion from the program(s).

In order to be of maximum effectiveness in serving and fostering the education of the students so entrusted to us and in promoting and supplementing the regular curriculum, it is the duty of all concerned with our secondary athletic and activities programs to ...

- Cultivate an awareness that participation in athletics and activities is part of the total educational process and as such, the coach/advisor should neither seek nor expect academic privileges for the participants.
- Emphasize the proper ideals of sportsmanship, ethical conduct and fair play as they relate to the lifetime impact on the participants.
- Develop a working awareness and understanding of all rules and guidelines governing competition, both in letter and intent.
- Recognize that the purpose of athletics and activities is to promote the physical, mental, moral, social and emotional well-being of the individual participants.
- Avoid any practice or technique which would endanger the present or future welfare or safety of any participant.
- Adhere to policies which do not force or encourage students to specialize or restrict them from participation in a variety of activities.
- Refuse to disparage an opponent, an official, an administrator or spectator in any aspect of the activity.

- Strongly encourage the development of proper health habits: the non-use of chemicals, including alcohol, steroids, tobacco in any form and other mood-altering substances.
- Exemplify proper self-control at all times, accepting adverse decisions without public display of emotion or dissatisfaction with the officials or judges.
- Encourage all to judge the true success of the athletic and activities programs on the basis of the attitude of the participants and spectators, rather than on the basis of a win or loss.

Referee / Officials

In efforts to support our visiting officials, and striving for competent and efficient officiating at all athletic contests, WPHS and the Association are equally insistent that school authorities, coaches, players and fans exert every effort to assure officials the respect and courtesy to which their position entitles them. Instances of unsportsmanlike and discourteous treatment of officials, by coaches, players, school authorities, or fans of any school community will warrant vigorous warning by or suspension from, the Association. The Commissioner is authorized to investigate any reports of such conduct and to issue appropriate penalties which may include suspension.

Athletic/Activity Suspensions

The head coach, coach in charge, athletic/activities director, assistant principal, dean, or building principal have the responsibility individually and/or collectively to decide whether a formal suspension (in or out of season) shall be used. The formal suspension policy will be as follows and applied to any participant's high school career; starting with the first day of formal participation through graduation, including summers and other school breaks.

According to CHSAA if a student athlete is disqualified from a contest or tournament for committing an unsportsmanlike act, they shall be disqualified for the remainder of that contest or tournament. In addition, participants disqualified shall be ineligible for the next game or contest as well.

- Substance Abuse: Use, distribution, or possession of tobacco (any form), alcoholic beverages, drugs (including Steroids), narcotics, or hallucinating agents or other controlled substances is prohibited. A violation is self-reported, coach/faculty reported, police report or parent report of their own child.
- Attendance at functions deemed to include the consumption of any of these substances by minors will be constituted as a violation and will lead to disciplinary action.
- **"Hazing"** will not be tolerated and will result in disciplinary action. Hazing means any intentional, knowing or reckless act directed against another student causing mild embarrassment to endangering lives. If a problem exists, students must notify the coach, athletic director or principal immediately. Per CHSAA bylaws: prohibit bullying, hazing, intimidation, and threats. Hazing includes, but is not limited to humiliation tactics, forced social isolation, verbal or emotional abuse, forced or excessive consumption of liquids or foods, or any activity that requires a student to engage in

illegal activity. By signing this form, I affirm my responsibility to prevent and also to report hazing to a sponsor, teacher, counselor/academic advisor, academic advisor, coach, or administrator. I also understand that any violation can result in school or team consequences that could include dismissal from the team or further disciplinary action/.

- Criminal/Civil Law infractions including but not limited to theft, burglary, vandalism and assault, will not be tolerated by any member of the team. The coach and activities director will deal with violators. Example: If an athlete commits the second offense with only 2 football games remaining (20%), they would serve the remaining 30% during their next season. (6 games if basketball)
- Severe language or confrontational actions against officials could result in school action administered by the school administrator that could jeopardize any future eligibility, in that, the participant may be disqualified from that game and/or the next contest in that sports season.
- Additional rules and regulations will be given, in writing, to the athlete's parents and activities director before the season begins.

1st Violation	2nd Violation	3rd Violation	4th Violation
<p>30% of the season - Can regain 10% with 3 hours of education and 5 hours of youth/team athletic community service. <i>Athletic/Activities director and building principal may create alternative restorative measures for a more timely and appropriate solution.</i></p>	<p>50% of the season</p>	<p>12-month suspension with an appeal available after 6 months APPEALS 40 hrs community service Documentation of 5 counseling sessions (in-house or private) Must serve a minimum of 50% of the season.</p>	<p>Permanent suspension with appeal available after 12 months.</p>

Appeals

Suspensions may be appealed, in the following order: Coach, Activities Director, Activities Board of Control, Superintendent of Schools, Board of Education, and the Court. During the appeal procedure, the suspension shall remain in effect until otherwise directed. All students will have the right of due process.

Activities Board Of Control (appeals)

Composition of the Activities Board of Control

- Two faculty members – one being a coach not in that sport
- Two students appointed by recommendation of student council
- Principal's designee – chair

This board will be responsible for hearing and ruling on appeals. This board may or may not be composed of the same individuals each time.

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Policy on Parent/Player Meetings

- The player must first talk to the position coach or immediate supervising coach about the concerns.
- The player can then talk to the head coach/supervisor with the position/immediate supervisor present.
- If the concern is not resolved, the player and their parents can meet with the coaches.
- The player, their parents, and the coaches will then meet with the Athletics/Activities Director to resolve the issue.

The following issues will not be discussed during this meeting:

- Playing time
- Techniques and/or strategies
- Substitution strategies/policies
- Officials judgment
- Another player/coach without that player/coach being present.

Policy On Fighting In Interscholastic Competition

Fighting in any contest shall be construed to consist of: **AN INVITATION TO FIGHT – CLOSELY FOLLOWING AN OPPONENT DURING A DISTURBANCE AND MAKING ANY TAUNTING GESTURES OR SOUNDS – PUNCHING OR SLUGGING WITH FISTS WHETHER OR NOT A PUNCH IS LANDED – WRESTLING OR TACKLING AN OPPONENT OUTSIDE A LEGAL PLAY SITUATION.**

Violation of this rule shall bring an automatic suspension for the remainder of that contest plus suspension from the next scheduled event. The same suspension applies to any member of the participating squad who leaves the designated team area during a fight.

A second violation by the same participant during the same season brings automatic expulsion from that program for the remainder of the season plus suspension from any and all tournament contests of that same season. Should the original violation of this rule occur during the final contest of the season, the participant would be suspended from any and all tournament contests of that season as well as the remainder of that contest. If tournament contests are not a consideration, the participant will be suspended from the first contest in the next season in which he/she participates.

Activities Insurance

The school district is enrolled in a catastrophic insurance plan that is \$25,000 deductible and takes effect only when other insurance does not cover the expense. All Woodland Park students participating in interscholastic activities, therefore, **MUST** be covered by a health, hospitalization and accident insurance plan that would cover the first \$25,000 of medical expenses. Parents have the option of taking advantage of plans offered through the school district or by indicating that they have adequate coverage of their own. If a plan offered through the district is chosen, payment **MUST** accompany the enrollment materials **PRIOR TO** participation.

Athletic/Activity Cuts

All reasonable attempts will be made (particularly at the sub-varsity levels) to forgo the cutting of members. However, in certain co-curricular programs, limitations related to facilities, equipment, and manageable numbers may make it necessary to limit the number of participants. Any detrimental conduct may result in suspension or exclusion from the program(s).

Time-Off Between Sports

Mandatory: Coaches must allow athletes a minimum of three (3) school days off (no practice or competition) when going directly from one sport season to the next. However, athletes may choose to immediately participate in the following season.

Exception: Due to post-season play where the play-offs overlap the beginning of another season; the athlete may join the new team immediately, once the play-offs have concluded.

General Guidelines For Varsity Lettering

The Woodland Park School District Re-2 letter jacket/school colors are dark green and white. The letter jacket [boys] is dark green bodice with white sleeves, [girls] dark green with hood. It is the direction of the Activities Board of Control, Woodland Park High School and all Administration that when a varsity letter has been earned, it must be worn on the traditional Woodland Park letter jacket only. If a student/athlete chooses not to purchase the specified jacket, then it is their only option to display the earned letter at home. If a student/athlete wishes to display their earned letter on a non-traditional letter jacket, it is the administration's right to ask that student/athlete to remove the varsity letter and/or return it to the athletic department.

Specific Lettering Requirements: TBD Fall 2023 subject to review by newly established Activities/Athletics Board of Review (control) composed of parents, coaches, student athletes and administration.

The Activities Director Must Approve All Awards for participation

Non Attending WPHS Athletes and Activity Participants

Students who are home-based learners and live in WPSD are qualified to try out for WPSD athletic teams. If students make the roster for a WPHS team they must adhere to the academic and athletic WPHS guidelines. Student athletes not attending WPHS are not guaranteed a varsity roster spot. Students must be selected for varsity participation through the same process as attending students. Individual coaches and sponsors are responsible for coordinating student participation in WPHS events. Specific participation fees will apply. Please contact the WPHS athletic director or activities director with any questions.

Appendix

Nondiscrimination/Equal Opportunity

Woodland Park School District Re-2 does not unlawfully discriminate against otherwise qualified students, employees, applicants for employment, or members of the public on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, ancestry, or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information, and conditions related to pregnancy or childbirth; is also prohibited in accordance with state and/or federal law. Complaint procedures have been established for students, parents, employees and members of the public. Contact the compliance officer for the District at: P.O. Box 99 – Woodland Park, Colorado 80866 – (719) 686-2000